F.No.9-4(LA-18)/2022-Admn/2014   25/01/2023

Web Notification

Subject: The final list of Eligible Candidates for the post of Library Assistant (UR-01, OBC-01).

Ref.:
1. Employment Notification No. **CUG/06-2/2022-23 dated 03/10/2022.**
2. Web Notification F.No.9-4(LA-18)/2022-Admn/1873 dated 05/01/2023

Library Assistant (UR-01)
Employment Notification No. CUG/06-2/2022-23 dated 03/10/2022

List of Eligible Applicants:

S/N	Registration No
1	2030992
2	2032137

Note: As the number of Eligible candidates is less than 3, the post of Library Assistant (UR-01) will be readvertised.

Library Assistant (OBC-01)
Employment Notification No. CUG/06-2/2022-23 dated 03/10/2022

List of Eligible Applicants:

S/N	Registration No	S/N	Registration No	S/N	Registration No
1.	2032778	3.	2031329	5.	2033272
2.	2035721	4.	2032344	6.	2032274

The selection procedure will be as per the Annexure I.

Further updates will be uploaded on the University's website only; Candidates in their own interest are advised to remain in touch with the University website www.cug.ac.in.

Registrar (I/C)

गुजरात केन्द्रीय विश्वविद्यालय

(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No. 25 of 2009)

गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

<div align="right">**Annexure I**</div>

SELECTION PROCEDURE FOR THE POST OF
Library Assistant, Group C, Level-4

Sl. No.	Questions	Marks	Duration
1.	Descriptive Type Questions	100	3 Hours
2.	Skill Test (Part 1)	50	01 Hour
3.	Skill Test Typing 30 wpm in English (Part 2)	--	--

The final selection of the **Library Assistant** will be based on the following terms and conditions:

1) The University will conduct the Descriptive-type test carrying 100 marks.
2) The candidates who secure 50% marks in the Descriptive-type test shall be called for the skill test.
3) The marks allocated for the skill test will be 50 and the minimum qualifying marks in the skill test shall be 25.
4) The merit list of the candidates shall be drawn based on the performance in a Descriptive-type test only, subject to a qualifying skill test.
5) The successful candidates in the written test may be called for a skill test/interview, wherever required in order of merit subject to a maximum ratio of 1:15.
6) Resolution of Tie Cases:

   The tie will be resolved by the University as under:

   a) By Age of the candidate i.e. the candidate with older age will be given a preference.
   b) If the tie persists, then higher aggregate marks/grade/CGPA in the prescribed educational qualification in the Cadre Recruitment Rules of the University as amended from time to time for the respective posts will be the criteria to decide the preference.

SYLLABUS FOR WRITTEN EXAMINATION & SKILL TEST

Paper-1: Descriptive type questions of 100 Marks with Duration of 3 Hours.
- **Act / Statutes / Ordinances of Central Universities.**
- **Drafting & Noting:** Drafting Letters, Preparing Notes etc.
- **Knowledge and Application of Library and Information Science Procedures, Rules and Regulations.**
- **Library Administration:** All aspects of Library Administration

Skill Test: Qualifying test with a duration of 1 hour, with a maximum of 50 Marks.

    Part-1:

सेक्टर-29, गांधीनगर-382030,
फोन नं - 07923977407, फेक्स-07923260076
Sector-29, Gandhinagar,
Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in

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- **Knowledge of MS Office**
- **Internet Browsers (Google Chrome, Internet Explorer etc.)** - Searching, Saving, Going to specific web page, bookmarking etc.
- **Electronic Communication:** Create an e-mail account, Read and delete e-mail messages, Address, Compose and Send an e-mail message, Use address books and e-mail address history, Reply, Reply to All, and Forward an e-mail message, Address message to multiple receipts, TO: CC: and BCC, use draft for partially complete messages, use search options to find an email message, print an e-mail message, add and edit contacts, read and respond to meeting requests.

Part-2:

- **Typing Test:** 30 w.p.m in English

Registrar (I/c)