



Gurukula Kangri (Deemed to be University), Haridwar
(Deemed to be University u/s of UGC Act 1956)

SYLLABUS FOR

DIRECT RECRUITMENT OF NON-TEACHING POSTS

Post: Private Secretary (Group – B)- Selection shall be made on the basis of the Merit list of the written examination. However, there shall be a skill test of dictation (10 minutes Hindi/ English at the speed of 80 w.p.m. and the matter to be transcribed in 50 minutes in English and 65 minutes in Hindi on computer) before the written examination. Only those candidates who pass it shall be eligible for appearing at the written test.

Syllabus of the written examination

Note: There shall be one paper consisting of 100 multiple choice questions of 01 mark each. The questions shall cover the broad areas given in the syllabus. The minimum qualifying marks shall be 45%. There shall be negative marking and .25 mark shall be deducted for every incorrect answer. The duration of examination shall be 90 minutes.

Syllabus for the written examination

1. General Hindi
2. General English
3. General knowledge and awareness
4. Reasoning ability
5. Numerical ability
6. Basic knowledge about computer application
7. Knowledge of the principles of Arya Samaj, Vedic Culture and Gurukul system of education

Post: Coach (Group B) – Selection shall be made on the basis of the combined merit list of written test (50 marks), physical fitness test (30 marks) and interview (20 marks)

Syllabus of the written test:

1. General Hindi, General English, General Knowledge, Knowledge of the principles of Arya Samaj and Gurukul system of education ---- 20 marks
2. Knowledge of various games and sports, national and international events of games and sports, organizations, institutions and federations, training camps, sports training, coaching in games and sports, etc. ----30 mark

Post: Deputy Registrar (Group A)

Selection shall be made on the basis of two written tests of 100 marks each and interview. The first written test (Paper-I) shall consist of 100 multiple choice objective questions of 01 mark each. The duration of examination shall be 90 minutes. The second written test (Paper II) shall comprise descriptive answer type questions carrying 100 marks. The duration of examination shall be two hours. The minimum qualifying marks to be secured in each of the written tests shall be 50 %. Paper I, however, shall be of qualifying nature and its marks shall not be counted while preparing the merit list. The answer scripts of Paper II of only those students shall be evaluated who secure qualifying marks in Paper I, and only those candidates shall be called for interview who secure qualifying marks in Paper II. Merit list shall be prepared on the basis of the marks of Paper II and interview.

Syllabus for Paper I

1. English Grammar
2. Hindi Grammar
3. Current Affairs
4. Numerical Ability
5. Aptitude and Reasoning
6. Institutions of Higher learning
7. Regulatory Bodies of Higher Education
8. Deemed to be universities
9. Knowledge of the Principles of Arya Samaj, Vedic Culture and Gurukul System of education

Syllabus for Paper II:

1. English Composition – Paragraph writing, Summarizing, Precis, Official letters,
2. Hindi Composition – Drafting Office Orders, Summarising, Precis, Official letters
3. Administrative, financial and educational structure of a university
4. General Financial Rules and Service Rules of Govt. of India adopted by University/ deemed to be university
5. Disciplinary Procedures
6. Purchasing Procedures
7. R.T.I. Act
8. Reservation Policy in Government Service
9. New Education Policy
10. Arya Samaj, Vedic Culture and Gurukul System of education

Post: Assistant Registrar (Group A)

Selection shall be made on the basis of two written tests of 100 marks each and interview. The first written test (Paper-I) shall consist of 100 multiple choice objective questions of 01 mark each. The duration of examination shall be 90 minutes. The second written test (Paper II) shall comprise descriptive answer type questions carrying 100 marks. The duration of examination shall be two hours. The minimum qualifying marks to be secured in each of the written tests shall be 50 %. Paper I, however, shall be of qualifying nature and its marks shall not be counted while preparing the merit list. The answer scripts of Paper II of only those students shall be evaluated who secure qualifying marks in Paper I, and only those candidates shall be called for interview who secure qualifying marks in Paper II. Merit list shall be prepared on the basis of the marks of Paper II and interview.

Syllabus for Paper I

1. English Grammar
2. Hindi Grammar
3. Current Affairs
4. Numerical Ability
5. Aptitude and Reasoning
6. Institutions of Higher learning
7. Regulatory Bodies of Higher Education
8. Deemed to be universities
9. Knowledge of the Principles of Arya Samaj , Vedic Culture and Gurukul System of education

Syllabus for Paper II:

1. English Composition – Paragraph writing, Summarizing, Official letters, Comprehension
2. Hindi Composition – Drafting Office Orders, Precis, Official letter Preparing minutes of a meeting
3. Administrative, financial and educational structure of a university
4. General Administration and Finance - Leave Rules, T.A. – D.A. rules, LTC rules, Medical rules, Pension rules and Retirement benefits etc.
5. Disciplinary Procedures
6. Purchasing Procedures
7. R.T.I. Act
8. Reservation Policy in Government Services
9. Principles of Arya Samaj, Vedic Culture and Gurukul system of education

Post: Public Relation Officer (Group A)

Selection shall be made on the basis of two written tests of 100 marks each and interview. The first written test (Paper-I) shall consist of 100 multiple choice objective questions of 01 mark each. The duration of examination shall be 90 minutes. The second written test (Paper II) shall comprise descriptive answer type questions carrying 100 marks. The duration of examination shall be two hours. The minimum qualifying marks to be secured in each of the written tests shall be 50 %. Paper I, however, shall be of qualifying nature and its marks shall not be counted while preparing the merit list. The answer scripts of Paper II of only those students shall be evaluated who secure qualifying marks in Paper I, and only those candidates shall be called for interview who secure qualifying marks in Paper II. Merit list shall be prepared on the basis of the marks of Paper II and interview.

Syllabus for Paper I

1. English Grammar
2. Hindi Grammar
3. Current Affairs
4. Numerical Ability
5. Aptitude and Reasoning
6. Institutions of Higher learning
7. Regulatory Bodies of Higher Education
8. Deemed to be universities
9. Knowledge of the Principles of Arya Samaj and Gurukul System of education

Syllabus for Paper II: The paper shall consist of two sections. While Section- A shall comprise questions testing a candidate's linguistic competence and knowledge about university system, Section- B shall have questions related to domain knowledge.

Section - A

1. English Composition – Paragraph writing, Summarizing, Official letters, Comprehension
2. Hindi Composition – Drafting Office Orders, Precis, Official letters
Preparing minutes of a meeting
3. Education policy of India
4. Principles of Arya Samaj, Vedic Culture and Gurukul system of education

Section – B

1. Communication and Journalism
2. Media and its role in society
3. Digital and Social media
4. Media Ethics
5. Awareness campaigns among students for specific issues – social concerns, Environment, human rights, gender equality, women empowerment, etc.
6. Press Releases- types and usages
7. Right to Information
8. Advertising, Public Opinion and Public Relations
9. Arya Samaj, Vedic Culture and Gurukul system of education.

Post: System Manager (Group A)

Selection shall be made on the basis of two written tests of 100 marks each and interview. The first written test (Paper-I) shall consist of 100 multiple choice objective questions of 01 mark each. The duration of examination shall be 90 minutes. The second written test (Paper II) shall comprise descriptive answer type questions carrying 100 marks. The duration of examination shall be two hours. The minimum qualifying marks to be secured in each of the written tests shall be 50 %. Paper I, however, shall be of qualifying nature and its marks shall not be counted while preparing the merit list. The answer scripts of Paper II of only those students shall be evaluated who secure qualifying marks in Paper I, and only those candidates shall be called for interview who secure qualifying marks in Paper II. Merit list shall be prepared on the basis of the marks of Paper II and interview.

Syllabus for Paper I

1. English Grammar
2. Hindi Grammar
3. Current Affairs
4. Numerical Ability
5. Aptitude and Reasoning
6. Institutions of Higher learning
7. Regulatory Bodies of Higher Education
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9. Knowledge of the Principles of Arya Samaj, Vedic Culture and Gurukul System of education

Syllabus for Paper II: The paper shall consist of two sections. While Section- A shall comprise questions testing a candidate's linguistic competence and knowledge about university system, Section- B shall have questions related to domain knowledge.

Section - A

1. English Composition – Paragraph writing, Summarizing, Official letters, Comprehension
2. Hindi Composition – Paragraph writing, Precis, Official letters, Comprehension
3. Education policy of India
4. Principles of Arya Samaj, Vedic Culture and Gurukul system of education

Section – B

Computer fundamentals, Information Processing, Computer Organisation and System Programming, Assembly level Programming, Software-Design, Data Structure Algorithms, Operating Systems, Distributed Systems, Data Communication and Computer Networks, System Security, Programming Languages, Cloud Computing