Advertisement No. GBU-03/2021
GUJARAT BIOTECHNOLOGY UNIVERSITY
c/o GSBTM, 11th Block, 9th Floor, Udyog Bhavan
382011, Gandhinagar, Gujarat, India

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Mode of Recruitment of Administrative Position

For the post of Accountant

1. All the candidates who have applied for the post of Accountant will be called for written examination and result will be uploaded on University's website.
2. Minimum qualifying standard shall be 40% of marks in written exam and accordingly Merit list will be uploaded on University's website. If two or more candidates secure the same score, the candidate who is senior in age will be ranked higher.
3. The University shall after conducting examination, scrutinize the application in accordance with minimum eligibility criteria of the post.
4. The candidates having qualifying standard and minimum eligibility criteria, shall be called for document verification in order of merit. The number of candidates called for document verification shall ordinarily be three times the number of vacancies advertised.
5. The University shall prepare select and wait list in order of merit and same shall be published on University's website. The waiting list shall be 50% of the posts advertised, if posts advertised are less than three, then the waiting list shall be limited to two candidates.
6. Syllabus of the written exam shall be as specified in **ANNEXURE-I** attached.
7. The medium of examination shall be Gujarati except the portion of English questions for which the medium in written exam shall be English.

For the post of Lab Technician

1. All the candidates who have applied for the post of Lab Technician will be called for written examination and result will be declared on University's website.
2. Minimum qualifying standard shall be 40% of marks in written exam for all categories and accordingly category wise Merit list will be uploaded on University's website. If two or more candidates secure the same score, the candidate who is senior in age will be ranked higher.
3. The University shall after conducting examination, scrutinize the application in accordance with minimum eligibility criteria of the post.
4. The candidates having qualifying standard and minimum eligibility criteria, shall be called for document verification in order of merit. The number of candidates called for document verification shall ordinarily be three times the number of vacancies advertised.
5. The University shall prepare category wise select and wait list in order of merit and same shall be published on University's website. The waiting list shall be 50% of the posts advertised, if posts advertised are less than three, then the waiting list shall be limited to two candidates.
6. Syllabus of the written exam shall be as specified in **ANNEXURE-II** attached.
7. The medium of examination shall be English except the portion of Gujarati questions for which the medium in written exam shall be Gujarati.

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For the post of Office Assistant

1. All the candidates who have applied for the post of Office Assistant will be called for written examination and result will be declared on University's website.
2. Minimum qualifying standard shall be 40% of marks in written exam for all categories.
3. The candidates who have obtained the minimum qualifying marks in the written exam, shall be called for computer proficiency test but fails to attend the computer proficiency test on the specified date and time shall not be eligible for selection.
4. The number of candidates called for computer proficiency test shall ordinarily be three times the number of vacancies advertised.
5. The result of all the candidates appeared in the Computer Proficiency Test shall be arranged in the order of merit on the basis of aggregate marks finally awarded to each candidate in the written exam and Computer Proficiency Test and same shall be published on University's website. If two or more candidates secure the same score, the candidate who is senior in age will be ranked higher.
6. The University shall after scrutinize the application in accordance with minimum eligibility criteria of the post and the candidates having qualifying standard and minimum eligibility criteria, shall be called for document verification in order of merit.
7. The University shall prepare category wise select and wait list in order of merit and same shall be published on University's website. The waiting list shall be 50% of the posts advertised, if posts advertised are less than three, then the waiting list shall be limited to two candidates.
8. Syllabus of the written exam shall be as specified in **ANNEXURE-III** attached.
9. The medium of examination shall be Gujarati except the portion of English questions for which the medium in written exam shall be English.

Sd/-

Registrar, GBU

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ANNEXURE-I

Syllabus for the Written Test for the Post of Accountant.

Duration: 2 hours   Total Marks: 200

Part-I (Gujarati Medium)

Subject	Marks
Gujarati language and Grammar	25
English language and Grammar	25
Total	**50 marks**

Part-II (Gujarati Medium)

	Marks
Constitution of India with special reference to Fundamental Rights, Directive Principles, State List, Central List, Concurrent List, Article 309, Provision for Schedule Castes/ Schedule Tribes, Societies Registration Act-1860.	40 marks
Annual Development Programme-Gujarat, Annual Budget Provisions under Different Important Sectors, etc.- Gujarat. State Economy in the context of global and national scenario of biotechnology sector.	25 marks
Important Schemes, Policies and Programmes of Government of Gujarat with special reference to Industry, Biotechnology, Science and Technology, Environment, Biodiversity, Public Health, Education, Social Justice, Tribal Development	25 marks
Questions related to Applied knowledge of Inquiry, Applied Budget, L.A.Q.s, Audit Para, Right to Information Act-2005. Sustainable development Goals (SDGS), Purchase policy of Government of Gujarat, Public administration and Administration of Consolidated fund / Public fund, CAG related provisions and principles of Accounts & Audit	30 marks
General Studies on History, Geography & Culture of Gujarat, Current Affairs of Gujarat and India	30 marks
Total	150 marks

Part-I and II shall be of the objective type (Multiple choice questions). Every attempted question with incorrect answer shall carry a negative mark of 0.25.

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ANNEXURE-II

Syllabus for the Written Test for the Post of Lab technician

Duration: 2 hours   Total Marks: 200

Part-I (Gujarati Medium)

Subject	Marks
Gujarati language and Grammar	25
English language and Grammar	25
Total of Part-I	**50 marks**

Part-II (English Medium)

S.No.	Topics	Marks
1	Fundamental of Biology	150 Marks
2	Basic Biochemistry	
3	Animal Biotechnology	
4	Plant Biotechnology	
5	Microbiology	
6	Medical Biotechnology	
7	Industrial Biotechnology	
8	Recombinant DNA technology and Genetic Engineering	
9	Molecular Genetics	
10	Immunology	
11	Environmental Biotechnology	
12	Nano Biotechnology	
13	Regulatory Affairs and IPR	
14	Basic Bioinformatics	
	Total of Part-II	150 Marks
	Total of Part-I & II	200 Marks

Part-I and II shall be of the objective type (Multiple choice questions). Every attempted question with incorrect answer shall carry a negative mark of 0.25.

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ANNEXURE-III

Syllabus for the Written Test for the Post of Office Assistant

Duration: 2 hours   Total Marks: 200
Part-I (Gujarati Medium)

1.	History and Culture of Gujarat	25 Marks
2.	Gujarati Grammar	25 Marks
3.	English Grammar	25 Marks
4.	Current Affairs of India and Gujarat, General Science, Aptitude Quantitative	50 Marks
5	Computer Theory with reference to the basic knowledge of computer applications as prescribed in Appendix-G	25 Marks
6	Public Administration and Constitution of India	50 Marks
	Total	**200 Marks**

Note: Part-I shall be of the objective type (Multiple choice questions). Every attempted question with incorrect answer shall carry a negative mark of 0.25.

Part II: Syllabus for Computer Proficiency Test 1 Hour and 30 Minutes

1.	Gujarati Typing Test		20 Marks
2.	English Typing Test		20 Marks
3.	Computer practical test with reference to the basic knowledge of computer application as prescribed below		60 marks
	(i) Preparing a tender notice in word file	30 marks	
	(ii) Preparing a slide for presentation based on data provided problem	10 marks	
	(iii) Preparing an excel spreadsheet and answering an arithmetic problem	10 marks	
	(iv) Error check and spelling correction in given word document and other functions. • Comment remove • Spelling check • Bold – Remove (Rewriting of paragraph) etc	10 marks	
	Total		**100 Marks**

Note: The speed of typing shall not be less than 5000 key depressions with accuracy per hour.

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APPENDIX-G

(See Annexure III above)

1. Operating System and Office Productivity Tools
    a. Microsoft Windows
    b. MS Word -including Advanced Features
    c. MS Outlook
    d. File and Folder Management
    e. Internet Familiarity, Usages and E-mail
    f. Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN.
    g. Information on Internet explorer usages and various options / settings available
    h. Overview and usages of PDF
    i. Microsoft Office

2. Microsoft Office Indic (Gujarati)
    i. Introduction about MS Office- Indic
    ii. Introduction about Desktop, Mouse, Keyboard, etc.
    iii. How to start Word? Methods of starting Word
    iv. How to change Language English to Gujarati
        Introduction about the Gujarati Keyboards

    v. Introduction about the Gujarati IME. Difference between Remington and Transliteration K/B
    vi. How to operate the K/B. What is Transliteration K/B.
    vii. How to type different Characters and Words from transliteration K/B. (ix) How to use IME help? How to use spelling grammars check in Gujarati?
    viii. What is smart Tag? What is thesaurus?
    ix. How to change the menu from English to Gujarati
    x. Convert the ASCII font to Unicode from TBIL converter.

3. Troubleshooting, Installation and Best Practices
    i. Understanding Storage devices
    ii. How to use a DVD / CD / ROM and floppy
    iii. Burning DVD /CD
    iv. Taking data on and from a flash drive, pen drive
    v. Using data and resources from a Local Area Network
    vi. Using FTP for uploading and downloading of Data from the Internet
    vii. Information on Scanner and Scanner Software usage / configuration

4. Installations:
    i. Installing basic software's like MS Office, etc.
    ii. CD Burning Software (Nero, etc.) Installing or adding printers
    iii. Installing or adding Fonts
    iv. Installing sound drivers

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    v.   Installing drivers for any new hardware
    vi.   Installing new software and removing them using the control panel

5. Best Practices.
    i.   General Security concepts (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection, of the assigned accounts)
    ii.   Disk Cleanup
    iii.   Regular updating of anti virus software
    iv.   Scandisk
    v.   Backups in detail including the following
        a)   Backup through Application
        b)   Backup through Utilities and Tools
        c)   Record Retention

6. Troubleshooting
    i.   Troubleshooting Tools
    ii.   Troubleshooting Viruses
    iii.   Troubleshooting Fundamentals
    iv.   Problems that keep a computer from starting
    v.   Troubleshooting OS, Network
    vi.   Problems after a Computer Boots