

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	
<u>Paper-I</u> General Studies & Mental Ability	150
<u>Paper-II</u> Secretarial Abilities	150
<u>NOTE-I:</u> 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. <u>NOTE-II:</u> 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	Maximum	Minimum qualifying marks		
	(Minutes)	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	<div>1. Create and save a document using MS WORD</div> <div>a. Deletion of Character, Word, line and block of text</div> <div>b. Undo and redo process</div> <div>c. Moving, Copying and renaming</div> <div>2. Format the Text document</div> <div>a. Character formatting</div> <div>b. Paragraph formatting</div> <div>c. Page formatting</div> <div>3. Spell check the document</div> <div>a. Finding and Replacing of text</div> <div>b. Bookmarks and Searching for a Bookmarks</div> <div>c. Checking Spelling and Grammar automatically</div> <div>d. Checking Spelling and Grammar using Dictionary</div> <div>4. Print the document</div> <div>a. Print Preview</div> <div>b. Print Dialog box</div> <div>5. Mail Merge in Ms-word</div> <div>a. Create main document and data file for mail merging</div> <div>b. Merging the files</div> <div>c. From letters using mail merging</div> <div>d. Mailing labels using mail merging</div> <div>6. Table creation in Ms-word</div> <div>a. Create a table in the document</div> <div>b. Add row, column to a table</div> <div>c. Changing column width and row height.</div> <div>d. Merge, split cells of table.</div> <div>e. Use formulae in tables.</div> <div>f. sorting data in a table.</div> <div>g. formatting a table.</div> <div>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).</div>	15

NAME	CONTENTS OF PART-B	MARKS
EXCEL	<ol style="list-style-type: none">1. Create and save a new work book in Excel2. Entering Data into Worksheet3. Editing data of Worksheet4. Formatting the text in the cells5. Formatting the numbers in the cells6. Formatting cells7. Copying format of cell along with data format.8. Changing the height and width of cells9. Freezing Titles, splitting screen10. 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 Wizard14. Format graphs in Excel.15. Printing of worksheet.	10
NAME	CONTENTS OF PART-C	MARKS
POWER POINT	<ol style="list-style-type: none">1. Create and save a new presentation using MS Power Point layout of opening screen in Power Point the tool bars in MS Power Point2. Choose Auto Layout for a new slide.3. Insert text and pictures into a blank slide4. Insert new slides into the presentation5. Apply slide transition effects.6. Slide show.7. Set animation to text and pictures in a slide8. 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	<ol style="list-style-type: none">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 account4. 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

Annexure-III

INSTRUCTIONS TO CANDIDATES

A. INSTRUCTIONS TO CANDIDATES:

- A.1. The applicants are required to go through the user guide and satisfy themselves as to their eligibility for this recruitment carefully before applying and enter the particulars completely online.
- A.2. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website will be processed through computer and the eligibility decided in terms of notification and confirmed accordingly.
- A.3. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of delay/discrepancy on part of the candidate.
- A.4. Applicants must compulsorily upload his/her own scanned photo and signature through .jpg format.
- A.5. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
- A.6. Important:-Hand written/typed/Photostat copies/printed application form will not be entertained.
- A.7. The applicant shall produce all the essential certificates issued by the competent authority, for verification by the commission, as and when called for. If candidates fail to produce the same, his/her candidature shall be rejected / disqualified without any further correspondence.
- A.8. The following certificate formats are available on the Commission's Website (<https://psc.ap.gov.in>) for reference.
 - A.8.1. Community, Nativity and Date of Birth Certificate
 - A.8.2. Declaration by the Un-Employed
 - A.8.3. School Study Certificate
 - A.8.4. Certificate of Residence
 - A.8.5. Medical Certificate for the Blind
 - A.8.6. Certificate of Hearing Disability and Hearing Assessment
 - A.8.7. Medical Certificate in respect of Orthopedically Handicapped Candidates
 - A.8.8. Creamy Layer Certificate
 - A.8.9. Local status certificate (if applicable)

B. INSTRUCTIONS REGARDING OFF-LINE EXAMINATION FOR CANDIDATES (if Screening test is held):

- B.1. The candidates should go through the instructions given on the cover page of test booklet and carefully write his/her Registration Number, Subject / Subject Code, Booklet Series, Name of the Examination Centre etc., in the Answer Sheet, which will be provided to him/her in the examination hall.

- B.2. Since the answer sheets are to be scanned (valued) with Optical Mark Scanner system, the candidates have to USE BALL POINT PEN (BLUE or BLACK) ONLY FOR MARKING THE ANSWERS. The candidates will be supplied OMR Sheet consisting of two copies i.e., the Original Copy (Top Sheet) and Duplicate Copy (Bottom Sheet). The candidate is required to use Ball Point Pen (Blue or Black) for filling the relevant blocks in the OMR Sheet including bubbling the answers. After writing the examination the candidate has to handover the original OMR sheet (Top Sheet) to the invigilator in the examination hall. If any candidate takes away the original OMR Sheet (Top Sheet) his/her candidature will be rejected.

However the candidate is permitted to take away the duplicate (Bottom Sheet) OMR Sheet for his/her record. The candidates should bring Ball Point Pen (Blue or Black and smooth writing pad) to fill up relevant columns on the Answer Sheet. The candidate must ensure encoding the Registration Number, Subject/Subject Code, Booklet Series correctly, write the Name of the Examination Centre, appending Signatures of the Candidate and Invigilator, etc., on the O.M.R. Answer sheet correctly, failing which the Answer sheet will not be valued. Use of whitener / correcting fluid / Blade / Powder/ Eraser / folding / Tearing / Rough Work or any kind of tampering to change the answers on OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

- B.3. The OMR Sheet is to be bubbled by Ball Point Pen (Blue or Black) only. Bubbling by Pencil / Ink Pen / Gel Pen is not permitted in this examination. Any kind of tampering to change the answers on the OMR Sheet will lead to disqualification / invalidation / rejection. No correspondence whatsoever will be entertained from the candidates in this regard.

C. INSTRUCTIONS REGARDING ON-LINE EXAMINATION FOR CANDIDATES:

- C.1. The candidates should take their seats at the prescribed time before the commencement of the examination. Biometric identification would be conducted before entry into examination hall. The entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Electronic devices including cell phones and pagers are not allowed in the examination hall.
- C.2. The starting time of each examination paper and the entry time would be mentioned in the hall ticket
- C.3. Candidates will not be permitted to leave the examination hall till the expiry of full time. If any candidate leaves the examination hall in the middle, he would be disqualified. If there is any problem with computer system, the candidates have to wait without talking to others till the system is restored. In case of any violation, the candidate will be disqualified.
- C.4. The examination link with the login screen will already be available on your system. Please inform the invigilator if this is not the case.
- C.5. 10 minutes prior to the exam, you'll be prompted to login. Please type the Login ID (Roll No) and the Password (Password for Candidate will be given on exam day) to proceed further.
- C.6. Invigilator will announce the password 15 minutes before commencement of the Examination.
- C.7. Copying or noting down questions and/or options is not allowed. Severe action will be taken if any candidate is found noting down the questions and/or options.

- C.8. After logging in, your screen will display:
- *Profile Information - Check the details & click on "I Confirm" or "I Deny".
 - *Detailed exam instructions - Please read and understand thoroughly.
 - *Please click on the "I am ready to Begin" button, after reading the instructions.
- C.9. You have to use the mouse to answer the multiple choice type questions with FOUR alternative answers.
- C.10. To answer any numerical answer type question, you need to use the virtual numeric key pad and the mouse.
- C.11. On the online exam question screen, the timer will display the balance time remaining for the completion of exam.
- C.12. The question numbers are color coordinated and of different shapes based on the process of recording your response: White (Square) - For un-attempted questions. Red (Inverted Pentagon) - For unanswered questions. Green (Pentagon) - For attempted questions. Violet (Circle) - Question marked by candidate for review, to be answered later. Violet (Circle with a Tick mark) - Question answered and marked by candidate for review.
- C.13. After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- C.14. Click on Mark for Review & NEXT to mark your question for review, and then go to the next question.
- C.15. To clear any answer chosen for a particular question, please click on the CLEAR RESPONSE button.
- C.16. A summary of each section, (i.e. questions answered, not answered, marked for review) is available for each section. You have to place the cursor over the section name for this summary.
- C.17. In case you wish to view a larger font size, please inform the Invigilator. On the Invigilator's confirmation, click on the font size you wish to select. The font size will be visible on the top.
- C.18. You may view INSTRUCTIONS at any point of time during exam, by clicking on the INSTRUCTIONS button on your screen.
- C.19. The SUBMIT button will be activated after 150 Minutes. Please keep checking the timer on your screen.
- C.20. In case of automatic or manual log out, all your attempted responses will be saved. Also, the exam will start from the time where it had stopped.
- C.21. You will be provided a blank sheet for rough work. Do write your Login ID and Password on it. Please ensure that you return it to the invigilator at the end of the exam after tearing only the password from it.
- C.22. Please don't touch the key board as your exam ID will get locked. If your ID gets locked, please inform a nearby invigilator who will help in unlocking your ID and then you can continue with the exam.
- C.23. Please inform the invigilator in case of any technical issues.
- C.24. Please do not talk to or disturb other candidates.
- C.25. In case you are carrying articles other than the admit card, photo identity proof and pen, please leave them outside the exam room.
- C.26. You cannot leave exam room before submitting the paper. Please inform the invigilator if you want to use the wash room.

D. GENERAL INSTRUCTIONS TO CANDIDATES:

- D.1. If the candidate notices any discrepancy printed on the Hall ticket, as to community, date of birth etc., he/she may immediately bring it to the notice of Commission's officials/Chief Superintendent in the examination centre and necessary corrections can be made in the Nominal Roll, in the Examination Hall against his/her Hall Ticket Number for being verified by the Commission's Office.
- D.2. The candidate should satisfy the Invigilator of his/her identity with reference to the signature and photographs available on the Nominal Rolls and Hall Ticket.
- D.3. The candidates should take their seats at the given time before the commencement of the examination and are not to be allowed after the scheduled time. The time of Examination and entry time would be mentioned in the hall ticket. Late entry after the given entry time would not be allowed. Candidates should not leave the examination hall till the expiry of fulltime.
- D.4. The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission as true and correct. The candidates have to be found suitable after verification of original certificates; and other eligibility criteria. The Applicants have to upload his/her scanned recent colour passport photo and signature to the Application Form. Failure to produce the same photograph, if required, at the time of interview/ verification, may lead to disqualification. Hence the candidates are advised not to change their appearance till the recruitment process is complete.
- D.5. The candidates are not allowed to bring any Electronic devices such as mobile / cell phones, programmable calculators, tablets, iPad, Bluetooth, pagers, watches or any other computing devices to examination Hall. Non programmable calculators would be permitted, wherever necessary. Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.
- D.6. The candidates are expected to behave in orderly and disciplined manner while writing the examination. Their candidature will be rejected in case of impersonation/ disorder/ rowdy behaviour during Examination and necessary F.I.R. for this incident will be lodged with concerned Police Station. The Chief Superintendent of the centre is authorized to take spot decision in this matter.
- D.7. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates.
- D.8. The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked if malpractice and unfair means are noticed at any stage of the Examination. Action will be taken to penalize as per G.O.Ms.No.385, G.A. (Ser. A) Dept., Dt.18/10/2016.
- D.9. (a) Wherever the candidates are totally blind, they will be provided a scribe to write the examination and 20 minutes extra time is permitted to them per hour. Eligible candidates are also allowed to bring their own scribe after due intimation to the Commission after duly providing the full identification details of the scribe like name, address and appropriate proof of identification.
- (b) The applicants shall upload the certificate relating to percentage of disability for considering the appointment of scribe in the examination.

(c) An extra time of 20 minutes per hour is also permitted for the candidates with locomotor disability and CEREBRAL PALSY where dominant (writing) extremity is affected for the extent slowing the performance of function (Minimum of 40% impairment). No scribe is allowed to such candidates.

(d) The candidate as well as the scribe will have to give a suitable undertaking conforming to the rules applicable

- D.10. In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo for each paper to Chief Superintendent for affixing the same on the Nominal Rolls.
- D.11. The candidate will not be admitted to the examination Hall without procedural formalities.
- D.12. The candidate admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in this notification.
- D.13. The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll or OMR Answer Sheet.
- D.14. Instructions to be followed scrupulously in the Examination Hall.