



गति शक्ति विश्वविद्यालय

GATI SHAKTI VISHWAVIDYALAYA

(A Central University under the Ministry of Railways, Government of India)

लालबाग, वडोदरा, गुजरात / Lalbaug, Vadodara, Gujarat 390004

Written Exam Details

for The Post of Assistant Registrar

(Adv. No. GSV/REG/ADM/ Direct Rectt/2024 dated on 17/01/25)

Exam duration : 1 hour (60 minutes)
No of questions : 60 (Each Question carries 2 Marks)
Maximum marks : 120
Negative marking : 1 mark for each wrong answer
Test type : Computer based test (CBT)
Type of Questions : Multiple Choice Question (MCQ)
Tentative Date : 12th Oct. 2025 (Sunday) (Exact date will be announced soon)

SYLLABUS

1. **Service Rules**

FR & SR, CCS Leave Rules, CCS Conduct Rules, CCS CCA Rules, CCS Pension Rules, New Pension Scheme, Disciplinary & Vigilance, LTC Rules, TA/DA Rules and other Allowances, GPF Rules, HBA & Other Advances, Office Procedure, CSMOP 2022, Reservation & Concession in Services, Deputation, Foreign Service, Lien, Probation, Confirmation, Retirement, Resignation, DPC, LDE, Seniority, General Financial Rules-2017 & 2022, GeM Rules, Delegation of Financial Power Rules, Budgeting & Internal Audit, Pay Fixation, HEFA/ PFMS.

2. **Academic Administration with special reference to GSV**

About GSV, Academic programmes at GSV, information available on GSV website, Regulatory bodies on Higher Education like UGC, Central Universities Act. 2009, Statues, Ordinances, NEP 2020 with special focus on Higher Education.

3. **Government Acts, Laws relevant to Academic Administration**

The Right to Information Act-2005, Anti Ragging Act, Labour Laws (including Maternity Benefits, Gratuity etc.), the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act-2013, Income Tax Act with focus on Salary Income, e-TDS, Financial Management of an Academic Institute, Service Tax Rules, GST Rules.

4. Computer Knowledge:

MS Word – Formatting, Tables, Templates, Track Changes, Mail Merge,
MS Excel – Formulas, Functions, Pivot Tables, Charts, Data Validation,
MS PowerPoint – Presentations, Animations, Slide Transitions, Basics of
ERP systems & e-Office file management, Tally / Accounting Software
basics (voucher entry, ledgers, reports), Email & Office Communication
(Outlook, File Attachments, Digital Signature, PDF handling), Internet &
Cybersecurity Awareness (safe browsing, phishing awareness, data
protection)


9/9/25
Registrar