



Sardar Patel University

Vallabh Vidyanagar

Adv. No.B/S/2/4155 Dt.04/01/2021

List of Eligible Candidates for the Post of Deputy Registrar- Open

Application ID	Application ID	Application ID	Application ID
SPU-21-01-3751	SPU-21-01-7570	SPU-21-01-3912	SPU-21-01-1836
SPU-21-01-8110	SPU-21-01-9095	SPU-21-01-3685	SPU-21-01-8089
SPU-21-01-4250	SPU-21-01-5950	SPU-21-01-5579	SPU-21-01-8499
SPU-21-01-8559	SPU-21-01-6291	SPU-21-01-2821	SPU-21-01-4719
SPU-21-01-6803	SPU-21-01-8513	SPU-21-01-2646	SPU-21-01-4513
SPU-21-01-8435	SPU-21-01-9107	SPU-21-01-9302	SPU-21-01-1256
SPU-21-01-6478	SPU-21-01-3600	SPU-21-01-6807	SPU-21-01-7322
SPU-21-01-6589			

(Note : Please note that the syllabus of Deputy Registrar is attached herewith & the date of written Test will be inform shortly on our University Website.)

List of Ineligible Candidates for the Post of Deputy Registrar- Open

Application ID	Application ID	Application ID	Application ID
SPU-21-01-7141	SPU-21-01-2351	SPU-21-01-4661	SPU-21-01-8240
SPU-21-01-4027	SPU-21-01-9902	SPU-21-01-7071	SPU-21-01-6206
SPU-21-01-5459	SPU-21-01-7085	SPU-21-01-8916	SPU-21-01-7524
SPU-21-01-902	SPU-21-01-5973	SPU-21-01-8871	SPU-21-01-2302
SPU-21-01-7859	SPU-21-01-8491	SPU-21-01-615	SPU-21-01-108
SPU-21-01-6940	SPU-21-01-2594	SPU-21-01-4341	SPU-21-01-2028
SPU-21-01-8188	SPU-21-01-2669	SPU-21-01-7193	SPU-21-01-4387
SPU-21-01-9947	SPU-21-01-541	SPU-21-01-2247	SPU-21-01-318
SPU-21-01-4378	SPU-21-01-9172	SPU-21-01-6812	SPU-21-01-5460
SPU-21-01-1838	SPU-21-01-3441	SPU-21-01-5680	SPU-21-01-4516
SPU-21-01-6562	SPU-21-01-6462	SPU-21-01-3159	SPU-21-01-2793
SPU-21-01-7240	SPU-21-01-2001	SPU-21-01-6855	SPU-21-01-2176
SPU-21-01-1986	SPU-21-01-8518	SPU-21-01-4558	SPU-21-01-1924
SPU-21-01-7605	SPU-21-01-4108	SPU-21-01-4456	SPU-21-01-2754
SPU-21-01-10039	SPU-21-01-456	SPU-21-01-2256	SPU-21-01-8938
SPU-21-01-6311	SPU-21-01-696	SPU-21-01-7310	SPU-21-01-8825
SPU-21-01-8731			

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[Signature]
Incharge Registrar
Sardar Patel University
Vallabh Vidyanagar



Syllabus for recruitment of Deputy Registrar:

Maximum Marks for Paper : 100

Duration 2 Hours

Paper – I : Objective Type questions 50 marks	
1.	General Knowledge : General Awareness
2.	Simple Arithmetic and Reasoning Ability Number System, Multiplication, Division, Number System, Factoring, Profit and Loss, Ratio, Proportion & Percentage, Time and Distance, Time and Work, Simple Interest & Compound Interest, Average
3.	English grammar, vocabulary and Comprehension Error recognition, Sentence Formation, Sentence Structure, Ordering of Sentence, one-word substitution, Active & Passive voice, Articles & prepositions, Antonyms, Synonyms, Idioms, Comprehension will include paragraphs from diverse areas and objective type questions will be asked.
4.	Computer Fundamentals Operating System, Internet, Hardware and Software, e-governance, Applications of Computers, Electronic communication, Application Software like Word Processing, Spread Sheet and Presentation, etc.
Paper – II Descriptive questions 50 marks	
1.	General Administration & Finance: Office Procedure, Service Rules, Handling Decision making during unfavorable conditions, Human Relations, Book Keeping and Auditing, General Financial Rules and Receipt & Payment Rules, Fundamental Rules and Supplementary Rules, LTC Rules, Disciplinary and Appeal Rules, Code of Conduct, Service Rules, Act / Statutes / Ordinances of Sardar Patel University National Education Policy, Statutory Act i.e. RTI 2005, Reservation Policy of the State Government. Provision about the NDCPS, GPF, CPF , Use of Management Information System in the betterment of Student Life Cycle, General understanding about the different court of law and statutory tribunals related to the Education Institutions, Student Grievance Redressal Mechanism/Woman Grievance Redressal Mechanism as per UGC or other statutory authority for the same, Record Keeping and Disposal of Record as per the statutory provision, GeM Purchase Procedure with statutory provision and role of the office bearer, Standard Purchase/Tender procedure and Manual of the Government System, Labour Laws applicable to the State University, Role and Responsibilities of the Statutory authorities of the State/Central Government i.e. UGC, AICTE, NCERT, ICCR, PCI, MCI etc. Drafting and Noting (In English & Gujarati)
Interview	50 marks

[Signature]
Incharge Registrar
Sardar Patel University
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