

17. (i) Selection Procedure for All Posts Except IERPs:

(A) Scheme of Exam consists of Part-I and Part-II

Part-I-	(50) Marks Objective - (Questions with multiple choice each question carrying one mark)
Part-II	(50) marks(Part-II) (50 Questions Objective each Question carrying one mark)

(B) Syllabus

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Part – I (Objective) for all posts

1. General Awareness (10 Marks).
2. General English (20 Marks).
3. Knowledge on SamagraShiksha, Salient features of Scheme of Govt. of India with special reference to Right to Education and the functioning of Kasturba Gandhi Balika Vidyalaya (KGBV), National Programme for Girls at Elementary level or such similar schemes of Govt. of India/State Govt. focusing on Gender issues. (20)

Part – II

Objective (50 Marks)(Post specific to each post) as per Annexure-I.

(C) Medium of Question Paper: English

(D) The duration of the examination will be 2 Hours 30 Minutes.

(E) Centre of examination, date and time will be intimated in the Hall Ticket.

17 (ii) Selection Procedure for the post of Inclusive Education Resource Person:

(A) Scheme of Exam and Syllabus is shown in Annexure-II

(B) Medium of Question Paper: English

(C) The duration of the examination will be 2 Hours 30 Minutes.

(D) Centre of examination, date and time will be intimated in the Hall Ticket.

Sd/-T.Vijaya Kumar
Commissioner School Education
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// T.C. Attested //


Administrative Officer



ANNEXURE-I

Sl. No	Name of the Post	Syllabus
1.	MIS Coordinator	<ol style="list-style-type: none"> 1. MS Word <ol style="list-style-type: none"> a. Difference between MS – WORD versions b. The Microsoft Word Title Bar c. The Microsoft Word Menu Bar d. Microsoft Word Toolbars e. The Ruler f. Document View g. Text Area h. Exiting Microsoft Word i. Bullets & Numbering j. Tables k. Mail Merge l. Charts m. Header & Footers n: Page Borders o. Macros 2. MS Excel <ol style="list-style-type: none"> a. The Excel Ribbon b. Move around an Excel Worksheet c. Issue Excel Commands d. Select Cells e. Enter Data f. Edit a Cell g. Save an Excel Workbook h. Close an Excel Workbook and/or Exit Excel i. Formulas j. Functions k. Formatting Data l. Conditional Formulas m. Sort & Filter Data n. Data Grouping & Ungrouping o. Tables p. Pivot Tables q. Graphs 3. MS Access <ol style="list-style-type: none"> a. Objects b. Tables c. Data Types d. Explicitly Assign Data Types and Formats e. Design View f. Lookup Column g. Working with Microsoft Access Tables h. Sorting, Filtering, and Creating


		<ul style="list-style-type: none"> Relationships <ul style="list-style-type: none"> i. Creating Microsoft Access Queries j. Creating Forms k. Creating Reports 4. Power Point <ul style="list-style-type: none"> a. Creating Presentations b. Implement Animations 5. Web <ul style="list-style-type: none"> a. What is Internet b. E-Mail c. FTP & Telnet d. What is HTML e. HTTP & HTTPS f. URL & URI g. Web Browser & Web Server h. Hyperlink 6. GIS
<p>2.</p>	<p>Data Entry Operator</p>	<ul style="list-style-type: none"> 1. MS Word <ul style="list-style-type: none"> a. Difference between MS – WORD versions b. The Microsoft Word Title Bar c. The Microsoft Word Menu Bar d. Microsoft Word Toolbars e. The Ruler f. Document View g. Text Area h. Exiting Microsoft Word i. Bullets & Numbering j. Tables k. Mail Merge l. Charts m. Header & Footers n. Page Borders o. Macros 2. MS Excel <ul style="list-style-type: none"> a. The Excel Ribbon b. Move around an Excel Worksheet c. Issue Excel Commands d. Select Cells e. Enter Data f. Edit a Cell g. Save an Excel Workbook h. Close an Excel Workbook and/or Exit Excel i. Formulas j. Functions k. Formatting Data l. Conditional Formulas m. Sort & Filter Data n. Data Grouping & Ungrouping o. Tables p. Pivot Tables q. Graphs

		<ol style="list-style-type: none"> 3. Power Point <ol style="list-style-type: none"> a. Creating Presentations b. Implement Animations 4. Web <ol style="list-style-type: none"> a. What is Internet b. E-Mail c. FTP & Telnet d. What is HTML e. HTTP & HTTPs f. URL & URI g. Web Browser & Web Server h. Hyperlink 5. GIS
3.	System Analyst	<ol style="list-style-type: none"> 1. MS Word 2. MS Excel 3. MS Access 4. Power Point 5. Tally, ERP 9 6. Maintenance of Accounts 7. Auditing 8. Topics covered under M.com
4.	Assistant Programmer	<ol style="list-style-type: none"> 1. Oracle & Excel- Sql Statements & extraction of data from source database. 2. Web Browser & Online Google & Excel Sheets development 3. Website Development – Static websites 4. MS-Word- letter preparation, proceedings, GOs, judgments 5. MS- Excel- Salary bill preparation, student Data base preparations, function, Pivot Table 6. MS-Power point- Preparation of PPT with animation & pictures 7. Networking LAN connection establishment internet connections establishment 8. Software installation – Oracle 11G, MS office, Windows 10/7, Mother Drivers 9. Unplugging & plugging of Desktop 10. Usage of Social Media & Download / uploading of Big Datas 11. Notes preparation of Review meeting (Designing of Cover pages, Border Alignments) 12. Preparation of Education Development Index – GER , NER, Dropout rates. 13. Teaching Skills for ICT & CAL and software issues explaining to subordinates/ higher authorities 14. Data Bugs identification, Validation fixing Errors Following Office Manual.

4.	Inclusive Education Resource Persons (IERPs)	As per Annexure-II
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