

## Syllabus of Dy SO, Head Clerk Class-III

### Syllabus for Written Test

Sr. No.	Subjects covered in the Paper	Marks	Duration
1	General Knowledge: History of Gujarat, Geography of Gujarat, Art and Culture, Constitution of India, General Science, Current Affairs of India and Gujarat, Basic Knowledge of Computer, Environment, Public Administration, Government schemes, Panchayati Raj and Disaster Management. Gujarati Grammar and Literature, English Grammar, Quantitative Aptitude and Test of Reasoning	25 Marks	90 Minutes
2	GCSR, University Administration, UGC Act, RTI Act	75 Marks	
<b>Total:</b>		100 Marks	

### Syllabus & Mode of Recruitment for the Written Test for the Post of Lab technician

#### Part-I

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

#### Part-II

Sr.No.	Topics (English Medium)	Marks
1	Fundamental of Biology	75 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	75 Marks
	Total of Part-I & II (90 Mins)	100 Marks

### Syllabus of Office assistant

Sr No	Topic	Weightage
1	English Language	10 Marks
2	Gujarati Language	10 Marks
3	Indian Polity/ Public Administration	10 Marks
4	Economics, Sci and Tech	10 Marks
5	Reasoning and quantitative aptitude	30 Marks
6	University Administration, higher education, UGC etc	30 Marks
	Total Marks	100 Marks (90 Minutes)