

**ANNEXURE-III****GROUP-IV SERVICES  
Scheme of Examination****(SSC Standard)**

Paper	Subject	No.of Questions	Duration	Maximum Marks
1	GENERAL KNOWLEDGE	150	150 Minutes	150
2	SECRETARIAL ABILITIES	150	150 Minutes	150
<b>Total</b>				<b>300</b>

Name of the Papers	Language Of Examination
<b>PAPER-I</b> GENERAL KNOWLEDGE	Trilingual i.e., English, Telugu & Urdu
<b>PAPER-II:</b> SECRETARIAL ABILITIES	

**SYLLABUS****Paper-I: GENERAL KNOWLEDGE**

1. Current affairs.
2. International Relations and Events.
3. General Science in everyday life.
4. Environmental Issues and Disaster Management.
5. Geography and Economy of India and Telangana.
6. Indian Constitution: Salient Features.
7. Indian Political System and Government.
8. Modern Indian History with a focus on Indian National Movement.
9. History of Telangana and Telangana Movement.
10. Society, Culture, Heritage, Arts and Literature of Telangana.
11. Policies of Telangana State.

## Paper-II: SECRETARIAL ABILITIES

- 1) Mental Ability. (Verbal and non-verbal)
- 2) Logical Reasoning.
- 3) Comprehension.
- 4) Re-arrangement of sentences with a view to improving analysis of a passage.
- 5) Numerical and Arithmetical abilities.

- **A test in “Proficiency in Office Automation with usage of computers and associated software” shall be conducted in terms of the orders issued in G.O.Ms.No.133 and 134, GA (Ser.B) Dept., dt.12.5.2014.**

### SCHEME OF EXAMINATION (Practical Type)

TEST	Duration (Minutes)	Maximum Marks	Minimum qualifying marks		
			SC/ST/PH	B.C's	O.C's
<b>PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE</b>	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	<b>20</b>
Part B	Example: Preparation of a Table/Graph in MS-Excel	<b>15</b>
Part C	Example: Preparation of Power Point Presentations/Slides (Two) on MS-Power Point.	<b>10</b>
Part D	Example: Displaying the content of E-mail (Inbox).	<b>05</b>
<b>Total</b>		<b>50</b>

**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
<b>WORD</b>	<ol style="list-style-type: none"> <li>1. Create and save a document using MS WORD               <ol style="list-style-type: none"> <li>a. Deletion of Character, Word, line and block of text</li> <li>b. Undo and redo process</li> <li>c. Moving, Copying and renaming</li> </ol> </li> <li>2. Format the Text document               <ol style="list-style-type: none"> <li>a. Character formatting</li> <li>b. Paragraph formatting</li> <li>c. Page formatting</li> </ol> </li> <li>3. Spell check the document               <ol style="list-style-type: none"> <li>a. Finding and Replacing of text</li> <li>b. Bookmarks and Searching for a Bookmarks</li> <li>c. Checking Spelling and Grammar automatically</li> <li>d. Checking Spelling and Grammar using Dictionary</li> </ol> </li> <li>4. Print the document               <ol style="list-style-type: none"> <li>a. Print Preview</li> <li>b. Print Dialog box</li> </ol> </li> <li>5. Mail Merge in Ms-word               <ol style="list-style-type: none"> <li>a. Create main document and data file for mail merging</li> <li>b. Merging the files</li> <li>c. From letters using mail merging</li> <li>d. Mailing labels using mail merging</li> </ol> </li> <li>6. Table creation in Ms-word               <ol style="list-style-type: none"> <li>a. Create a table in the document</li> <li>b. Add row, column to a table</li> <li>c. Changing column width and row height.</li> <li>d. Merge, split cells of table.</li> <li>e. Use formulae in tables.</li> <li>f. sorting data in a table.</li> <li>g. formatting a table.</li> </ol> </li> </ol>	20
Name	Contents of Part-B	Marks
<b>EXCEL</b>	<ol style="list-style-type: none"> <li>1. Create and save a new work book in Excel</li> <li>2. Entering Data into Worksheet</li> <li>3. Editing data of Worksheet</li> <li>4. Formatting the text in the cells</li> <li>5. Formatting the numbers in the cells.</li> <li>6. Formatting cells.</li> <li>7. Copying format of cell along with data format.</li> <li>8. Changing the height and width of cells.</li> <li>9. Freezing Titles, splitting screen</li> <li>10. Enter formulae for calculation in the cells.</li> <li>11. Copying the formula over a range of cells.</li> <li>12. Inserting built-in functions in to the cells.</li> <li>13. Create graphs for the data using Chart Wizard.</li> <li>14. Format graphs in Excel.</li> <li>15. Printing of worksheet.</li> </ol>	15
Name	Contents of Part-C	Marks
<b>POWER POINT</b>	<ol style="list-style-type: none"> <li>1. Create and save a new presentation using MS Power Point               <ul style="list-style-type: none"> <li>• layout of opening screen in Power Point</li> <li>• the tool bars in MS Power Point</li> </ul> </li> <li>2. Choose Auto Layout for a new slide.</li> <li>3. Insert text and pictures into a blank slide.</li> <li>4. Insert new slides into the presentation.</li> <li>5. Apply slide transition effects.</li> <li>6. Slide show.</li> <li>7. Set animation to text and pictures in a slide</li> </ol>	10

	8. Set the sounds, order and timing for animation.	
<b>Name</b>	<b>Contents of Part-D</b>	<b>Marks</b>
<b>INTERNET</b>	<ol style="list-style-type: none"><li>1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,).</li><li>2. Search the Web using Search Engines.</li><li>3. Create an E-mail account.</li><li>4. Send and receive E-mail.</li><li>5. E-commerce transactions.</li></ol>	05
<b>Total</b>		<b>50</b>