Annexure-II

SCHEME & SYLLABUS FOR THE POST OF JUNIOR ASSISTANT-cum-TYPIST
in Acharya N.G. Ranga Agricultural University

SCHEME

SUBJECT	MARKS
Screening Test	150
Main Examination	
Paper-I General Studies & Mental Ability	150
Paper-II Secretarial Abilities	150

NOTE-I: 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 1/3rd of the marks prescribed for the question.

NOTE-II: Where the examination is held in more than one language medium, the candidate has to select the medium opted by him/her in the application form itself. The candidate's paper will be evaluated only with reference to that medium.

SCREENING TEST SYLLABUS

150 Questions   150 Marks

1.   Current affairs- international, national and regional.

2.   Basics of General Science and their relevance to the day to day life. Current developments in science, technology and information technology

3.   History of Modern India with emphasis upon Indian national movement.

4.   Economic development in India since independence.

5.   Logical reasoning, analytical ability and data interpretation.

6.   over view of Indian Constitution.

7.   Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and legal implications/problems.

8   Evolution of Panchayat Raj system in India including Constitutional amendments and reports of Various Committees.

9.   Evolution of Panchayat Raj system in Andhra Pradesh

10.   Key Schemes of Panchayat Raj Department of A.P

11.   Rural Economy of Andhra Pradesh: Agriculture, Small scale Industries Rural artisans.

12.   Rural Credit Scenario of Andhra Pradesh: Role of Banks, co- operatives and Micro Finance.

13.   Women Empowerment and Economic development through Self Help Groups.

SYLLABUS FOR MAINS TO THE POST OF JUNIOR ASSISTANT-cum-TYPIST IN ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

PAPER –I

GENERAL STUDIES

150 Questions   150 Marks

1.   Events of national and international importance.

2.   Current affairs- international, national and regional.

3.   Basics of General Science and their relevance to the day to day life. Current developments in science, technology and information technology

4.   History of Modern India with emphasis upon Indian national movement.

5.   Economic development in India since independence.

6.   Logical reasoning, analytical ability and data interpretation.

7.   Basic things about Disaster management (CBSE-VIII & IX Standard).

8.   Geography of India with focus on A.P

9.   Overview of Indian Constitution.

10.   Sustainable Development and Environmental Protection.

11.   Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and legal implications/problems, including

   a) Loss of capital city, challenges in building new capital and it's financial implications.

   b) Division and rebuilding of common Institutions.

   c) Division of employees, their relocation and nativity issues.

   d) Effect of bifurcation on commerce and entrepreneurs.

   e) Implications to financial resources of state government.

   f) Task of post-bifurcation infrastructure development and opportunities for investments.

   g) Socioeconomic, cultural and demographic impact of bifurcation.

   h) Impact of bifurcation on river water sharing and consequential issues.
         i) AP REORGANISATION ACT, 2014 on AP and the arbitrariness of certain provisions.

PAPER-II

SECRETARIAL ABILITIES

1. Mental Ability (Verbal and Nonverbal)

2. Logical Reasoning

3. Comprehension

   i.   Descriptive Passage
   ii. Logical Passage
   iii. Narrative Passage

4. a) Re-arrangement of sentences with a view to improving the structure of a passage.
   b) Spelling, Punctuation, Proof-Reading, Editing Skills

5. Numerical and Arithmetical abilities.

Annexure-II(A)

SCHEME OF 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	30	50	15	17.5	20

SYLLABUS

The test shall comprise the following four parts:

Name of the part	Name of the Question to be answered	Marks
Part A	Example: Typing a letter/passage/paragraph (about 100-150 words) in MS-Word	15
Part B	Example: Preparation of a Table/Graph in MS-Excel	10
Part C	Example: Preparation of Power Point Presentations/Slides (Two) on MS-Power Point.	10
Part D	Example: Creation and manipulation of data bases.	10
Part E	Example: Displaying the content of E-mail (Inbox).	05
	Total	50

Note: The candidates shall be given the text / matter in the Question Paper and they must type / reproduce it in the Answer Sheet. The formatting of the text should also be of the same type as given in the Question Paper.

NAME	CONTENTS OF PART-A	MARKS

WORD	1. Create and save a document using MS WORD
	    a. Deletion of Character, Word, line and block of text
	    b. Undo and redo process
	    c. Moving, Copying and renaming
	
	2. Format the Text document
	    a. Character formatting
	    b. Paragraph formatting
	    c. Page formatting
	
	3. Spell check the document
	    a. Finding and Replacing of text
	    b. Bookmarks and Searching for a Bookmarks
	    c. Checking Spelling and Grammar automatically
	    d. Checking Spelling and Grammar using Dictionary
	
	4. Print the document
	    a. Print Preview
	    b. Print Dialog box
	
	5. Mail Merge in Ms-word
	    a. Create main document and data file for mail merging
	    b. Merging the files
	    c. From letters using mail merging
	    d. Mailing labels using mail merging
	
	6. Table creation in Ms-word
	    a. Create a table in the document
	    b. Add row, column to a table
	    c. Changing column width and row height.
	    d. Merge, split cells of table.
	    e. Use formulae in tables.
	    f. sorting data in a table.
	    g. formatting a table.
	
	7. Ability to type on Qwerty key board of Computer at a speed of at least equivalent to 30 Words per 1 minute (Lower type writing test).
		15

NAME	CONTENTS OF PART-B	MARKS
EXCEL	1. Create and save a new work book in Excel 2. Entering Data into Worksheet 3. Editing data of Worksheet 4. Formatting the text in the cells 5. Formatting the numbers in the cells 6. Formatting cells 7. Copying format of cell along with data format. 8. Changing the height and width of cells 9. Freezing Titles, splitting screen 10. Enter formulae for calculation in the cells. 11. Copying the formula over a range of cells. 12. Inserting built-in functions in to the cells. 13. Create graphs for the data using Chart Wizard 14. Format graphs in Excel. 15. Printing of worksheet.	10
NAME	CONTENTS OF PART-C	MARKS
POWER POINT	1. Create and save a new presentation using MS Power Point layout of opening screen in Power Point the tool bars in MS Power Point 2. Choose Auto Layout for a new slide. 3. Insert text and pictures into a blank slide 4. Insert new slides into the presentation 5. Apply slide transition effects. 6. Slide show. 7. Set animation to text and pictures in a slide 8. Set the sounds, order and timing for animation	10
NAME	CONTENTS OF PART-D	MARKS
ACCESS	Creation and manipulation of data bases	10
NAME	CONTENTS OF PART-E	MARKS
INTERNET	1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.). 2. Search the Web using Search Engines. 3. Create an E-mail account 4. Send and receive E-mail. 5. E-commerce transactions. 6. Web content uploading. 7. Ability to operate Mac OS / pages / key note / Numbers.	05
	TOTAL	50