



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 Senior Section Officer**

**(Adv. No. GSV/REG/ADM/ Direct Recdt/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 : 12<sup>th</sup> Oct. 2025 (Sunday) (Exact date will be announced soon)

**SYLLABUS**

1. **English Language and Drafting:**

Reading Comprehension, Do as Directed (Voice – Active/Passive, Narration – Direct/Indirect, Transformation of sentences), Grammar: Prepositions, Tenses, Articles, Subject–Verb Agreement, Vocabulary: Synonyms, Antonyms, One-word Substitution, Sentence Correction & Common Errors, Punctuation, Idioms & Phrases, Precis Writing, Noting & Drafting (official correspondence and office notes).

2. **Domain Knowledge:**

Fundamental Rules (FR) & Supplementary Rules (SR), CCS (Leave) Rules, CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Pension) Rules & National Pension System (NPS), Disciplinary & Vigilance procedures, LTC Rules, TA/DA Rules, GPF Rules, advances: HBA & other advances, Deputation, Foreign Service, Lien, Probation, Confirmation, Retirement, Resignation, Voluntary Retirement Rules (VRS), Seniority Rules and principles, Departmental Promotion Committee (DPC) and Limited Departmental Examination (LDE), Financial Rules & Procedures, General Financial Rules (GFR) – 2017 & amendments, Delegation of Financial Powers Rules (DFPR), GeM (Government e-Marketplace) procurement rules and e-Procurement procedures.

3. 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