

Minimum eligibility criteria and Selection Procedure for the post of Storekeeper

Minimum eligibility criteria:

1. Passed Bachelor's degree with Economics / B.Com. / B.B.A. 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.

Job responsibilities:

1. To maintain stock registers and ensuring timely entry of stock receipts and issues.
2. To maintain inventory registers and records of consumable and non-consumable articles.
3. To keep stock registers updated at all times in accordance with stock transactions and store requirements.
4. To assess and process requirements of store articles from time to time.
5. To prepare of unserviceable items for auction/disposal as per prescribed procedure.
6. To ensure proper maintenance and custody of store records and inventories.
7. Any other duty assigned from time to time.

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

- Exam shall consist of two parts: PART-A and PART-B.
- Weightage shall be counted towards the final merit.
- To qualify, a candidate must score a minimum of 40% marks in both PART-A and PART-B separately.
- **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
PART-A: General Knowledge and Current Affairs; Punjab History and Culture; Logical Reasoning & Mental ability; Punjabi; English; ICT. (Annexure-II)	30	30	MCQ (Multiple Choice Questions)
PART-B: Questions from the Core Subject (Annexure-III)	70	70	MCQ (Multiple Choice Questions)
Total	100	100	

Step 3: Preparation of merit

- 1) Scrutiny of application forms/documents shall be carried out after conduct of above steps for candidates qualifying the prescribed steps 1 and 2. Eligibility shall be determined as on the last date of submission of applications.
- 2) A merit list shall be prepared as per the marks obtained in Exam-II, and uploaded on the university website.
- 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 4: 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 (PART-A) Syllabus

No. of questions: 30

Max. Marks: 30

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.	5
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.	5
3	Logical Reasoning & Mental Ability: Logical reasoning, analytical and mental ability. Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. Data analysis, Graphic presentation charts, tables, spreadsheets.	5
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।	5
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.	5
6	ICT: Basics of computers, Network & Internet, Use of office productivity tools. Word, Excel, Spreadsheet & PowerPoint.	5
	Maximum Marks	30
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.		

Annexure – III**Exam-II: Main Examination (PART-B) Syllabus****No. of questions: 70****Max. Marks: 70**

Sr. No.	Indicative Contents of Syllabus	Weightage (Approx.)
1	Commercial Mathematic: Consisting of sums on percentage, Profit & loss, discount, Interest.	10
2	Goods and Service Tax (GST): General knowledge about GST, History of GST (Goods and Service Tax), GST: Meaning and Objective, Advantages of GST, Types of GST, GST rates slabs, E-way bills, E-Invoicing, Tax Deducted at source (TDS) on GST.	10
3	Foreign Exchange: Basic Knowledge of foreign exchange, Import procedure, Letter of credit (L.o.C.), and documents required for import of material.	10
4	Insurance: General knowledge about insurance, Principles of insurance, Kind of insurance policies, Product liability Insurance, Features and benefits of product liability insurance fire insurance, general principles of fire insurance, transportation of goods and their insurance & freight (CIF), carrying & Forwarding C & F agencies.	10
5	Store Keeping: General knowledge about storekeeping, objectives of storekeeping, storekeeping functions, Storekeeper's duties, management control systems, inventory control systems.	10
6	Material Management: Consisting basic knowledge of F.O.R., F.O.B. & freight, main features of storage, warehousing and need thereof depreciation/demurrage, consumable & non-consumable stocks, movable & immovable property, advance with order.	10
7	Condemnation and disposal of stores: General knowledge about disposal of stores, categories of disposal of stores, different methods for disposal of stores, etc.	10
	Maximum Marks	70
Note: 1. The distribution of marks/question in each section is indicative. It may vary slightly. 2. Failing to secure 40% marks in the above examination will disqualify the candidate for the further Selection Procedure.		