Gautam Buddha University

Greater Noida, G.B. Nagar, Uttar Pradesh

GBU-029/100/NTS/2026- 3241 Dated: 18/11/2026

:NOTICE :

Subject: Post-wise Syllabus for the Written Examination for Recruitment to Various Non-Teaching Posts.

With reference to Advertisement No. GBU/Admn/2026-03 dated 23 June 2026, applications were invited for recruitment to the following posts at Gautam Buddha University. In this regard, the post-wise syllabus prescribed for the written examination for the following positions is hereby notified for the information of all concerned candidates:

1. Assistant Registrar – Group B (Pay Level-10)
2. Fire-cum-Security Officer (Pay Level-10)
3. Horticulture Inspector (Pay Level-07)
4. Cashier (Pay Level-07)
5. Assistant Accountant (Pay Level-05)
6. Office Assistant (Pay Level-03)

The detailed syllabus for the written examination for each of the above-mentioned posts is enclosed herewith as **Annexure-I** for the information and preparation of the candidates.

All concerned candidates are advised to refer to the prescribed syllabus carefully while preparing for the written examination.

(Registrar)

Copy to :

1. Staff officer to the Hon'ble Vice-chancellor for his kind information.
2. System Manager for necessary action and upload on University Website.

(Registrar)

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Annexure – I

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Advertisement no: GBU/Admn/2026-03 Dated: 23 June 2026
Syllabus for the following posts:

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1. **Assistant Registrar Group - B**

SCHEME OF EXAMINATION

Component	Nature	Marks	Duration	Number of Question
Paper-I	General Studies, Aptitude, Language and Computer Awareness-Objective	120	2 Hours	120
Paper-II	University Administration and Management-Descriptive/Analytical	180	3 Hours	15
Interview/Personality Test	Interview/Assessment	50	NA	NA
Total		350	NA	NA

1. **PAPER-I: GENERAL STUDIES, APTITUDE, LANGUAGE AND COMPUTER AWARENESS**

UNIT-I: Indian Constitution, Polity and Governance

- Constitution of India; Preamble; Fundamental Rights; Fundamental Duties; Directive Principles; constitutional amendments; basic structure doctrine; constitutional remedies; emergency provisions; Centre-State relations.
- President, Vice-President, Parliament, Prime Minister and Council of Ministers, Governor, State Legislature, Supreme Court and High Courts.
- Constitutional and statutory institutions including Election Commission, CAG, UPSC and State Public Service Commissions.
- Good Governance, transparency, accountability, rule of law, citizen-centric administration and e-governance.

UNIT-II: Indian History, Culture and Society

- Ancient, medieval and modern Indian history; freedom movement; constitutional development; major social and religious reform movements.
- Indian cultural heritage, art, architecture, literature and major personalities.
- Indian society, social diversity, social justice, women empowerment and contemporary social developments.

UNIT-III: Geography, Economy and Environment

- Physical and economic geography of India; resources; agriculture; population; urbanisation; regional development; disasters and climate change.
- Basic concepts of Indian economy; national income; inflation; fiscal and monetary policy; banking; public finance; budget; taxation; economic reforms.
- Environmental protection, biodiversity, sustainable development, renewable energy and environmental governance.

UNIT-IV: General Science and Science & Technology

- Basic principles of physics, chemistry and biology; everyday science; biotechnology; space technology; scientific research and innovation.
- Information technology, artificial intelligence, emerging technologies and their applications in public and higher education administration.

UNIT-V: Current Affairs and General Awareness

- National and international events; government policies; higher education; science and technology; economy; environment; important institutions and contemporary developments.
- Special emphasis on developments relevant to public administration and higher education.

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UNIT-VI: General Mental Ability and Reasoning

- Logical and analytical reasoning; analogy; classification; series; coding-decoding; syllogism; statement and conclusion; cause and effect; data sufficiency; decision-making; problem solving; situational judgement.

UNIT-VII: Quantitative Aptitude and Data Interpretation

- Number system; simplification; ration and proportion; percentage; average; profit and loss; simple and compound interest; time and work; time and distance; basic statistics; tables, graphs and charts.

UNIT-VIII: General English/Hindi Language

- English; grammar, vocabulary, synonyms, antonyms, sentence correction, comprehension, precis and official/administrative communication.
- Hindi: व्याकरण, शब्दावली, पर्यावाची एवं विलोम, वाक्य शुद्धि, संधि एवं समास, मुहावरे, गद्यांश, संक्षेपण तथा कार्यालयी हिन्दी.

UNIT-IX: Computer and Information Technology

- Computer fundamentals; hardware; software; operating systems; memory and storage; MS Word, Excel and PowerPoint.
- Internet, e-mail, cloud computing, digital communication, cyber security, data protection and cyber hygiene.
- ERP, University MIS, online admission and examination systems, e-office, digital signature and e-governance.

2. PAPER-II: UNIVERSITY ADMINISTRATION AND MANAGEMENT

Paper-II shall be the core domain paper. Questions shall test both knowledge and application of rules, procedures and administrative judgment.

UNIT-I: University Act, Statutes, Ordinances and Regulations of GBU and others

- Nature and hierarchy of Act, Statutes, Ordinances, Regulations, Rules, Notifications, Government Orders and Office Orders.
- Competent authority; delegated powers; amendment procedures; interpretation and implementation of statutory provisions.
- U.P. Gautam Buddha University Act, 2002; amendments; Statutes; Ordinances; Regulations and relevant University orders.

UNIT-II: Role and Functions of the Assistant Registrar

- Office administration; establishment; academic administration; student and examination administration; statutory committee work.
- Processing of cases, interpretation or rules, coordination, supervision, correspondence, file and record management.
- RTI, audit, legal cases, recruitment, service matters, procurement, financial proposals and implementation of statutory decisions.

UNIT-III: Higher Education Systems in India

- Ministry of Education, UGC, NAAC, NIRF, NTA, AIU, Academic Bank of Credits and other higher education institutions.
- Central, State, deemed and private universities; institutional autonomy; academic and administrative governance.
- NET 2020; multidisciplinary education; multiple entry/exit; National Credit Framework; Digital education; internationalisation; research and innovation.

UNIT-IV: Establishment and Personnel Administration

- Recruitment Rules; direct recruitment; promotion; deputation; contractual appointment; probation; confirmation; seniority; reservation.
- Joining, relieving, transfer, deputation, lien, Foreign Service, pay fixation, increments, promotion, MACP, APAR, leave and retirement.
- Service book, personal file, leave account, seniority list, reservation roster and recruitment records.
- Conduct rules; misconduct; preliminary inquiry; show-cause notice; charge-sheet; suspension; departmental inquiry; Inquiry Officer and Presenting Officer.
- Principles of natural justice; evidence; inquiry report; disciplinary authority; penalties; appeal, review, revision and representation.

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- Practical drafting of show-cause notice, charge-sheet, suspension note and speaking order.

UNIT-V: Student and Examination Administration

- Admission, registration, scholarships, fellowships, hostel administration, student discipline, anti-ragging, grievances, sports, cultural activities, NSS and student welfare.
- International students, counselling, accessibility, equal opportunity and gender-sensitive campus administration.
- Examination planning, forms, eligibility, timetable, question-paper setting, moderation, confidentiality, invigilation, evaluation, tabulation and results.
- Re-evaluation, supplementary/back-paper examinations, Unfair Means proceedings, examination discipline and result correction.
- Degrees, diplomas, provisional certificates, transcripts, migration certificates, verification, digital certificates and convocation.
- Administrative response to question-paper leakage, mass copying, technical failure, result errors and examination boycott.

UNIT-VI: Financial Administration

- Financial propriety; budgetary control; economy, efficiency, effectiveness and accountability.
- Annual budget, budget estimates, revised estimates, revenue/capital expenditure, budget monitoring, re-appropriation and supplementary provisions.
- Delegation of financial powers; financial concurrence; expenditure sanction; administrative approval; technical sanction; contingent expenditure; advances and recovery.
- Internal audit, statutory/government audit, CAG, audit objections, compliance and inspection reports.
- General Financial Rules; public procurement principles; procurement planning; goods, services and works.
- Open, limited and single tender; e-procurement; GeM; Purchase Committee; comparative statement; technical and financial evaluation.
- Work/supply orders; agreement; performance security; security deposit; liquidated damages; termination; dispute resolution.
- Stock registers, receipt and issue, physical verification, condemnation and disposal.

UNIT-VII: RTI, Transparency and Record Management

- RTI Act; public authority; PIO; First Appellate Authority; requests; time limits; exemptions; third-party information; appeals.
- File Creation, noting, correspondence, numbering, retention, confidential records, digitisation, preservation and weeding.

UNIT-VIII: Women's Safety, POSH and Inclusive Campus

- Sexual Harassment of Women at Workplace Act, 2013; Internal Committee; complaint and inquiry procedure; confidentiality.
- Gender-sensitive administration; prevention of discrimination; student safety; workplace dignity; disability rights and accessibility.

UNIT-IX: IT and E-Governance in University Administration

- E-office, ERP, MIS, digital workflow, electronic records, digital signatures, dashboards, student portals, online admission/examination and digital payment.
- PFMS, cybersecurity; data privacy; artificial intelligence in administration and responsible use of AI.

UNIT-X: Office Procedure, Noting and Drafting

- Opening and processing a file; statement of facts; identification of applicable rules; options; recommendation; competent authority and approval.
- Drafting of Office Order, Office Memorandum, Notification, Circular, administrative letter, show-cause notice, reminder, speaking order, committee order, appointment/relieving/transfer order, meeting notice, agenda, minutes, RTI reply, audit reply and legal communication.

UNIT-XI: Statutory Meetings and Committee Procedure

- Preparation and processing of matters for Board of Management, Academic Council, Finance Committee, School Boards, Boards of Studies, Selection Committees, Purchase Committees, Examination Committees, Inquiry Committees, Grievance Committees and Internal Committee.
- Agenda preparation, Background papers, resolutions, minutes, Action Taken Report, follow-up and confidentiality.

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UNIT-XII: Contemporary Issues in University Administration

- NET 2020; multidisciplinary universities; internationalisation; foreign students; digital university; AI in higher education; Academic Bank of Credits; National Credit Framework; skill-based education; research and innovation.
- Industry-academia linkage; green campus; sustainable development; disaster-resilient campus; campus security; student support, data-driven governance.

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RECRUITMENT EXAMINATION SYLLABUS:

S.No.	Name of Post
1.	Horticulture Inspector
2.	Assistant Accountant
3.	Cashier
4.	Office Assistant

EXAMINATION SCHEME

The examination paper will consist of two sections, section A. for general awareness & comprehension and Section B for subject specific knowledge.

Examination Scheme

Section	Component	MCQ	Marks
A	General Intelligence and Reasoning	20	20
	General Awareness	20	20
	English Fundamentals	10	10
B	Subject Knowledge	50	50
	Total	**100**	**100**

Section A - General Awareness and Comprehension

General Intelligence and Reasoning

Assessment of logical reasoning, analytical ability and the interpretation of relationships, sequences, symbols and data.

Verbal and non-verbal analogy; classification and odd-one-out; Number, alphabet, alphanumeric and figural series; Coding-decoding; blood relations; direction and distance; Venn diagrams, syllogisms and logical deductions; Linear, circular and mixed seating arrangements; Logical and analytical puzzles; order, ranking and comparison; Statement-assumption, statement-conclusion and statement-argument; Cause and effect; decision-making and problem-solving; Mirror and water images; paper folding/cutting; figure completion; Basic arithmetic reasoning and interpretation of tables, charts and simple data.

General Awareness

Awareness of society, governance, current developments and general knowledge expected of an educated candidate.

Current affairs of national and international importance; History of India, with emphasis on the freedom movement; Indian Constitution, polity, governance and public institutions; Indian economy, banking and basic financial awareness; Geography of India and the world; General science, scientific developments and information technology; Environment, ecology, biodiversity and climate change; Uttar Pradesh: history, geography, culture, administration and current developments; Arts, culture and heritage; books and authors; Awards and honours; sports; important persons and places in news; Government schemes, commissions and committees.

English Fundamentals

Assessment of functional English required for comprehension and official communication.

Grammar and usage: articles, prepositions, tenses, voice, narration and subject-verb agreement; Vocabulary: synonyms, antonyms, idioms, phrases and one-word substitution; Sentence correction, error recognition and sentence improvement; Para-jumbles, sentence ordering and cloze test; Reading comprehension and inference from short passages; Spelling, punctuation and basic official-language usage.

Section B - Subject Knowledge

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2. HORTICULTURE INSPECTOR

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Basic Horticulture

Definition, economic importance and scope of horticulture; classification of horticultural crops; principles of fruit and vegetable production.

Pomology and Olericulture

Production technology, origin, climate, soil, varieties, harvesting and storage of major tropical, subtropical and temperate fruits and vegetables.

Floriculture and Landscaping

Commercial cultivation of flowers; ornamental gardening; landscape architecture; greenhouse management.

Post-Harvest Technology

Handling, processing, grading, packaging and preservation of fruits and vegetables.

Plant Propagation and Nursery Management

Sexual and asexual propagation; grafting; budding; use of plant growth regulators.

Soil and Water Management

Soil types; nutrient management; Integrated Nutrient Management; drip and sprinkler irrigation; fertigation.

Plant Protection

Identification and management of major insects, pests, diseases and weeds of horticultural crops; integrated pest management; biological control.

Specialized Crops

Production practices for spices, condiments, medicinal, aromatic and plantation crops.

3. ASSISTANT ACCOUNTANT

Financial Management and University Accounting System

Institute/university finance and accounts system; budget preparation, budget control and financial planning; Grant-in-Aid and Utilization Certificate; Public Financial Management System; Treasury Single Account; government accounting framework; cash book, ledger and trial balance; Bank Reconciliation Statement; Balance Sheet; Income and Expenditure Account; log book and asset registers; finalization of annual accounts; computerized accounting and statutory compliance.

Government Financial Rules, Service and Establishment Matters

General Financial Rules, 2017; Ministry of Finance rules, notifications and guidelines; delegation of financial powers; Department of Personnel and Training rules on service matters; establishment checks, pay fixation and allowances; labour laws applicable to government institutions; National Pension System; pension, leave and retirement benefits.

Procurement, Tendering and Foreign Purchase

Central Public Procurement Portal; Government e-Marketplace; tendering, e-tendering and global tendering procedures; procurement rules under GFR, 2017; foreign equipment purchase and payment procedure.

Taxation, Audit and Legal Compliance

Goods and Services Tax and statutory returns; e-filing of Income Tax Returns and tax compliance; internal, statutory and CAG audit; system/ERP audit; audit paras, objections, recoveries and compliance; relevant provisions of the Companies Act, where applicable; Right to Information Act, 2005 from a financial perspective.

Accountancy, IT Systems and General Competencies

Financial accounting; cost accounting; management accounting; financial and ratio analysis; maintenance of accounts through computerized systems; knowledge of ERP and accounting software.

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4. CASHIER

Cash Handling and Cash Management

Duties and responsibilities of a cashier; receipt and payment of cash; cash collection and disbursement; cash counting and verification; cash balance and cash limits; maintenance and daily closing of the cash book; physical verification; custody and security of cash; counterfeit currency; cash shortage and excess; remittance and bank deposit; preparation of cash receipts and payment vouchers; supporting documents and acknowledgements; safe custody of cash and financial documents.

Financial Management and University Accounting System

Institute/university finance and accounts system; budget preparation, control and financial planning; Grant-in-Aid and Utilization Certificate; Public Financial Management System; Treasury Single Account; government accounting framework; cash book, ledger and trial balance; Bank Reconciliation Statement; Balance Sheet; Income and Expenditure Account; log book and asset registers; finalization of annual accounts; computerized accounting and statutory compliance.

Government Financial Rules, Service and Establishment Matters

General Financial Rules, 2017; Ministry of Finance rules, notifications and guidelines; delegation of financial powers; Department of Personnel and Training rules on service matters; establishment checks, pay fixation and allowances; labour laws applicable to government institutions; National Pension System; pension, leave and retirement benefits.

Procurement, Tendering and Foreign Purchase

Central Public Procurement Portal; Government e-Marketplace; tendering, e-tendering and global tendering; procurement rules under GFR, 2017; contract management, performance security and compliance; foreign equipment purchase and payment procedure.

Taxation, Audit and Legal Compliance

Income Tax, PAN, TAN, TDS/TCS and returns; Goods and Services Tax and statutory returns; e-filing of Income Tax Returns and tax compliance; internal, statutory and CAG audit; system/ERP audit; audit paras, objections, recoveries and compliance; relevant provisions of the Companies Act, where applicable; Right to Information Act, 2005 from a financial perspective.

Accountancy, IT Systems and General Competencies

Financial accounting; cost accounting; management accounting; financial and ratio analysis; maintenance of accounts through computerized systems; knowledge of ERP and accounting software.

5. OFFICE ASSISTANT

Computer Fundamentals and Operating System

Basic computer components; hardware and software; input, output and storage devices; operating system; files and folders; common peripherals; keyboard shortcuts; basic troubleshooting.

MS Office Applications

MS Word: document creation, editing, formatting, tables, page setup, printing and mail merge; MS Excel: data entry, formatting, basic formulas and functions, sorting, filtering and charts; MS PowerPoint: slide creation, formatting and presentation; basic PDF handling.

Internet, Email, E-Office and Digital Safety

Web browsers and search engines; downloading and uploading; online forms; email and attachments; calendars and online meetings; cloud storage; basic e-office/e-file; digital signatures; passwords, phishing, malware, backup and privacy.

Office Procedure, Communication and Records

Receipt, diary, registration, distribution and dispatch; basic file handling, noting and drafting; official letters, emails, notices, agendas and minutes; proofreading; telephone etiquette and public dealing; office registers; indexing, scanning, retrieval and safe custody of records.

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Basic Administration and Accounts

Basic functioning of university offices; routine applications, certificates, attendance and leave records; bills, vouchers, receipts, cash book, stock and purchase records; basic awareness of the Right to Information Act, grievance handling and official conduct.

Selection Process- Stage I- Written Test MCQ (Objective)
Stage II- Skill Test- 20 marks

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6. FIRE-CUM-SECURITY OFFICER

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SYLLABUS FOR RECRUITMENT TO THE POST OF FIRE-CUM-SECURITY OFFICER
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Nature of Post: Non-Teaching
Duration: 2 Hours
Recommended Written Examination: 100 Marks **Question Type:** Objective/MCQ

Unit–I: Uttar Pradesh Fire & Emergency Services Laws and Regulations

- Objectives, scope, important definitions, organization and functioning of Uttar Pradesh Fire and Emergency Services.
- Powers, duties and functions of Fire Officers and Fire Safety Officers, including appointment, qualifications, responsibilities, orientation and training requirements.
- Fire prevention, fire safety and life-safety measures, including responsibilities of owners/occupiers and institutional establishments.
- Inspection of buildings and premises, fire-safety compliance, documentation, reporting procedures and Fire Safety Certificate (FSC) requirements.
- Fire and emergency response procedures, rescue, evacuation and coordination with concerned authorities.
- Standard Operating Procedures (SOPs) for fire prevention, emergency response, rescue and incident management.
- Reporting and investigation of fire incidents and maintenance of prescribed records.
- Powers of Fire and Emergency Services authorities during fire and emergency situations.
- Penalties, offences and enforcement provisions relating to non-compliance with fire-safety requirements.
- Applicable fire-safety standards, codes, guidelines and statutory provisions relevant to institutional buildings and establishments.
- Uttar Pradesh Fire and Emergency Services Act, 2022 & Rules, 2024.

Unit–II: Fire Science and Fire Prevention

- Fundamentals of fire and combustion
- Fire triangle and fire tetrahedron
- Classes of fire
- Causes and sources of fire
- Fire hazards and risk assessment
- Fire prevention principles
- Electrical fire hazards
- LPG/gas and fuel-related hazards
- Chemical and laboratory fire hazards
- Kitchen and hostel fire hazards
- Prevention of short circuit and electrical overload
- Safe storage and handling of combustible materials
- Housekeeping and removal of fire hazards
- Hot-work and maintenance safety
- Fire-risk assessment of institutional buildings

Unit–III: Fire Fighting Equipment and Fire Protection Systems

- Portable fire extinguishers: Water, Foam, CO_2, Dry Chemical Powder, Clean-agent extinguishers
- Selection and operation of extinguishers
- Fire hydrant systems
- Fire hose and hose-reel systems
- Fire pumps and pump rooms
- Wet-riser/dry-riser systems
- Automatic sprinkler systems
- Fire detection and alarm systems
- Manual call points
- Smoke and heat detectors
- Fire alarm control panels
- Emergency lighting
- Fire doors and fire-resistant construction
- Fire escape routes and emergency exits
- Fire water tanks and water supply
- Inspection, testing and maintenance of fire-fighting equipment
- Fire equipment inventory and maintenance registers
- Mock drills and equipment demonstrations

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Unit–IV: Fire Emergency Response, Rescue and Evacuation

- Standard Operating Procedure for fire emergencies
- Initial response to a fire incident
- Raising fire alarm and emergency communication
- Calling Fire and Emergency Services
- Evacuation procedures
- Assembly/muster-point management
- Search and rescue
- Rescue from smoke-filled areas
- Safe use of fire-fighting equipment
- Emergency isolation of electricity/gas
- Crowd management during evacuation
- Special evacuation arrangements for: Hostels, Laboratories, Libraries, Auditoriums, Administrative buildings, Hospitals/health centres
- Emergency vehicle access and fire-tender movement
- Incident Command and emergency coordination
- Preparation of fire incident reports

Unit–V: Disaster Management and First Aid

- Disaster preparedness and mitigation
- Institutional Disaster Management Plan
- Earthquake, flood, storm and other natural disasters
- Chemical and hazardous-material emergencies
- Emergency communication
- Basic first aid
- CPR and Basic Life Support
- Treatment/initial management of burns
- Electric shock
- Fractures, bleeding and shock
- Smoke inhalation
- Safe shifting of injured persons
- Ambulance and medical emergency coordination
- Emergency mock drills

Unit–VI: Institutional Security Management

- Principles of institutional security
- Security risk assessment
- Campus security planning
- Main-gate security
- Access control
- Visitor management
- Identity-card verification
- Vehicle entry and parking security
- Hostel security
- Academic and administrative building security
- Laboratory and critical infrastructure security
- Protection of university property
- Prevention of theft, trespassing & unauthorized entry
- CCTV surveillance and monitoring
- Security control room
- Patrolling and beat systems
- Night security arrangements
- Crowd and event security
- VIP/VVIP movement and security coordination
- Coordination with Police, Fire Services and Civil Administration
- Incident reporting and maintenance of security registers
- Security staff deployment and duty rosters

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Unit–VII: Fire & Security Administration

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Duties and responsibilities of Fire-cum-Security Officer

- Preparation and implementation of Fire Safety Plan
- Preparation of Campus Security Plan
- Standard Operating Procedures
- Fire and security inspections
- Preparation of inspection reports
- Fire and security audits
- Maintenance of statutory and institutional records
- Fire equipment registers
- Security equipment and asset registers
- Duty roster and manpower deployment
- Training of security/fire personnel
- Conduct of fire and evacuation mock drills
- Coordination with external agencies
- Emergency preparedness and contingency planning
- Basic computer applications, email and MS Office
- Preparation of reports and official correspondence

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Selection Process- Stage I- Written Test MCQ (Objective)
Stage II- Skill Test/Interview- 20 marks

Proposed Scheme of Examination

Section	Component	MCQ	Marks	Marks
A	General Intelligence and Reasoning	20	20	
	General Awareness	20	20	
	English Fundamentals	10	10	
B	Subject Knowledge	50	50	
	Total	**100**	**100**	

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