

## ANNEXURE-II

### SYLLABUS FOR GENERAL POSTS – WARD ADMINISTRATIVE SECRETARY

Written examination (Objective Type)	No. of questions	Duration (minutes)	Maximum
<b>Part –A:</b> General Studies & Mental Ability	75	75	75
<b>Part-B:</b> History, Economy, Geography, Politics etc.,	75	75	75
<b>TOTAL</b>			<b>150</b>

Note: For each correct answer one mark will be awarded and for each wrong answer will carry 0.25 negative mark.

### **SYLLABUS FOR EXAMINATION TO THE POST OF WARD ADMINISTRATIVE SECRETARY IN A.P. MUNICIPAL MINISTERIAL SUBORDINATE SERVICE:**

#### **PART-A:**

#### **GENERAL STUDIES AND MENTAL ABILITY**

1. General Mental ability and reasoning
2. Quantitative aptitude including data interpretation
3. Comprehension – Telugu & English
4. General English
5. Basic Computer knowledge
6. Current affairs of Regional, National and International importance.
7. General Science and its applications to the day to day life, Contemporary developments in Science and Technology and information Technology.
8. Sustainable Development and Environmental Protection

#### **PART-B:**

1. History & Culture of India with specific focus on AP
2. Indian polity and governance: constitutional issues, 73/74<sup>th</sup> Amendments, public policy, reforms and center – state relations with specific reference to Andhra Pradesh
3. Economy and Planning in India with emphasis on Andhra Pradesh.
4. Society, social justice, rights issues
5. Physical geography of Indian sub-continent and Andhra Pradesh
6. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political and Legal implications/problems.
7. Key welfare & development schemes of Government of Andhra Pradesh.
8. Women empowerment and economic development through Self Help Groups / Community Based Organizations with focus on weaker sections

Sd/- Vijay Kumar G.Srkr  
Commissioner & Director

**ANNEXURE-I  
BREAKUP OF PROVISIONAL VACANCIES FOR THE POST OF WARD ADMINISTRATIVE SECRETARY**

Sl. No.	District	No of posts	OC		SC		ST		BC.-A		BC-B		BC-C		BC-D		BC-E		VH		HH		OH		Ex-Ser	Sports		
			G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	W	G	G		
1	Srikakulam	Open	4	3	2	1	1	0	1	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		Local	18	12	6	3	3	2	4	2	3	2	1	0	2	2	2	1	1	0	1	0	1	0	1	0	2	1
2	Vizianagaram	Open	5	3	2	1	1	0	1	0	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
		Local	19	13	6	4	3	2	4	2	3	2	1	0	3	2	2	2	1	0	1	0	1	0	1	0	1	1
3	Visakhapatnam	Open	23	15	9	5	4	2	4	2	5	4	1	0	4	2	2	2	1	0	1	0	1	0	2	2	2	
		Local	94	62	36	18	14	7	18	8	21	14	3	1	18	7	7	7	3	2	2	2	2	2	1	8	7	
4	East Godavari	Open	13	8	5	2	2	1	2	1	3	2	0	0	2	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	50	34	19	10	8	4	10	4	11	7	2	1	10	4	4	4	2	1	2	1	2	1	2	0	5	3
5	West Godavari	Open	9	6	4	2	1	1	2	1	2	1	0	0	2	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	37	24	14	7	6	3	7	3	8	5	2	0	6	3	3	2	1	1	1	1	1	1	1	3	2	
6	Krishna	Open	23	14	8	4	3	2	4	2	5	3	1	0	4	2	2	2	1	0	0	0	0	1	0	1	1	
		Local	91	58	34	17	13	6	17	7	19	14	2	1	16	7	7	7	2	2	2	2	2	2	1	6	5	
7	Guntur	Open	20	13	8	4	3	2	4	2	5	3	1	0	4	2	2	1	0	0	0	0	0	0	0	2	1	
		Local	82	54	31	16	13	6	16	6	18	12	2	1	15	6	6	6	2	2	2	2	2	2	2	6	6	
8	Nellore	Open	8	5	3	2	1	1	2	1	2	1	0	0	1	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	32	21	12	6	5	2	6	3	6	5	2	0	6	2	2	2	1	1	1	1	1	1	0	3	2	
9	Prakasam	Open	13	9	5	3	2	1	2	1	3	2	0	0	2	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	51	34	19	10	8	4	10	5	11	8	2	1	10	4	4	4	2	1	2	1	2	0	5	4		
10	Ananthapur	Open	14	9	6	3	2	1	3	1	3	2	0	0	3	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	58	38	22	11	9	5	11	5	13	8	2	1	10	5	5	4	2	1	2	1	2	1	2	4	4	
11	Kurnool	Open	14	9	5	3	2	1	3	1	3	2	0	0	3	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	56	37	21	11	8	5	11	5	12	8	2	1	10	5	5	4	2	1	2	1	2	1	5	4		
12	YSR	Open	12	8	5	2	2	1	2	1	3	2	0	0	2	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	48	32	18	10	8	4	10	4	10	7	2	1	8	4	3	4	2	1	2	1	2	0	4	3		
13	Chittoor	Open	14	9	5	3	2	1	3	1	3	2	0	0	2	1	1	1	0	0	0	0	0	0	0	1	1	
		Local	55	37	21	10	8	5	10	5	12	8	2	1	10	5	4	4	2	1	2	1	2	1	5	4		
<b>Total</b>		<b>3307</b>	<b>863</b>	<b>567</b>	<b>326</b>	<b>168</b>	<b>132</b>	<b>69</b>	<b>167</b>	<b>73</b>	<b>186</b>	<b>126</b>	<b>28</b>	<b>9</b>	<b>155</b>	<b>70</b>	<b>67</b>	<b>64</b>	<b>25</b>	<b>14</b>	<b>23</b>	<b>14</b>	<b>24</b>	<b>8</b>	<b>70</b>	<b>59</b>		
																											Commissioner & Director	