

SCHEME FOR SCREENING TEST

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

Written Examination (Objective Type) - Degree Standard				
Paper	Subject	No. Of Questions	Duration in Minutes	Maximum Marks
General Studies & Mental Ability		150	150	150
Total				150
N.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 rd 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)

Written Examination (Objective Type) - Degree Standard				
Paper	Subject	No. Of Questions	Duration in Minutes	Maximum Marks
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
Total				300
N.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 rd 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)

Scheme of the examination (Practical Type)					
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 - Cantering 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...).
(25% of Total Marks)
- 2. Evaluating typing speed
(This may be made mandatory for qualifying based on the norms existing)
(15% of Total Marks)
- 3. Organizing and inserting different objects
(20% 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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