

## Minimum eligibility criteria and Selection Procedure for the post of Animal Attendant.

### Minimum eligibility criteria:

1. Passed Matriculation (10<sup>th</sup> class) from a recognized Board.
2. 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:

#### To perform the following duties at Livestock and Poultry Farms / Veterinary Hospitals / Research facilities:

1. To remove animal dung and waste, manure handling, and maintain hygienic conditions in and around animal sheds.
2. To clean the sheds, mangers/troughs, hospital premises and the surrounding areas.
3. To carry out the routine care and management of animals, including cleaning, feeding and milking of animals.
4. To undertake fodder cutting, chaffing and related feeding activities.
5. To clean and maintain milking machines and other equipment used for animal husbandry activities.
6. To monitor the health and well-being of animals and promptly report any illness or abnormal condition to the concerned authority.
7. To provide special care and attention to pregnant and sick animals.
8. To ensure proper use, handling and upkeep of farm equipment, tools and other materials.
9. Management, feeding, cleaning and hatchery duties at poultry farms.
10. To handle and restrain the small and large animals at farm and hospital.
11. 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**

- 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 80 minutes.
- The format of the exam is as under:

<b>Topic</b>	<b>No of Questions</b>	<b>Marks (Each question carries 1 mark)</b>	<b>Type of Questions</b>
General Knowledge and Current Affairs; Punjab History and Culture; Logical Reasoning & Mental ability; Punjabi; English; ICT. ( <i>Annexure-II</i> )	80	80	MCQ (Multiple Choice Questions)
<b>Total</b>	<b>80</b>	<b>80</b>	

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

### **Step 3: 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:

<b>Sr. No.</b>	<b>Activity</b>
1	Restraining of animals
2	Milking of animals
3	Cutting and chaffing of fodder, and feeding to animals
4	Cleaning of animal shed, removal of dung and waste.
<b>Total: 20 Marks</b>	

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

### **Step 4: 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 to 3. Eligibility shall be determined as on the last date of submission of applications.
- 2) A merit list shall be prepared and uploaded on the university website, as per the following scorecard:

<b>Criteria</b>	<b>Marks</b>
Marks obtained in Exam-II	80
Experience ( <i>Annexure-III</i> )	20
<b>Total</b>	<b>100</b>

- 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 marks in '**Exam-II: Main Examination**' 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 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/Physical/ 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 Syllabus**

**No. of questions: 80**

**Max. Marks: 80**

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.	20
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.	20
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> 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।	20
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.	10
6.	<b>ICT:</b> Basics of computers, Network & Internet, Use of office productivity tools. Word, Excel, Spreadsheet & PowerPoint.	5
	<b>Maximum Marks</b>	<b>80</b>

**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.

### Annexure-III

- 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.

<b>Experience Duration</b>	<b>Marks Awarded (Max. 20)</b>
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 **Animal Attendant / Veterinary Hospital Attendant / Livestock Farm Worker / Poultry Farm Worker / Sweeper**.
- 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.