

## Minimum eligibility criteria and Selection Procedure for the post of Driver

### Minimum eligibility criteria:

1. Passed Matriculation (10th class) from a recognized Board.
2. Candidate must possess a valid Heavy Duty driving licence as CODE: TRANS or as applicable by Issuing authority from time to time.
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 drive and operate Light Motor Vehicles (LMV) and Heavy Motor Vehicles (HMV), including car, jeep, truck, tractor, bus and other vehicles as authorized under a valid driving licence, for transportation, field operations and other official purposes of the University.
2. To ensure safe and accident-free operation of the vehicle and carry out its day-to-day maintenance and routine checks.
3. To keep the vehicle clean, tidy and mechanically roadworthy at all times.
4. To maintain proper and accurate records of fuel filled in the vehicle.
5. To maintain the vehicle log book in accordance with prescribed instructions.
6. To prepare monthly summaries of fuel consumption and kilometres run, and calculate the average fuel consumption per litre.
7. To perform such other duties as may be 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
<b>Total</b>		<b>50</b>	

**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
<b>PART-A:</b> General Knowledge and Current Affairs; Punjab History and Culture; Logical Reasoning & Mental ability; Punjabi; English; ICT. (Annexure-II)	30	30	MCQ (Multiple Choice Questions)
<b>PART-B:</b> Questions from the Core Subject (Annexure-III)	70	70	MCQ (Multiple Choice Questions)
<b>Total</b>	<b>100</b>	<b>100</b>	

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

**Step 3: Driving Proficiency Test**

- Qualifying in nature only
- Minimum qualifying marks: 50%
- Marks shall not be counted towards final merit.
- The syllabus / scorecard of test is as under:

Sr. No.	Activity
1.	Practical Driving Skills
2.	Parking and Reversing (Car / Tractor Trolley / Bus)
3.	Any other activities to be notified on the university website, prior to the conduct of test.
<b>Total: 20 marks</b>	

**Note:** Candidates qualifying in Proficiency Test will be considered for preparation of merit.

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

Criteria	Weightage (%)
Marks obtained in Exam-II	80
Experience (Annexure – IV)	20
<b>Total</b>	<b>100</b>

- In case of tie in the merit:
  - Candidate older in age shall be ranked higher.
  - If tie still persists, candidate securing higher marks in '**Exam-II: Main Examination**' shall be ranked higher.
  - 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:**

- The decision of the University regarding eligibility, conduct of examination, evaluation and selection shall be final.
- Only candidates qualifying all prescribed stages shall be considered for selection.

- 3) Mere appearance in examination / proficiency test / 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-  
ਸ੍ਰੀ ਗੁਰੂ ਨਾਨਕ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਅੰਗਦ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਰਾਮਦਾਸ ਜੀ,  
ਸ੍ਰੀ ਗੁਰੂ ਅਰਜਨ ਦੇਵ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਤੇਗ ਬਹਾਦਰ ਜੀ, ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਜੀ।
2. ਵਿਰੋਧਾਰਥਕ ਸ਼ਬਦ, ਸਮਾਨਾਰਥਕ ਸ਼ਬਦ।
3. ਮੁਹਾਵਰੇ।
4. ਅਖਾਣ।
5. ਸ਼ਬਦ ਦੇ ਭੇਦ।
6. ਅਗੋਤਰ/ਪਿਛੇਤਰ।
7. ਵਚਨ ਬਦਲੇ ਤੇ ਲਿੰਗ ਬਦਲੇ।
8. ਵਿਸਰਾਮ 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	<b>General Knowledge and Current affairs of National and International importance including:</b> 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	<b>Punjab History and Culture:</b> 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	<b>Logical Reasoning &amp; Mental Ability:</b> Logical reasoning, analytical and mental ability. Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. Data analysis, Graphic presentation charts, tables, spreadsheets.	5
4	<b>ਪੰਜਾਬੀ:</b> ਸੁੱਧ-ਅਸੁੱਧ, 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	<b>English:</b> 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	<b>ICT:</b> Basics of computers, Network & Internet, Use of office productivity tools. Word, Excel, Spreadsheet & PowerPoint.	5
	<b>Maximum Marks</b>	<b>30</b>
<b>Note:</b>		
<ol style="list-style-type: none"> <li>1. The distribution of marks/question in each section is indicative. It may vary slightly.</li> <li>2. Failing to secure 40% marks in the above examination will disqualify the candidate for the further Selection Procedure.</li> </ol>		

***Exam-II: Main Examination (PART-B) Syllabus***

***No. of questions: 70***

***Max. Marks: 70***

Questions on Driving Technique & Motor Car Mechanism shall aim at testing the candidate's knowledge of driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc., Knowledge of Maintenance of Vehicle i.e. tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/hose pipes, etc.

## Annexure-IV

- a) Only experience in State or Centre Government / Boards / Corporations / Universities will be considered, for which experience certificate must have been issued by the competent authority. No experience certificate from third parties shall be considered.

Experience Duration	Marks Awarded (Max. 20)
10 years or more	20
09 years or more, but < 10 years	18
08 years or more, but < 09 years	16
07 years or more, but < 08 years	14
06 years or more, but < 07 years	12
05 years or more, but < 06 years	10
04 years or more, but < 05 years	08
03 years or more, but < 04 years	06
02 years or more, but < 03 years	04
01 year or more, but < 02 years	02

- b) Marks in experience will be awarded only to those candidates possessing desired nature of experience i.e. of **Driver**.
- c) Candidates who fail to submit Experience Certificate in the requisite format (*Annexure-A*) within stipulated time will not be given any weightage for experience.
- d) The experience claimed by a candidate shall be subject to verification by the University. The University reserves the right to verify the experience from the concerned employer/Head Office and to call for any supporting records, including appointment/engagement orders, salary records, EPF records, ESIC records, attendance records or any other relevant documents, as may be considered necessary.
- e) Mere issuance of an experience certificate by any authority shall not automatically entitle a candidate to claim weightage for experience. The admissibility of experience for the purpose of eligibility and/or award of weightage shall be determined by the University in accordance with the conditions of the advertisement and applicable rules.