

Minimum eligibility criteria and Selection Procedure for the post of Steno Typist

Minimum eligibility criteria:

1. Passed Bachelor's degree from a recognized University or institution.
2. Possesses at least 120 hrs course with "Hands on Experience" in the use of personal computer or "Information Technology in Office Productivity Application" or "Desktop Publishing Applications" from a Govt. recognized Institution or a reputed Institution, which is ISO 9001, certified.

OR

Passed course in Computer Information Technology equivalent to "O" level certificate of Department of Electronics, Accreditation of Computer Courses (DOEACC) of Govt. of India.

3. Candidate must have passed Matriculation examination of Punjabi Language from Punjab School Education Board or any other recognized Board (as first or second or as additional language) or any other equivalent examination in Punjabi language which may be specified by the Guru Angad Dev Veterinary and Animal Sciences University from time to time on or before the last date of submission of application.

Selection Procedure:

Step 1: Exam-I: Punjabi Language Test (Matric Level)

- Qualifying in nature only.
- Minimum qualifying marks: 50%
- The maximum duration of examination will be 60 minutes.
- Marks shall not be counted towards final merit.
- There will be no negative marking.
- The format of the exam is as under:

Topic	No. of Questions	Marks	Type of Questions
Punjabi (<i>Annexure-I</i>)	40	40 (Each question carries 1 mark)	MCQ (Multiple Choice Questions)
Translation of Twenty English words (20) to Punjabi	1 set of 20 questions	10 (Each question carries 0.5 mark)	Objective question
Total		50	

Note: Candidates qualifying in Exam-I will be called to appear for the Exam-II.

Step 2: Exam-II: Main Examination

- Weightage shall be counted towards the final merit.
- To qualify, a candidate must score a minimum of 40% marks.
- **Negative marking:** 0.25 mark shall be deducted for every wrong answer.
- The maximum duration of examination will be 100 minutes.

- The format of the exam is as under:

Topic	No. of Questions	Marks (Each question carries 1 mark)	Type of Questions
General Knowledge and Current Affairs; Punjab History and Culture; Logical Reasoning & Mental ability; Punjabi; English; ICT. (Annexure-II)	100	100	MCQ (Multiple Choice Questions)
Total	100	100	

Note: Candidates qualifying in Exam-II will be called to appear for the Shorthand Proficiency Test.

Step 3: Shorthand Proficiency Test:

- A Shorthand Proficiency Test shall be conducted separately in English and Punjabi.
- In each language, candidates shall be required to take dictation at a speed of 80 words per minute and transcribe the same at a speed of 15 words per minute.
- The dictation passage shall consist of 400 words, divided into two paragraphs of 200 words each.
- Candidates shall be permitted a maximum of 8% mistakes in each language test separately.
- A candidate who commits more than 8% mistakes in either language test shall be deemed to have failed the Shorthand Proficiency Test.
- A candidate must qualify both the English and Punjabi Shorthand Proficiency Tests; failure to qualify in either test shall render the candidate ineligible for inclusion in the merit list. Marks shall be counted towards the final merit.
- Marks for the qualified candidates shall be awarded as follows:

Sr. No.	Particulars	Marks	Criteria for award of marks
1.	Mistakes in the competitive test of Shorthand in English	35	No Mistake
		28	Upto 2%
		21	More than 2% upto 4%
		14	More than 4% upto 6%
		07	More than 6% upto 8%
2.	Mistakes in the competitive test of Shorthand in Punjabi	35	No Mistake
		28	Upto 2%
		21	More than 2% upto 4%
		14	More than 4% upto 6%
		07	More than 6% upto 8%

Step 4: Preparation of merit

- Scrutiny of application forms/documents shall be carried out after conduct of above steps for candidates qualifying the prescribed steps 1 to 3. Eligibility shall be determined as on the last date of submission of applications.

- 2) A merit list shall be prepared as per the following scorecard, and uploaded on the university website:

Criteria	Weightage (%)
Marks obtained in Exam-II	30
Marks obtained in Shorthand Proficiency Test (English)	35
Marks obtained in Shorthand Proficiency Test (Punjabi)	35
Total	100

- 3) In case of tie in the merit:
1. Candidate older in age shall be ranked higher.
 2. If tie still persists, candidate securing higher percentage of marks in Graduation shall be ranked higher.
 3. If tie still persists, candidate securing higher percentage of marks in Matriculation Examination shall be ranked higher.

Step 5: Document Verification: A suitable number of Candidates will be called for document verification as per the final merit list. Candidate must prove his/her eligibility by producing original documents during document verification.

Note:

- 1) The decision of the University regarding eligibility, conduct of examination, evaluation and selection shall be final.
- 2) Only candidates qualifying all prescribed stages shall be considered for selection.
- 3) Mere appearance in examination / document verification shall not confer any right to selection.
- 4) Use of unfair means / misconduct during examination or recruitment process shall lead to cancellation of candidature and legal action, wherever required.

Exam-I: Punjabi Language Test (Matric Level) Syllabus

1. ਜੀਵਨੀ ਅਤੇ ਰਚਨਾਵਾਂ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ-
ਸ਼੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,
ਸ਼੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ਼੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸ਼ਬਦ ਦੇ ਭੇਦ।
6. ਅਗੇਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸ਼ਰਾਮ ਚਿੰਨ੍ਹ।
9. ਸ਼ਬਦਾਂ / ਵਾਕਾਂ ਨੂੰ ਸੁੱਧ ਕਰਕੇ ਲਿਖੋ।
10. ਅੰਗਰੇਜ਼ੀ ਸ਼ਬਦਾਂ ਦਾ ਪੰਜਾਬੀ ਵਿੱਚ ਸੁੱਧ ਰੂਪ।
11. ਅੰਕਾਂ, ਮਹੀਨੇ, ਦਿਨਾਂ ਦਾ ਸੁੱਧ ਪੰਜਾਬੀ ਰੂਪ।
12. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
13. ਪੰਜਾਬ ਦੇ ਇਤਿਹਾਸ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।
14. ਪੰਜਾਬ ਦੇ ਸਭਿਆਚਾਰ ਨਾਲ ਸਬੰਧਤ ਪ੍ਰਸ਼ਨ।

Annexure –II

Exam-II: Main Examination Syllabus

No. of questions: 100

Max. Marks: 100

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1.	General Knowledge and Current affairs of National and International importance including Polity issues, Environment issues, Current Affairs, Science and Technology, Economic issues, History of India with special reference to Indian freedom struggle movement, Sports, Cinema and Literature, Geography.	25
2.	Punjab History and Culture: Physical features of Punjab and its ancient history. Social, religious and economic life in Punjab. Development of Language & literature and Arts in Punjab, Social and culture of Punjab during Afgan/Mughal Rule, Bhakti Movement, Sufism, Teachings/History of Sikh Gurus and Saints in Punjab. Adi Granth, Sikh Rulers, Freedom movements of Punjab.	17
3.	Logical Reasoning & Mental Ability: (i) Logical reasoning, analytical and mental ability. (17 Marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (04 Marks) (iii) Data analysis, Graphic presentation charts, tables, spreadsheets. (04 Marks)	25
4.	ਪੰਜਾਬੀ:- ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।	13
5.	English:- Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.	12
6.	ICT: Basics of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.	08
	Maximum Marks	100

Note:

- The distribution of marks/question in each section is indicative. It may vary slightly.
- Failing to secure 40% marks in the above examination will disqualify the candidate for the further Selection Procedure.