Gurugram University

Gurugram University Non Teaching Exam Pattern - Clerk cum DEO, Lab Asst, JE (Civil) & Other Posts

For Junior Engineer, Clerk Cum DEO, Store Keeper, Lab Technician, Lab Assistant, Daftri, Draftsman, and Driver:

- The questions will **Objective Type Multiple Choice Questions**.
- 75% weightage for *General Awareness, Reasoning, Maths, Science, Computer, English, Hindi,* and concerned or relevant subject, as applicable.
- 25% weightage for *History, Current Affairs, Literature, Geography, Civics, Environment, Culture,* etc. of Haryana.
- The remaining **10 marks** for socio-economic criteria and experience

For Computer Programmer, Junior Programmer:

Stage-I	Stage-II	Remarks
Type: Subjective; Max. Marks: 100 (the score shall be proportionately reduced to the weightage marks assigned for screening/selection); Max. Time: 3 hrs; Qualifying Marks: 40% The Test shall be based on the following: i. ICT in Higher Education ii. Knowledge of Networking (SMTP, VLAN, VoIP, WI-FI, etc. iii. Web Designing and Programming in C++ and Java iv. Knowledge of Server and data Security v. Internet and Web Technologies vi. Software Tools, Techniques and Designing vii. Knowledge of operating system and other common softwares viii. Knowledge of National Knowledge Network, National Mission on Education through ICT (NMEICT), National Policy on Technology-Enhanced Learning (NPTEL), GIAN etc. ix. Online data handling and database management system x. Modern data analysis xi. Digitisation of University administration/governance xii. Noting and Drafting xiii. Other areas relevant to the post Those failing to qualify shall not be called for interview.	Type: Practical and Objective Type (Test is qualifying in nature) Qualifying marks: 50% Max. Marks: 40 Time: 45 Minutes Note: Those failing to qualify shall not be called for interview. Contents: - Knowledge of MS Office, MS Word, Power Point Presentation, Excel Sheet - Practical Programming - Website Security System for Internet/Wi-Fi - Basic/ Common Computer Terms related to programming, website designing, website management, etc.	

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Gurugram University Non-Teaching Syllabus

General Knowledge

- Artists.
- Indian Economy.
- Famous Days & Dates.
- Famous Books & Authors.
- Indian Politics.
- Tourism.
- Inventions and Discoveries.
- Sports.
- General Science.
- Current Affairs.
- Rivers, Lakes, and Seas.
- Famous Places in India.
- Culture.
- Indian History.
- Indian Parliament.
- Countries and Capitals.

Reasoning

- Blood Relation.
- Analogy.
- Syllogism.
- Mathematical Operation.
- Arithmetical Reasoning.
- Cube and Dice.
- Paper Cutting and Folding.
- Classification.
- Coding and Decoding.
- Series.
- Direction and Distance.
- Time Sequence, Number and Ranking Test.

- Number Puzzle.
- Logical Sequence of Words.
- Venn Diagrams.
- Clock and Calendar.
- Matrix Reasoning.
- Statement and Reasoning.
- Completion of Figure.
- Visual Reasoning.

Aptitude

- Simple & Compound interest.
- Ratio and Proportion & Partnership.
- Time and Work & Pipes and Cisterns.
- Number Series.
- Speed, Distance and Time.
- Time and Work.
- Number System.
- Speed, time & Distance (Train, Boats & Stream).
- Mensuration.
- Trigonometry.
- Geometry.
- Mixture & Allegations.
- Data Interpretation.
- HCF & LCM.
- Algebraic Expressions and in Equalities.
- Average.
- Percentage.
- Profit and Loss.
- Number System & Simplification.
- Probability.

English

- Alliteration.
- Allusion.

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- Simile.
- Metaphor.
- Personification.
- Oxymoron.
- Onomatopoeia.
- Anaphora.
- Ellipsis.
- Repetition.
- Apostrophe.
- British English – American English.
- Reading Comprehension.
- Jumbled Sentence.
- Phrase Replacement.
- Sentence Improvement.
- Cloze Test.
- Fill in the Blanks.
- Wrong Spelt.
- One Word Substitution.
- Error Spotting.
- Active Voice and Passive Voice.
- Direct and Indirect Speech.
- Match the following words.
- Choose the correct 'Synonyms'.
- Select the correct word.
- Fill in the blanks with suitable Article.
- Fill in the blanks with suitable Preposition.
- Select the correct Question Tag.
- Fill in the blanks.
- Identify the sentence pattern.
- Find out the Error.
- Select the correct Plural forms.
- Identify the sentence.
- Identify the correct Degree.
- Form a new word by blending the words.

- Form compound words.

Computer Science

- MS Word, Microsoft OneNote.
- Microsoft Access.
- Data Structures.
- MS PowerPoint.
- https://www.freshersnow.com/syllabus/
- MS Visio and MS Excel.
- Microsoft Outlook.
- The Internet.
- Workplace Productivity Tools.
- MS Project, Microsoft Publisher.
- Introduction to Computer Science.
- Boolean Algebra.
- Computer Networks.
- Emerging Technologies and Web Publishing.
- PC Software and Office Automation.
- Database Management System.