



KRANTIGRU SHYAMJI KRISHNA VERMA KACHCHH UNIVERSITY

1. Syllabus and Structure of Senior Clerk & Personal Assistant

Descriptive Exam Syllabus University Administration Act/Statute/Ordinance and apex bodies		
ક્રમ	અભ્યાસક્રમ વિગત	ફાળવાયેલ ગુણ
1	Preliminary Definitions and Scope - Definitions of key terms (e.g., university authorities, admission, examinations, etc.). - Application of Uniform Statutes to all public universities governed by the Act. Officers & Authorities The statutes define roles, powers, duties and structures for: Vice-Chancellor Deans of Faculties / Directors Registrar Controller of Examinations Finance & Accounts Officer - Committees like Academic Boards. Governance Bodies Standardized structure for: Board of Management — overall policy and decision-making body Executive Council — day-to-day administration Academic Council — academic standards & curriculum oversight Joint Board of Vice-Chancellors for collaborative planning across universities. Academic Matters Though the Act doesn't list an academic syllabus by subject like in a course syllabus, the statutes prescribe: - How academic regulations, ordinances and curricula frameworks are established. - Norms for admissions, examinations, evaluation, degrees, diplomas, certificates, and student matters. - Academic councils' powers to frame detailed subject/syllabus regulations. Student-Related Provisions - Admissions process - Examination conduct - Evaluation and result declaration - Disciplinary and grievance procedures. Affiliation, Recognition, and Institutions - Standards and conditions for colleges, recognised institutions, and affiliated bodies. - Criteria for autonomy and credit transfer (Academic Bank of Credit). Miscellaneous Provisions - Financial management, audit, university funds - Degrees, convocations & registries Transitional clauses from older statutes to the new unified framework.	25 માર્ક્સ



English Language Skill (Descriptive Examination)

Sr. No.	Type of Question	Marks to be allotted
1	LETTER WRITING (in about 150 words): A formal letter expressing one's opinion about an issue. The issues can deal with daily office matters/ a problem that has occurred in the office/ an opinion in response to one sought by a ranked officer/issues pertaining to recent concern. etc. REPORT WRITING (in about 150 words): A report on an official function/event/field trip/survey etc. WRITING ON VISUAL INFORMATION (in about 150 words): A report on a graph / image / flow chart / table of comparison/simple statistical data etc. PRECIS WRITING A precis in about 50 words for a 150-word passage. (one paragraph) READING COMPREHENSION: A-reading two passage of about 150 words to be given followed by short-answer type questions. ENGLISH GRAMMAR: *Tenses., Voice., Narration (Direct-Indirect)., Narration (Direct-Indirect, Transformation of sentences., Use of Articles and Determiners., Use of Prepositions., Use of Phrasal verbs. Use of idiomatic expressions., Administrative Glossary. TRANSLATION: Translation of a Short Passage (of about 100 words) from Gujarati to English	25

Descriptive Exam Syllabus Gujarati Language Skill (Descriptive Examination)		
અનુક્રમ	અભ્યાસક્રમ વિગત	ફાળવાયેલ ગુણ
1	વિચાર વિસ્તાર (ત્રણ પૈકી કોઈ પણ બે) કાવ્યપંક્તિઓ કે ગદ્યસૂક્તિનો વિચાર વિસ્તાર(આશરે ૧૦૦ શબ્દોમાં પૂરવેક), સંક્ષેપીકરણ : આપેલા ગદ્યખંડમાંથી આશરે ૧/૩ ભાગમાં તમારા શબ્દોમાં સંક્ષેપ., ગદ્ય સમીક્ષા: આપેલા ગદ્યખંડના આધારે પૂછેલા પ્રશ્નોના જવાબો લખો., પ્રચાર માધ્યમો માટે નિવેદનો તૈયાર કરવા (આશરે ૧૦૦ શબ્દો.), પત્ર લેખન (અભિનંદન/શુભેચ્છા/ વિનંતી / ફરિયાદ વગેરે) (આશરે ૧૦૦ શબ્દોમાં), ચર્ચાપત્ર (આશરે ૧૫૦ શબ્દોમાં) (વર્તમાનપત્રમાં પ્રજાના પ્રશ્નો / સાંપ્રત સમસ્યાઓ / વ્યક્તિગત અભિપ્રાય રજૂ કરતું ચર્ચાપત્ર), અહેવાલ લેખન (આશરે ૧૫૦ શબ્દોમાં), ભાષાંતર : અંગ્રેજીમાંથી ગુજરાતીમાં અનુવાદ (૧૦ વાક્યો), <u>ગુજરાતી વ્યાકરણ:</u> સૂચવ્યા મુજબ જવાબ લખો. ૧. રૂઢિપ્રયોગોનો અર્થ અને તેનો વાક્યપ્રયોગ. ૨. કહેવતોનો અર્થ ૩. સમાસનો વિગ્રહ કરી તેની ઓળખ. ૪. છંદ ઓળખવો ૫. અલંકાર ઓળખવો. ૬. શબ્દસમૂહ માટે એક શબ્દ, ૭. જોડણી શુદ્ધિ ૮. લેખન શુદ્ધિ / ભાષા શુદ્ધિ ૯. સંધિ- જોડો કે છોડો. ૧૦. વાક્ય રચનાના અંગો / વાક્યના પ્રકાર / વાક્ય પરિવર્તન	૨૫ માર્ક્સ



General Studies (Descriptive Examination)

Sr. No.	Type of Question	Marks to be allotted
1	History of India - Indus Valley Civilization: Characteristics, Places, Society, Cultural History, Art and Religion. Indus Valley Civilization and Gujarat Vedic Age- Jainism and Buddhism, Nanda Dynasty. - Maurya and Gupta empires. - Vijayanagara Dynasty and Important dynasties of South India. - Important dynasties of Gujarat: their administration, art, architecture, literature, science and technologies. - Educational Institutions: Takshashila, Nalanda and Valabhi. - Arrival of Europeans in India, establishment and expansion of British rule in India 1757 to 1856, land revenue system. Permanent conscription, raiyat Wari and mahal Wari. Education system. - India's Freedom struggle of 1857: religious and social reform movements in India and Gujarat in the 19th century, factors responsible for the rise of nationalism in India, Indian National Congress. - Rise of Mahatma Gandhi on the national scene and the impact of his ideas, principles and teachings on the political, social, economic, religious, and cultural life of India. - Role of Sardar Patel in Independence Movement and Post-Independence Integration. - Indian revolutionaries in India and abroad, Azad Indian Army and Subhas Chandra Bose. - Post-Independence India: Reorganization of country states, Mahagujarat movement, Important events.	25
2	Cultural heritage - Salient features of Indian culture and its art forms, literature, sculpture and architecture from ancient to modern times. - Indian cinema and theatre and its impact on society. - Arts and Crafts of Gujarat. - Gujarati theatre. - Folk culture and Oral Tradition of Gujarat: Its Significance, Characteristics and Implications. - Coastal culture and tribal culture of Gujarat.	
3	Geography Study of physical features and resources of Gujarat and India: major landforms, climate, soil, rocks, rivers, reservoirs, vegetation, minerals and water resources. - Economic History: Primary, Tertiary and Quaternary. Social and Demographic Geography. - Developmental and environmental issues, sustainable development, globalization; Its Social and Economic Impacts. Natural disasters, carbon emissions, pollution, disaster Management. Global Response to the problems of Climate Change and Environmental Degradation: Key treaties and conventions.	
4	Science and Technology - Integrating science, technology and innovation for a better human life, Science and Technology in everyday life; India's contribution in the field of science and technology, challenges and obstacles in application and diffusion of science and technology, role and scope of science and technology in nation building. - Information and Communication Technologies: (ICT) Its Importance, Benefits and Challenges, E-Governance and policies regarding India, Cybercrime and Cyber Security. - India's space programs - Past, Present and Future. - Energy Policy and Nuclear Policy of India: Its Importance, benefits and challenges of technology in defence services. Achievements of Indians in the field of science and technology.	
5	Events of regional, national and international importance	
6	Indian State System and Constitution. - Constitution of India and its salient features. - Functions and duties of Union and State Governments of India.	



	Issues and challenges related to federal structure - Role of Governor in states	
7	Public administration and governance 1. Meaning, Nature and Scope of Public Administration, evolution in India, legacy of British rule. 2. Role of civil services in democracy. 3. Government policies and interventions, implementation issues and problems with regard to the development of various sectors. 4. Development Process - Role of civil societies, non-governmental organizations and other stakeholders. statutory, regulatory and various quasi-judicial bodies. 5. Good Governance and e-Governance Transparency, accountability and sensitivity in governance - Bill of Rights, Right to Information, Public Service Act and its implications of this survey, social research and its importance. 6. Division of Powers between central and State Governments (central List, State List, Concurrent List). issues and challenges. 7. Important constitutional amendments. 8. Constitutional Institutions and their Role. 9. Parliament and State Legislatures Jurisdictions and Related Topics: Structure, Functioning, Governance, Powers and Special. 10. Judiciary in India - Structure and Functioning, Important Provisions and Constitutional Amendments related to Emergency, Judicial Review, Public Petitions. 11. Rights related issues (Human Rights, Women's Rights, Rights of Scheduled Castes and Scheduled Tribes, Rights of Children) etc. 12. Important International Organizations Agencies, various organizations and their structure.	
8	Discipline in public service 1. Ethics and Human Interaction: Essence, Determinants and Implications/Impacts on Human Behaviour, Consequences: Dimensions of Ethics, Ethics in Personal and public Relations, Ethics in public Services, Truthfulness and Accountability - Right to Information Act, Public Services Act and its implications. 2. Attitude: Basic elements, Functions; its effect on thoughts and behaviour / behaviour and relationship, character and political attitudes; Social influence and the role of persuasion/promotion. 3. Emotional Intelligence: Concept, Its Usefulness and Applications in Management and Governance. 4. Human Values: The Role of Family, Society and Educational Issues in Educating Citizens about Values. 5. Ethics related issues and challenges-Anti-corruption system, Lokpal, Lokayukta. 6. Case study of matter related to the above order (1-5).	
9	Indian economy and Planning 1. Indian Economy: Emergence and Development of Planning Practice in India, Central and State Government's economic performance, dynamics, challenges, new initiatives, reforms etc. Important events, developments and social sector initiatives. Niti Aayog: Objectives, Constitution and Functions, Social Audit, Agriculture, Industries, Infrastructure Sector and Service Sector. 2. Regulatory Framework for Finance and Banking: Concepts, Structure and Role. Monetary policy and fiscal policy. 3. Indian Public Finance: Indian Tax System, public expenditure, Public Debt, deficit and aid in Indian Economy, Centre and State Fiscal Relations. 4. Various indicators of economy, Important institutions of India involved in public administration. 5. Rural Development and Rural Economy- Challenges and Policies; Employment policies /Schemes in India. 6. The Economy of Gujarat- An Overview; Economy, economic and social infrastructure development policies of Gujarat in comparison with India and other states. Co-operative movement in Gujarat and its impact on socio-economic aspects of life. 7. Infrastructure: Power, Ports, Roads, Airports, Railways, Telecommunications; Social Impact Assessment.	

- **Structure of the question paper Senior clerk & Personal Assistant**

Sr. No.	Areas to be Covered	Mark/ % Weightage	Scheme
1.	University Act/Statute/Ordinance and apex bodies	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
2.	English Language Skill	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
3.	Gujarati Language Skill	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
4.	General Studies	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
Total Marks/Percentage		100 Marks	

* 10 marks 150 words and 5 marks 100 words limit for the answer

Note :- Main Exam Passing Criteria will be 40%

For the post of Personal Assistant dictation of Gujarati para at a speed of 80 words per minute for writing in short hand script for 2 minutes and transcribe the same at the speed of seven words per minute (In legible handwriting, not by typing).

The above practical test will be conducted at 11.00 am on Dt. 12-04-2026.



2. Syllabus and Structure of Laboratory Assistant

Descriptive Exam Syllabus University Administration Act/Statute/Ordinance and apex bodies		
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English Language Skill (Descriptive Examination)

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1	LETTER WRITING (in about 150 words): A formal letter expressing one's opinion about an issue. The issues can deal with daily office matters/ a problem that has occurred in the office/ an opinion in response to one sought by a ranked officer/issues pertaining to recent concern. etc. REPORT WRITING (in about 150 words): A report on an official function/event/field trip/survey etc. WRITING ON VISUAL INFORMATION (in about 150 words): A report on a graph / image / flow chart / table of comparison/simple statistical data etc. PRECIS WRITING A precis in about 50 words for a 150-word passage. (one paragraph) READING COMPREHENSION: A-reading two passage of about 150 words to be given followed by short-answer type questions. ENGLISH GRAMMAR: *Tenses. , Voice., Narration (Direct-Indirect)., Narration (Direct-Indirect, Transformation of sentences., Use of Articles and Determiners., Use of Prepositions., Use of Phrasal verbs. Use of idiomatic expressions., Administrative Glossary. TRANSLATION: Translation of a Short Passage (of about 100 words) from Gujarati to English	25

Descriptive Exam Syllabus

LAB, SCIENCE AND TECHNOLOGY

No.	Content	Total Marks
1	GENERAL KNOWLEDGE AND CURRENT AFFAIRS: It includes latest knowledge at National and International levels, Scientific developments REASONING ABILITY: Verbal and Non Verbal reasoning, logical puzzles. QUANTITATIVE APTITUDE AND ENGLISH EFFICIENCY: Basic Mathematics, data interpretation, calculations, vocabulary and communication. COMPUTER KNOWLEDGE: Basics of Computers, MS Office – Word, Excel and Power Point. SUBJECT RELATED: Topics like Structure of Matter & Atomic Theory, Chemical Reactions, Equations & Balancing, Acids, Bases & Salts, Organic Chemistry basics, Environmental Science, Micro organisms and Bio technology, Structural Maps, Stereographic and Stereo net projection, Crystallography, Rock forming minerals, Remote Sensing, Pollution Testing, Instrumentation: Basic knowledge of pH meters, spectrophotometers, analytical balances, and fume hoods.	50



Structure of the question paper for Laboratory Assistant

Sr. No.	Areas to be Covered	Mark/ % Weightage	Scheme
1.	University Act/Statute/Ordinance and apex bodies	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
2.	English Language Skill	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
3.	Lab, Science and Technology	50 Marks	1. 10 Mark 2 Question 2. 10 Mark 2 Question 3. 5 Mark 2 Question
Total Marks/Percentage		100 Marks	

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Note :- Main Exam Passing Criteria will be 40%



3. Syllabus and Structure of Civil Supervisor

Descriptive Exam Syllabus University Administration Act/Statute/Ordinance and apex bodies		
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1	Preliminary Definitions and Scope - Definitions of key terms (e.g., university authorities, admission, examinations, etc.). - Application of Uniform Statutes to all public universities governed by the Act. Officers & Authorities The statutes define roles, powers, duties and structures for: Vice-Chancellor Deans of Faculties / Directors Registrar Controller of Examinations Finance & Accounts Officer - Committees like Academic Boards. Governance Bodies Standardized structure for: Board of Management — overall policy and decision-making body Executive Council — day-to-day administration Academic Council — academic standards & curriculum oversight Joint Board of Vice-Chancellors for collaborative planning across universities. Academic Matters Though the Act doesn't list an academic syllabus by subject like in a course syllabus, the statutes prescribe: - How academic regulations, ordinances and curricula frameworks are established. - Norms for admissions, examinations, evaluation, degrees, diplomas, certificates, and student matters. - Academic councils' powers to frame detailed subject/syllabus regulations. Student-Related Provisions - Admissions process - Examination conduct - Evaluation and result declaration - Disciplinary and grievance procedures. Affiliation, Recognition, and Institutions - Standards and conditions for colleges, recognised institutions, and affiliated bodies. - Criteria for autonomy and credit transfer (Academic Bank of Credit). Miscellaneous Provisions - Financial management, audit, university funds - Degrees, convocations & registries Transitional clauses from older statutes to the new unified framework. (PRS Legislative Research)	25 માર્ક્સ



English Language Skill (Descriptive Examination)

Sr. No.	Type of Question	Marks to be allotted
1	LETTER WRITING (in about 150 words): A formal letter expressing one's opinion about an issue. The issues can deal with daily office matters/ a problem that has occurred in the office/ an opinion in response to one sought by a ranked officer/issues pertaining to recent concern. etc. REPORT WRITING (in about 150 words): A report on an official function/event/field trip/survey etc. WRITING ON VISUAL INFORMATION (in about 150 words): A report on a graph / image / flow chart / table of comparison/simple statistical data etc. PRECIS WRITING A precis in about 50 words for a 150-word passage. (one paragraph) READING COMPREHENSION: A-reading two passage of about 150 words to be given followed by short-answer type questions. ENGLISH GRAMMAR: *Tenses. , Voice., Narration (Direct-Indirect)., Narration (Direct-Indirect, Transformation of sentences., Use of Articles and Determiners., Use of Prepositions., Use of Phrasal verbs. Use of idiomatic expressions., Administrative Glossary. TRANSLATION: Translation of a Short Passage (of about 100 words) from Gujarati to English	25



Descriptive Exam Syllabus Civil Supervisor		
Sr.	Technical Test	Total 50 marks
1	Estimate, quantity Estimation – Calculating the approximate cost of a construction project before starting. Quantity Surveying – Measuring and calculating quantities of materials, labour, and work items. Costing – Determining the total cost including materials, labour, equipment, overhead, and profit Supervision of buildings Building Construction Supervision <u>Supervision of Building Works</u> Building Construction Supervision Supervision of Building Works Construction Management and Supervision Supervision, Quality Control and Safety in Building Construction Site Supervision and Execution of Building Works <u>E-tendering</u> Electronic Tendering and Procurement of Civil Engineering Works E-Tendering Process in Construction Management E-Procurement System for Public Works Online Tendering Procedure for Government Construction Works E-Tendering and Contract Management <u>N-Procure</u> N-Procure E-Tendering and E-Procurement System N-Procure Portal for Government Civil Engineering Works Electronic Procurement through N-Procure System E-Tendering Procedure using N-Procure of Government of Gujarat <u>Government norms regarding constructions buildings</u> Government Norms and Specifications for Building Construction PWD Rules and Regulations for Building Works Government Procedures for Construction, Repair and Maintenance of Buildings Public Works Department (PWD) Norms for Civil Engineering Works Government Standards, Codes and Specifications for Building Construction <u>Government norms regarding repairing/ maintenance of buildings</u> Government Norms for Repair and Maintenance of Civil Engineering Buildings Public Works Department (PWD) Rules for Building Repair and Maintenance Government Procedures for Repair, Rehabilitation and Maintenance of Buildings Maintenance and Repair Regulations for Public Buildings Government Standards and Specifications for Building Maintenance Works	50 marks

Structure of the question paper for Civil Supervisor

Sr. No.	Areas to be Covered	Mark/ % Weightage	Scheme
1.	University Act/Statute/Ordinance and apex bodies	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
2.	English Language Skill	25 Marks	1. 10 Mark 1 Question 2. 10 Mark 1 Question 3. 5 Mark 1 Question
3.	Technical Test (Civil Engineering Subject related like estimate, quantity and supervision of buildings, E-tendering, N-Procure and Government norms regarding constructions repairing/ maintenance of buildings etc..)	50 Marks	1. 10 Mark 2 Question 2. 10 Mark 2 Question 3. 5 Mark 2 Question
Total Marks/Percentage		100 Marks	

* 10 marks 150 words maximum and 5 marks 100 words maximum limit for the answer

Note :- Main Exam Passing Criteria will be 40%

