

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION::VIJAYAWADA**

**NOTIFICATION NO.11/2023, Dated: 07/12/2023**

**DIRECT RECRUITMENT TO THE POSTS OF GROUP-II SERVICES**

**GENERAL / LIMITED RECRUITMENT**

1. Applications are invited online through Commission's Website (<http://www.psc.ap.gov.in>) from eligible candidates for the posts falling under Group- II Services from **21/12/2023 to 10/01/2024 by 11:59 mid night.**
2. Eligible candidates shall apply online after satisfying themselves as per the terms and conditions of this recruitment notification. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances. Submission of application form by the candidate is construed as he / she read the notification and shall abide by the terms and conditions laid down there under.
3. The applicant shall login the Commission's Website, with his/her registered OTPR number. In case, the candidate is applying for the first time to the posts notified by A.P.P.S.C. he/she shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission's Website. Once applicant registers his/her particulars, a user ID is generated and sent to his/her registered mobile number and email ID.
4. **The Screening Test (Preliminary examination) will be held on 25/02/2024.** Candidates will be short listed to the Mains Examination in the ratio as may be decided by the Commission at an appropriate time as per G.O.Ms.No.5, General Administration (Ser-A) Dept., dt: 05.01.2018. **The date of Main Examination will be announced later.**
5. Based on merit in Main written examination the candidates will be short listed for Computer Proficiency Test (CPT). No candidate shall be eligible for appointment to the posts falling under Group-II Services unless he/she qualifies the Computer Proficiency Test (CPT) in terms of G.O.Ms.No.26, G.A. (Ser-B) Dept., Dt: 24.02.2023.
6. In respect of Screening Test, the objective type examination will be held in offline mode (OMR based). The Main Examination would be in objective type and questions are to be answered in Offline mode (OMR based) **or** Computer Based Test (CBT) as may be decided by the Commission at an appropriate time.

7. The details of vacancies as per G.O. Rt. No.78, Finance (HR.I-PLG. & POLICY) Dept., dt: 31.03.2022, G.O. Ms. No.98, Finance (HR.I-PLG. & POLICY) Dept., dt: 28.08.2023 and G.O. Ms. No.112, Finance (HR.I-PLG. & POLICY) Dept., dt: 20.10.2023 are as follows:

Post Code No.	Name of the Post	No. of vacancies including carried forward
	Executive Posts	
01	Municipal Commissioner Grade-III in A.P. Municipal Commissioners Subordinate Service	04
02	Sub-Registrar Grade-II in Registration and Stamps Subordinate Service	16
03	Deputy Tahsildar in A.P. Revenue Subordinate Service	114
04	Assistant Labour Officer in A.P. Labour Subordinate Service	28
05	Assistant Registrar in A.P. Co-operative Societies	16
06	Extension Officer in PR & RD in A.P. Panchayat Raj & Rural Development Service	02
07	Prohibition & Excise Sub-Inspector in A.P. Prohibition & Excise Sub-Service	150
08	Assistant Development Officer in A.P. Handlooms and Textiles Subordinate Service	01
	<b>Total Executive vacancies</b>	<b>331</b>
	<b>Non-Executive Posts</b>	
09	Assistant Section Officer (GAD) in A.P. Secretariat Sub-Service	218
10	Assistant Section Officer (Law Dept.) in A.P. Secretariat Sub-Service	15
11	Assistant Section Officer (Legislature) in A.P. Legislature Secretariat Sub-Service	15
12	Assistant Section Officer (Finance Dept.) in A.P. Secretariat Sub-Service	23
13	Senior Auditor in A.P. State Audit Subordinate Service	08
14	Auditor in Pay & Account Sub-ordinate Service	10
15	Senior Accountant in Branch-I (category-I) (HOD) in A.P. Treasuries and Accounts Sub-Service	01
16	Senior Accountant in Branch-II (Category-I) A.P. Treasuries and Accounts (District) Sub-Service	12
17	Senior Accountant in A.P. Works & Accounts (Zone wise) Sub Service.	02
18	Junior Accountant in various Departments in A.P Treasuries & Accounts Sub-Service	22
19	Junior Assistant in A.P. Public Service Commission	32
20	Junior Assistant in Economics and Statistics	06
21	Junior Assistant in Social Welfare	01
22	Junior Assistant in Commissioner of Civil Supplies	13
23	Junior Assistant in Commissioner of Agriculture Marketing	02
24	Junior Assistant in Commissioner of Agriculture Cooperation	07

25	Junior Assistant in Chief Commissioner of Land Administration	31
26	Junior Assistant in Director of Municipal Administration	07
27	Junior Assistant in Commissioner of Labour	03
28	Junior Assistant in Director of Animal Husbandry	07
29	Junior Assistant in Director of Fisheries	03
30	Junior Assistant in Director General of Police (DGP)	08
31	Junior Assistant in DG, Prisons & Correctional Services	02
32	Junior Assistant in Director of Prosecutions	02
33	Junior Assistant in Director of Sainik Welfare	02
34	Junior Assistant in Advocate General of A.P.	08
35	Junior Assistant in A.P. State Archives and Research Institute	01
36	Junior Assistant in Public Health and Family Welfare	19
37	Junior Assistant in Director of Secondary Health	02
38	Junior Assistant in Director of Factories	04
39	Junior Assistant in Director of Boilers	01
40	Junior Assistant in Director of Insurance Medical Services	03
41	Junior Assistant in Industrial Tribunal-cum-Labour Court	02
42	Junior Assistant in Engineer-in-Chief, Public Health	02
43	Junior Assistant in Director of Minorities Welfare	02
44	Junior Assistant in Engineer-in-Chief, Panchayatraj	05
45	Junior Assistant in Commissioner of School Education	12
46	Junior Assistant in Director of Adult Education	01
47	Junior Assistant in Director of Examinations	20
48	Junior Assistant in Engineer-in-Chief, R&B	07
49	Junior Assistant in Women Development & Child Welfare Dept.	02
50	Junior Assistant in Director of Ground Water and Water Audit	01
51	Junior Assistant in Commissioner of Youth Services	01
52	Junior Assistant in Commissioner of Archaeology and Museums	01
53	Junior Assistant in Engineering Research Labs	01
54	Junior Assistant in Preventive Medicine	01
55	Junior Assistant in Government Text book Press	01
56	Junior Assistant in Commissioner of Industries	05
57	Junior Assistant in Conservator of Forest Services	02
58	Junior Assistant in Technical Education	09
59	Junior Assistant in RWS & S	01
	<b>Total Non-Executive vacancies</b>	<b>566</b>

8. **The candidate should possess the prescribed academic qualification as on the date of this notification i.e., 07/12/2023.** The date of this notification shall be the crucial date for calculating the experience including the practical experience, if any.

9. The details of Scheme and Syllabus for Screening Test, Main Examination and Computer Proficiency Test (CPT) are enclosed to this Notification.
10. **The breakup of vacancies, scale of pay, age, community, educational qualifications and other information with instructions will be available on the Commission's Website (<http://www.psc.ap.gov.in>) before 21/12/2023.**
11. **COMMISSION'S DECISION TO BE FINAL:** The decision of the Commission in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commission also reserves its right to alter and modify the terms and conditions including vacancies laid down in the notification for conducting the various stages up to selection or withdraw the notification at any time duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Commission at any stage.

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION::VIJAYAWADA**  
**SCHEME AND SYLLABUS FOR SCREENING AND MAIN EXAMINATION**  
**FOR THE RECRUITMENT TO THE POST OF GROUP – II SERVICES**

**SCHEME FOR SCREENING TEST**

(As per G.O.Ms.No.06, Finance (HR.I-PLG, & POLICY) Dept., dt: 06-01-2023)

<b>Written Examination (Objective Type) - Degree Standard</b>				
<b>Paper</b>	<b>Subject</b>	<b>No. Of Questions</b>	<b>Duration in Minutes</b>	<b>Maximum Marks</b>
General Studies & Mental Ability		150	150	150
<b>Total</b>				<b>150</b>
<b>N.B:</b> As per G.O.Ms. No.235 Finance (HR-1, Plg & Policy) Dept, Dt: 06/12/2016, for each wrong answer will be penalized with 1/3 <sup>rd</sup> of the marks prescribed for the question.				

**SCHEME FOR MAIN EXAMINATION**

(As per G.O.Ms.No.06, Finance (HR.I-PLG, & POLICY) Dept., dt: 06-01-2023)

<b>Written Examination (Objective Type) - Degree Standard</b>				
<b>Paper</b>	<b>Subject</b>	<b>No. Of Questions</b>	<b>Duration in Minutes</b>	<b>Maximum Marks</b>
Paper - I	1. Social History of Andhra Pradesh i.e., the history of Social and Cultural Movements in Andhra Pradesh. 2. General over view of the Indian Constitution.	150	150	150
Paper - II	1. Indian and AP Economy. 2. Science and Technology	150	150	150
<b>Total</b>				<b>300</b>
<b>N.B:</b> As per G.O.Ms. No.235 Finance (HR-1, Plg & Policy) Dept, Dt: 06/12/2016, for each wrong answer will be penalized with 1/3 <sup>rd</sup> of the marks prescribed for the question.				

**SYLLABUS FOR SCREENING TEST**

**GENERAL STUDIES AND MENTAL ABILITY (150M)**

**INDIAN HISTORY (30M)**

**Ancient History:** Salient features of Indus Valley Civilization and Vedic age - Emergence of Buddhism and Jainism - Mauryan Empire and Gupta Empire: Their administration, Socio-Economic and Religious Conditions, Art and Architecture, Literature - Harshavardhana and his Achievements.

**Medieval History:** The Chola Administrative System - Delhi Sultanate and The Mughal Empire: Their Administration, Socio-Economic and Religious Conditions, Art and Architecture, Language and Literature - Bhakti and Sufi Movements - Shivaji and the rise of Maratha Empire - Advent of Europeans.

**Modern History:** 1857 Revolt and its Impact - Rise and Consolidation of British Power in India - Changes in Administration, Social and Cultural Spheres - Social and Religious Reform Movements in the 19th and 20th Century - Indian National Movement: its various stages and important contributors and contributions from different parts of the country - Post Independence Consolidation and Reorganization within the country.

**GEOGRAPHY (30M)**

**General and Physical Geography:** The Earth in our Solar System - Interior of the Earth - Major Landforms and their features - Climate: Structure and Composition of Atmosphere - Ocean Water: Tides, Waves, Currents - India and Andhra Pradesh: Major Physiographic features, Climate, Drainage System, Soils and Vegetation - Natural Hazards and Disasters and their Management.

**Economic Geography of India and AP:** Natural resources and their distribution - Agriculture and Agro based Activities - Distribution of Major Industries and Major Industrial Regions. Transport, Communication, Tourism and Trade.

**Human Geography of India and AP:** Human Development - Demographics - Urbanization and Migration - Racial, Tribal, Religious and Linguistic groups.

### **INDIAN SOCIETY (30M)**

**Structure of Indian Society:** Family, Marriage, Kinship, Caste, Tribe, Ethnicity, Religion and Women  
**Social Issues:** Casteism, Communalism and Regionalisation, Crime against Women, Child Abuse and Child Labour, Youth Unrest and Agitation

**Welfare Mechanism:** Public Policies and Welfare Programmes, Constitutional and Statutory Provisions for Schedule Castes, Schedule Tribes, Minorities, BCs, Women, Disabled and Children.

### **CURRENT AFFAIRS (30M)**

Major Current Events and Issues pertaining to

- International,
- National and
- State of Andhra Pradesh

### **MENTAL ABILITY (30M)**

**Logical Reasoning (Deductive, Inductive, Abductive):** Statement and Assumptions, Statement and Argument, Statement and Conclusion, Statement and Courses of Action.

**Mental Ability:** Number Series, Letter Series, Odd Man out, Coding -Decoding, Problems relating to Relations, Shapes and their Sub Sections.

**Basic Numeracy:** Number System, Order of Magnitude, Averages, Ratio and Proportion, Percentage, Simple and Compound Interest, Time and Work and Time and Distance. Data Analysis (Tables, bar diagram, Line graph, Pie-chart).

## **SYLLABUS FOR MAIN EXAMINATION**

### **PAPER –I (150M)**

#### **SECTION- A**

#### **SOCIAL AND CULTURAL HISTORY OF ANDHRA PRADESH (75M)**

1. Pre - Historic Cultures - The Satavahanas, The Ikshvakus: Socio - Economic and Religious Conditions, Literature, Art and Architecture - The Vishnukundins, The Eastern Chalukyas of Vengi, Andhra Cholas: Society, Religion, Telugu Language, Art and Architecture.
2. Various Major and minor dynasties that ruled Andhradesa between 11th and 16th centuries A.D. - Socio - Religious and Economic Conditions, Growth of Telugu Language and Literature, Art and Architecture in Andhradesa between 11th to 16th centuries A.D.
3. Advent of Europeans - Trade centers - Andhra under the Company - 1857 Revolt and its Impact on Andhra - Establishment of British Rule - Socio - Cultural Awakening, Justice Party/Self Respect Movement - Growth of Nationalist Movement in Andhra between 1885 to 1947 – Role of Socialists - Communists - Anti-Zamindari and Kisan Movements - Growth of Nationalist Poetry, Revolutionary Literature, Nataka Samasthalu and Women Participation.
4. Origin and Growth of Andhra Movement - Role of Andhra Mahasabhas - Prominent Leaders - Events leading to the formation of Andhra State 1953 - Role of Press and News Papers in the Andhra Movement - Role of Library Movement and Folk and Tribal Culture.
5. Events leading to the Formation of Andhra Pradesh State - Visalandhra Mahasabha - States Reorganization Commission and its Recommendations - Gentlemen Agreement - Important Social and Cultural Events between 1956 to 2014.

**SECTION – B****INDIAN CONSTITUTION (75M)**

6. Nature of Indian Constitution - Constitutional Development - Salient features of Indian Constitution - Preamble - Fundamental Rights, Directive Principles of State Policy and their relationship - Fundamental Duties - Amendment of the Constitution- Basic Structure of the Constitution.
7. Structure and Functions of Indian Government - Legislative, Executive and Judiciary - Types of Legislatures: Unicameral, Bicameral - Executive - Parliamentary - Judiciary - Judicial review - Judicial Activism.
8. Distribution of Legislative and Executive Powers between the Union and the States; Legislative, Administrative and Financial Relations between the Union and the States - Powers and Functions of Constitutional Bodies - Human Rights Commission - RTI - Lokpal and Lok Ayukta.
9. Center-State Relations - Need for Reforms - Rajmannar Committee, Sarkaria Commission, M.M.Punchhi Commission - Unitary and Federal features of Indian Constitution - Indian Political Parties - Party System in India - Recognition of National and State Parties - Elections and Electoral Reforms - Anti-Defection Law.
10. Centralization Vs Decentralization - Community Development Programme - Balwant Rai Mehta, Ashok Mehta Committees - 73rd and 74th Constitutional Amendment Acts and their Implementation.

**PAPER –II (150M)****SECTION – A****INDIAN AND AP ECONOMY (75M)****1. Structure of Indian Economy, Economic Planning and Policy:**

National Income of India: Concept and Measurement of National Income - Occupational Pattern and Sectoral Distribution of Income in India – Economic Growth and Economic Development - Strategy of Planning in India - New Economic Reforms 1991 – Decentralization of Financial Resources – NITI Aayog.

**2. Money, Banking, Public Finance and Foreign Trade:**

Functions and Measures of Money Supply – Reserve Bank of India (RBI): Functions, Monetary Policy and Control of Credit – Indian Banking: Structure, Development and Reforms – Inflation: Causes and Remedies – India's Fiscal Policy: Fiscal Imbalance, Deficit Finance and Fiscal Responsibility – Indian Tax Structure - Goods and Services Tax (GST) – Recent Indian Budget – India's Balance of Payments (BOP) – FDI.

**3. Agricultural Sector, Industrial Sector and Services in Indian Economy:**

**Indian Agriculture:** Cropping Pattern, Agricultural Production and Productivity – Agricultural Finance and Marketing in India: Issues and Initiatives – Agricultural Pricing and Policy in India: MSP, Procurement, Issue Price and Distribution – **Industrial Development in India:** Patterns and Problems – New Industrial Policy, 1991 – Disinvestment – Ease of Doing Business – Industrial Sickness: Causes, Consequences and Remedial Measures – **Services Sector:** Growth and Contribution of Services Sector in India – Role of IT and ITES Industry in Development.

**4. Structure of Andhra Pradesh Economy and Public Finance:**

Structure and Growth of AP Economy: Gross State Domestic Product (GSDP) and Sectoral Contribution, AP Per Capita Income (PCI) – AP State Revenue: Tax and Non-Tax Revenue – AP State Expenditure, Debts and Interest Payments – Central Assistance – Projects of External Assistance - Recent AP Budget.

**5. Agriculture and Allied Sector, Industrial Sector and Services Sector of Andhra Pradesh:**

Production Trends of Agriculture and Allied Sectors – Cropping Pattern – Rural Credit Cooperatives – Agricultural Marketing – Strategies, Schemes and Programmes related to Agricultural Sector and Allied Sectors in Andhra Pradesh Including Horticulture, Animal Husbandry, Fisheries and Forests – Growth and Structure of Industries – Recent AP Industrial Development Policy - Single Window Mechanism – Industrial Incentives – MSMEs – Industrial Corridors – Structure and Growth of Services Sector – Information Technology, Electronics and Communications in Andhra Pradesh – Recent AP IT Policy.

**SECTION- B****SCIENCE AND TECHNOLOGY (75M)****1. Technology Missions, Policies and Applications:**

National S&T Policy: Recent Science, Technology and Innovation Policy, and National Strategies and Missions, Emerging Technology Frontiers – Space Technology: Launch Vehicles of India, Recent Indian Satellite Launches and its applications, Indian Space Science Missions – Defence Technology: Defence Research and Development Organization (DRDO): Structure, Vision and Mission, Technologies Developed by the DRDO, Integrated Guided Missile Development Programme (IGMDP) – Information and Communication Technology (ICT): National Policy on Information Technology – Digital India Mission: Initiatives and Impact – E-Governance Programmes and Services – Cyber Security concerns – National Cyber Security Policy – Nuclear Technology: Indian Nuclear Reactors and Nuclear Power Plants – Applications of Radioisotopes – India's Nuclear Programme.

**2. Energy Management:**

Policy and Projections: Installed Energy Capacities and Demand in India - National Energy Policy - National Policy on Biofuels - Bharat Stage Norms - Non-Renewable and Renewable Energy: Sources and Installed Capacities in India – New Initiatives and Recent Programmes, Schemes and Achievements in India's Renewable Energy Sector.

**3. Ecosystem and Biodiversity:**

Ecology and Ecosystem: Basic concepts of Ecology, Ecosystem: Components and Types – Biodiversity: Meaning, Components, Biodiversity Hotspots, Loss of Biodiversity and Conservation of Biodiversity: Methods, Recent Plans, Targets, Convention and Protocols - Wildlife Conservation: CITES and Endangered Species with reference to India – Biosphere Reserves – Indian Wildlife Conservation efforts, projects, acts and initiatives in recent times.

**4. Waste Management and Pollution Control:**

Solid Waste: Solid Wastes and their Classification – Methods of Disposal and Management of Solid Wastes in India – Environmental Pollution: Types of Environmental Pollution – Sources and Impacts – Pollution Control, Regulation and Alternatives: Recent projects, acts and initiatives to reduce Environmental Pollution in India – Impact of Transgenics on Environment and their Regulation – Eco-Friendly Technologies in Agriculture – Bioremediation: Types and Scope in India.

**5. Environment and Health:**

Environment Challenges: Global Warming, Climate Change, Acid Rain, Ozone Layer Depletion, Ocean Acidification – Environmental Initiatives: Recent International Initiatives, Protocols, Conventions to tackle Climate Change with special reference to India's Participation and Role – Sustainable Development: Meaning, Nature, Scope, Components and Goals of Sustainable Development – Health Issues: Recent Trends in Disease Burden and Epidemic and Pandemic Challenges in India - Preparedness and Response: Healthcare Delivery and Outcomes in India – Recent Public Health Initiatives and Programmes.

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**SCHEME & SYLLABUS OF EXAMINATION OF THE COMPUTER PROFICIENCY TEST (CPT)**

**Scheme for Computer Proficiency Test**

(As per G.O.Ms.No.26, G.A. (Ser.B) Dept., dt: 24.02.2023)

<b>Scheme of the examination (Practical Type)</b>					
Test	Duration (Minutes)	Maximum Marks	Minimum Qualifying Marks		
			SC/ST/PH	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software.	60	100	30	35	40

**Syllabus for Computer Proficiency Test**

**PART-A**

- 1. INTRODUCTION TO COMPUTERS:** Introduction to Computers - Components and their classification - Peripheral devices and their purpose. Input Devices - Keyboard, Mouse, Scanner, Lighten, Touch screens, Joystick, Micro phone, Scanner, Digital camera, Bar code reader, Biometric sensor Output Devices: Display devices, Printers, Monitor, Speaker, Plotter, Secondary Storage Devices – Feature- Driven Development (FDD), Magnetic tape, Universal Serial Bus(USB), Pen Drives, Disks - The Role of input Processing / output processing devices - Computing Concepts - Data - Information – Random Access Memory (RAM) – Read-Only Memory(ROM) - Control Unit - Memory Unit – Arithmetic Logic Unit(ALU).
- 2. COMPUTER SOFTWARE TYPES:** System Software, Application Software, Embedded software, Proprietary Software, Open source software (their purpose and characteristics only).
- 3. OPERATING SYSTEM:** Purpose of operating system, Single User and Multi User Operating Systems with Examples.
- 4. WINDOWS OPERATING SYSTEM:** Interfacing Graphical User Interface (GUI), Differences between Criminal Interdiction Unit(CUI) and Graphical User Interface(GUI) - working With Files and Folders - More About Files - Running An Application Through The File Manager - Running an Application Through The Program Manager - Setting up of Printer, Webcam, Scanner and other peripheral devices,
- 5. LINUX/MAC OS (only basic concepts):** Introduction to Linux - Features and advantages of Linux, File handling commands, directory handling commands - User Management - File permissions Media Access Control Address(MAC) OS - Introduction - Advantages of Media Access Control Address(MAC) OS . Basics commands
- 6. INTERNET CONCEPTS (only basic concepts):** Minimum Hardware and Software Requirements for a system to use internet, Communication Protocols and Facilities - Various browsers - What is Internet Protocol(IP) Address - Steps required in connecting system to network - Uploading and Downloading Files from Internet
- 7. ELECTRONIC MAIL (only basic concepts):** Sending and receiving mails, Basic E-Mail Functions, Using your word processor for E-mail, Finding E-Mail Address, Mailing Lists and lists Servers.
- 8. WORLD WIDE WEB (only basic concepts):** WWW advantages of the Web - how to navigate with the Web - Web Searching.

**PART – B**

- 1. OFFICE SUITE:** MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/Media Access Control Address (MAC)OS.
- 2. GETTING STARTED WITH OFFICE:** Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.
- 3. FILE OPERATIONS IN THE OFFICE:** Common Office Tools and Techniques - Opening An Application - Creating Files - Entering And Editing Text - Saving Files - Opening Files - Closing a File - Exiting The Application - Managing Your files With The Office Applications.
- 4. TOOLS IN THE OFFICE APPLICATIONS:** Key Combinations - Cut, Copy and Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo and - Redo - Spell Checking - Auto Correct - Find and Replace - Help And The Office Assistants - Templates and Wizards.
- 5. WORD PROCESSING (MS WORD or its equivalent in Libre office /Apache Open Office / Neo office for Windows/s/Linux/Mac OS):** Starting Word

- Title Bar - Menu Bar - Format Bar - Standard Bar - Ruler - Workspace Area - Scroll Bar - Status Bar - Different Toolbars - Option a Menu Bar - Creating New Document When Word is Running - Opening Pre existing Documents When Word is Running - Designing Your Document - Typing Text - Selection text - Deleting Text - Formatting text and document - copying and moving - Saving Document - Page Setup - Properties of a document - Undo-Redo-Cut-Copy a Document - Pasting a Document - Print Preview - Printing - Select All - Find - Replace - Go To - Four Different View Of A Document - Normal, Web Layout, Print Layout, and Outline Layout- Document Map - Full Screen - Zoom - Objects - Page Break - Header and Footer - Page Number - Auto Format - Auto Text - Inserting Date And Time - Working With Header, Footers- footnotes-Fields-Symbols-Caption Cross Reference-Index-Tabs-Table and Sorting - Working With Graphics - Inserting Pictures - Modifying Pictures - Word Art - Inserting Chart - Inserting Files - Hyper Linking - Bookmark - Using Different Fonts - Paragraph – Bullets Borders and Shading- Columns-Drop Cap-Theme-Change Case Background-Frames-Style-Spelling And Grammar - Set Language - Word Count - Auto Summarize - Auto Correct - Merge Document - Protect Document - Envelopes And Labels - - Templates, Wizards And Sample Documents - drawing Tables - Merge Cell - Spilt Cells - Spilt Table - Table Auto Format - Auto Fit - Sort - Formula - Arrange All-Split- Micro Soft Word Help - Macros - Custom Toolbars - Keyboard Shortcuts - Menus - Mail Merge.

**6. SPREAD SHEET (MS Excel or its equivalent in Libre Office / Apache Open Office / Neo office for Windows/s/Linux/ Mac OS):**

Features Of Excel - Excel worksheet - Selecting Cell - Navigating With The Mouse And Keyboard - Entering And Editing Text - Text Boxes - Text Notes - Checking Spelling - Undoing And Repeating Action - Entering And Editing Formulas - Referencing Cells - Order Of Evolution in Formulas - Copying Entries And Equations To Minimize Typing - More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Worksheet - Excel Formatting Tips And Techniques - Moving cell - Copying Cells - Sorting Cell Data - Insertion Cells Inserting As You Paste - Deleting Parts Of Worksheet - Clearing Parts Of A Worksheet - Excel Page Setup - Changing Column Width And Row Heights - Auto Format - Manual Formatting - Using style - Format Code Alter A Number's Appearance - Format Painter Speeds-Up Format Copying - Changing Font Size And Attributes - Adjusting Alignments - Centering Text Across Column - Using Border Buttons And Commands - Changing Color And Shading - Inserting And Removing Page Breaks - Hiding Rows And Columns - Rearranging Worksheet - Entering Formula - Excel Functions - Inserting Rows And Columns - Saving A Worksheet - Printing A Worksheet - Printing Tips For Large Excel Project - Parts Of A Function - Functions Requiring Add-ins - Function Wizard - Example Of Functions By Category - Organizing Your Data - Excel's Chart Features - Chart Parts And Terminology - Instant charts with The chart wizard - Creating Chart On Separating Worksheets - Resizing And Moving Charts - Adding Chart Notes And Arrows - Editing Charts - Rotating 3-D Charts - Printing Charts - Deleting Charts Setting The Default Chart Type - Creating Trend Lines Data Map - Working With Graphics in Excel - Creating And Pacing Graphic objects - Resizing Graphs - Possible Sources Of Excel Graphics - Creating and Running Macro - Sorting Excel Data - Adding Subtotals To Databases - Customizing Excel - Customizing Workspace – Comma Separated Value (CSV) File format - Using Worksheet As Databases.

- 7. PRESENTATION SOFTWARE (MS Power Point or its equivalent in Libre Office/Apache Open office/Neo office for Windows/s/Linux/Mac Os):** Introduction - Starting Presentation Software - Views in Presentation Software - Slides - Terminology - Color Schemes - Formatting Slides - Creating a Presentation - Using the Auto Content Wizard - Masters- - Using a Template - Creating a Blank Presentation - Working with Text in Power Point - Adding Slides Editing And Working Text - Working in Outlaying view – Spell checking - Finding And Replacing Text - Formatting Text - Aligning Text - Developing Your Presentation - Importing images From The Outside World - The Clipart Gallery - Drawing in Presentation software- Bringing A Presentation to Life - Inserting Objects in Your Presentation - Inserting A Picture - Working With Graphics - Multimedia in Power Point - Animating The Objects, Pictures, Graphics, - Enhancements to the Slide Show Showing Slides Out Of Order Printing Presentation Elements - Finalizing The Presentation - Assigning Transitions And Timings - Setting The Master Slide - Setting Up The Slide Show - Running The Slide Show.

**Assessment Pattern:**

**Part-A:** Test may be designed to assess the candidate by means of MCQs.

**(20 %of Total Marks)**

**Part-B:** A computer based assessment test where they need to:

1. Prepare a model document and organize the same in a formatted manner. This should cover evaluating the typing speed, organizing the document and covering several other aspects such as inserting tables, inserting Images/WordArt, mail merge, etc...).
2. Evaluating typing speed **(25% of Total Marks)**  
(This may be made mandatory for qualifying based on the norms existing)
3. Organizing and inserting different objects **(15% of Total Marks)**
4. Prepare an Excel Sheet to fill with data and format the sheet, merging/splitting cells, formulae for calculation in the cells, conditional formatting, preparation of different graphs based on the data. **(20% of Total Marks)**
5. Prepared a Power Point presentation using the standard layouts available and filling different slides with content (Formatted text, images, tables, transition effects, animation etc..).

**(20%of Total Marks)**

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