

Plan of Written Examination

Final Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of Group-C post of **Glass Blower-cum-Storekeeper** under **Advertisement No. 12 of 2024**.

1. The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
2. The Exam would be of 2 hours 30 minutes duration.
3. The Exam will consist of three parts (Part A, Part B and Part C) as follows:-

(a) Part A:- Qualifying test of Punjabi Language equivalent to Matriculation standard as per Notification No. G.S.R.72 / Const. / Art.309/Amd.(22)/2022, dated:28.10.2022.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
A	Punjabi (Qualifying Nature) (Annexure-1)	50	50	MCQs (Multiple Choice Questions)

Note:- There will be no negative marking in Part-A.

(b) Part 'B' and Part 'C' combined will be evaluated only if a candidate scores minimum 50% marks (i.e 25 marks) in Part 'A'.

Part	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
B	Questions from General Knowledge and Current Affairs, Punjab History and Culture, Logical Reasoning and Mental ability, Punjabi, English, ICT, (Annexure-2)	40	40	MCQs (Multiple Choice Questions)
C	Questions from the Subject (Annexure-3)	60	60	MCQs (Multiple Choice Questions)
Total		100	100	

4. There will be negative marking for Part-B and Part-C. Each question carries 1 mark. For every wrong answer, $1/4^{\text{th}}$ mark i.e. 0.25 mark would be deducted. The question(s) not attempted will receive no credit or discredit.
5. Tentative syllabus for the written examination for the the recruitment of Group-C post of Glass Blower-cum-Storekeeper under Advertisement No. 12 of 2024. is annexed at Annexure-1 and and Annexure-2 and Annexure-3.

Annexure-1 (Punjabi Syllabus)

Part-A (Punjabi Qualifying Exam)

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/ਪਿਛੋਤਰ।

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-2

Part B - General Knowledge, Punjab History and Culture, Logical Reasoning Mental Ability, Punjabi, English and ICT.

Sr. No.	<i>Indicative Contents of Syllabus</i>	<i>Weightage (Approx.)</i>
1.	<p>General Knowledge and Current affairs of National and International importance including:</p> <p>(i) Polity issues, (ii) Environment issues, (iii) Current Affairs, (iv) Science and Technology, (v) Economic issues, (vi) History of India with special reference to Indian freedom struggle movement. (vii) Sports, (viii) Cinema and Literature. (ix) Geography</p>	10
2.	<p>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.</p>	5
3.	<p>Logical Reasoning & Mental Ability:</p> <p>(i) Logical reasoning, analytical and mental ability. (05 Marks) (ii) Basic numerical skills, numbers, magnitudes, percentage, numerical relation appreciation. (03 Marks) (iii) Data analysis, Graphic presentation charts, tables, spreadsheets. (02 Marks)</p>	10
4.	<p>ਪੰਜਾਬੀ:- ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, 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।</p>	5
5.	<p>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.</p>	5
6.	<p>ICT:- Basics of computers, Network & Internet, Use of office productivity tools Word, Excel, Spreadsheet & PowerPoint.</p>	5
	Maximum Marks	40

Annexure-3

Part C - Questions from Subject

Sr No	Indicative Contents of Syllabus	Weightage (Approx.)
1.	<p>Techniques of Glass blowing for scientific glass ware:-</p> <p>Different Types of Glasses and their thermal properties- Identification of different types of glasses, Physical properties of glass, working point, annealing point, flame annealing of glass, Strain point, Coefficient of thermal expansion of glasses, Bursting pressure of pyrex.</p> <p>Glass blowing equipments- pressure regulator, glass blowing burners and different types of flames, heat resistant cloths and wares.</p> <p>Preliminary glass blowing operations- fire polishing and flared ends, round bottom tubes, flat bottom tubes, healing cracks, glass fusion, glass tube bending and joints.</p> <p>Fundamentals of glass blowing seals- straight seals, T-seals by rotation, Bulb forms, capillary tubing, test tube with different open edges.</p> <p>Sealing glass to metals- Ampule preparation and vacuum sealing of quartz glass</p>	30
2.	<p>Store keeping Techniques and related subjects</p> <p>Purchasing Methods- Physical inventory, purchasing beverages, receiving beverages, accepting product, storing beverages, checking against delivery invoices.</p> <p>Store Keeping Techniques- Meaning of store keeping, types of stores, preservation of material, Materials handling, objective of store keeping/storekeeper, functions of store keeping/storekeeper/store department, independent stores, stages in storekeeping, disadvantages of independent store purchases.</p> <p>Store Department & Materials Handling- Introduction, objectives of material handling, principles of material handling, selection of material handling equipments, material handling equipments, characteristics and classifications of materials, purchasing, stores, inventory control, Packaging and Labelling, price of the product, customer support service, warehousing and storage Store Accounting,</p> <p>Pricing of Issue & Stock Records- Introduction, stores accounting, Account record, receipt, issues, issues rate, suspense account, priced stores ledger, stock taking, Monthly summary of stock receipts and issues, priced vocabulary of stores.</p> <p>Inventory Management- Accounting process, difference between book keeping and accounting, meaning of accounting attributes or features of accounting, difference between book keeping accounting and accountancy, analyzing and interpreting, credit analysis, credit limit, collection procedure, summarizing in a significant manner and in terms of money, transactions and events which are, in part at least, of financial character, to keep systematic record of business transactions, maintenance of record rather than memory.</p>	30