

SCHEME AND SYLLABUS FOR THE POST OF Jr. Asst Cum Computer Assistant

(BACHELOR'S DEGREE STANDARD)

Group - IV SCREENING TEST (Objective Type)

	Subject	No. Of Question	Duration Minutes	Maximum Marks
Section - A	General Studies & Mental Ability	100	100	100
Section - B	General English & General Telugu (25 marks each & SSC Standard)	50	50	50
Total				150

Group - IV Main Examination (Objective Type)

Paper	Subject	No. Of Question	Duration Minutes	Maximum Marks
Paper-I	General Studies & Mental Ability	150	150	150
Paper-II	General English & General Telugu (75 marks each & SSC Standard)	150	150	150
Total				300

1. **NEGATIVE MARKS:** As per G.O. Ms. No.235 Finance (HR-I, Plg & Policy) Dept., Dt.06/12/2016, for each wrong answer will be penalized with 1/3rd of the marks prescribed for the question.
2. Computer Proficiency Test (Qualifying Test) for eligible candidates in the ratio of 1:2 with reference to total number of vacancies notified

SYLLABUS FOR THE SCREENING TEST

Section - A

GENERAL STUDIES AND MENTAL ABILITY

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and its applications to the day to day life Contemporary developments in Science & Technology and information Technology.
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:
 - a) Tabulation of data
 - b) Visual representation of data
 - c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
12. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and Legal implications/problems.

Section - B
GENERAL ENGLISH AND TELUGU
(SSC Standard)

English

- a) Comprehension
- b) Usage and idioms
- c) Vocabulary and punctuation
- d) Logical re-arrangement of sentences
- e) Grammar

Telugu

- a) Synonyms & Vocabulary
- b) Grammar
- c) Telugu to English meanings
- d) English to Telugu meanings
- e) Usage and idiom

SYLLABUS FOR THE MAINS EXAMINATION

Paper - I

GENERAL STUDIES AND MENTAL ABILITY

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and its applications to the day to day life Contemporary developments in Science & Technology and information Technology.
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:
 - a) Tabulation of data
 - b) Visual representation of data
 - c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
12. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and Legal implications/problems.

Paper - II

GENERAL ENGLISH AND TELUGU
(SSC Standard)

English

- a) Comprehension
- b) Usage and idioms
- c) Vocabulary and punctuation
- d) Logical re-arrangement of sentences
- e) Grammar

Telugu

- a) Synonyms & Vocabulary
- b) Grammar
- c) Telugu to English meanings
- d) English to Telugu meanings
- e) Usage and idiom