

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA

BRIEF NOTIFICATION NO. 24/2026, Dated: 15/09/2026

**DIRECT RECRUITMENT TO THE POST OF INDUSTRIAL PROMOTION
OFFICERS IN A.P. INDUSTRIES SUBORDINATE SERVICE
(GENERAL RECRUITMENT)**

1. Applications are invited online through the Commission's Website (<https://psc.ap.gov.in>) from eligible candidates **from 16/10/2026 to 05/11/2026 up to 11:59 P.M** for Recruitment to the post of Industrial Promotion Officers in A.P. Industries Subordinate Services.

2. The eligible candidates desirous of applying shall apply online after satisfying themselves with regard to the terms and conditions of this Recruitment Notification. The details of provisional vacancies are notified hereunder and the number of vacancies is subject to variation upon confirmation being received from the concerned Department.

Name of the Post	No. of vacancies	Scale of pay Rs
Industrial Promotion Officers in A.P. Industries Subordinate Services.	78	54,060 – 1,40,540

3. Detailed Notification with breakup of vacancies, Scale of pay, Age, Community, Educational Qualifications and any other information with instructions will be available on the Commission's Website (<https://psc.ap.gov.in>) on or before **16/10/2026**.

4. The date of Detailed Notification will be reckoned as the crucial date in all aspects.

IMPORTANT:

- (i) Applicants/Candidates should read the Commission's Detailed Notification and other instructions carefully before applying for this Recruitment and enter the particulars properly in the Online Application Form.
 - (ii) Applicants/Candidates have to submit applications only through online mode. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances.
 - (iii) Applicants/Candidates are advised to submit their applications through online well in advance of the last date to avoid last-minute rush.
5. The examination for this recruitment shall consist of a single-level examination only, and no Screening Test shall be conducted, irrespective of the number of applications received. The examination shall be conducted in online (CBRT) mode. In case the single-level examination is conducted in multiple sessions, the Commission will adopt a process of normalisation of marks, wherever considered necessary and applicable, in accordance with the methodology and procedure decided by the Commission. The details of such normalisation, if applicable, shall be notified by the Commission in due course.
6. The detailed Scheme and Syllabus for this Examination is annexed to this Notification to facilitate the candidates.

Date:15/09/2026
Place: Vijayawada

Sd/-
SECRETARY

ANNEXURE

SCHEME AND SYLLABUS TO THE POST OF INDUSTRIAL PROMOTION OFFICER IN A.P. INDUSTRIAL SUBORDINATE SERVICE

SCHEME OF THE EXAMINATION

(as per Annexure V of G.O.MS No.201, Finance (HR-1, Plg & Policy) Dept, Dt:
21/12/2017)

Written Examination (Objective Type) Degree standard				
Paper	Subject	No of Questions	Duration Minutes	Maximum Marks
Paper-I	General Studies & Mental Ability	150	150	150
Paper-II	Applied Science, Engineering and Management (Diploma Standard)	150	150	150
Total				300
N.B: 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.				

SYLLABUS

GENERAL STUDIES AND MENTAL ABILITY

PAPER – I

(150M)

1. Major Current Events and Issues pertaining to International, National and State of Andhra Pradesh.
2. General Science and its applications to the day to day life
Contemporary developments in Science & Technology and Information Technology.
3. History of India – emphasis will be on broad general understanding of the subject in its social, economic, cultural and political aspects with a focus on AP and Indian National Movement.
4. Geography of India with focus on Andhra Pradesh.
5. Indian polity and Governance: constitutional issues, public policy, reforms and e-Governance initiatives.
6. Indian Economy and planning

7. Sustainable Development and Environmental Protection
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster
9. Logical reasoning, analytical ability and logical interpretation.
10. Data Analysis: Tabulation of data Visual representation of data Basic data analysis (Summary Statistics such as mean, median, mode and variance) and Interpretation.

PAPER II
APPLIED SCIENCE, ENGINEERING AND MANAGEMENT

(DIPLOMA STANDARD)

(150 Marks)

1. MATHEMATICS

1. ARITHMETIC:

- a) Number System-Natural numbers, Integers,
- b) Rational and Real numbers,
- c) Fundamental operations, addition, subtraction, multiplication, division, Square roots, Decimal fractions.
- d) Unitary method-time and distance, time and work, percentages, applications to simple and compound interest, profit and loss, ratio and proportion, variation.
- e) Elementary Number Theory – Division algorithm. Prime and composite numbers. Tests of divisibility by 2, 3, 4, 5, 9 and 11.
- f) Multiples and factors. Factorization theorem. H.C.F. and L.C.M. Euclidean algorithm. Logarithms to base 10, laws of logarithms, use of logarithmic tables.

2. ALGEBRA:

- a) Basic Operations, simple factors, Remainder Theorem, H.C.F., L.C.M.
- b) Theory of polynomials, solutions of quadratic equations, relation between its roots and coefficients (Only real roots to be considered). Simultaneous linear equations in two unknowns – Analytical and Graphical solutions. Simultaneous linear inequations in two variables and their solutions.
- c) Practical problems leading to two simultaneous linear equations or inequations in two variables or quadratic equations in one variable and their solutions.
- d) Set language and set notation, rational expressions and conditional identities, laws of indices.

3. TRIGONOMETRY:

Sine x, Cosine x, Tangent x when $0^\circ = x = 90^\circ$ values of $\sin x$, $\cos x$ and $\tan x$, for $x = 0^\circ, 30^\circ, 45^\circ, 60^\circ$ and 90° . Simple trigonometric identities. Use of trigonometric tables. Simple cases of heights and distances.

4. GEOMETRY:

- i) Lines and angles, Plane and plane figures,
- ii) Theorems on
 - a) Properties of angles at a point,
 - b) Parallel lines,
 - c) Sides and angles of a triangle,
 - d) Congruency of triangles,
 - e) Similar triangles,
 - f) Concurrence of medians and altitudes,
 - g) Properties of angles, sides and diagonals of a parallelogram, rectangle and square,
 - h) Circles and its properties including tangents and normals,
 - i) Loci.

5. MENSURATION:

- a) Areas of squares, rectangles, parallelograms, triangle and circle.
- b) Areas of figures which can be split up into the figures (Field Book),
- c) Surface area and volume of cuboids, lateral surface and volume of right circular cones and cylinders, surface area and volume of spheres.

6. STATISTICS:

- a) Collection and tabulation of statistical data,
- b) Graphical representation frequency polygons, histograms, bar charts, pie charts etc.
- c) Measures of central tendency.

2.PHYSICS

1. Units and Dimensions:

Introduction, Physical quantity, Fundamental and Derived quantities, Fundamental and Derived units, SI units, Multiples and Sub multiples, Rules for writing S.I. units, Advantages of SI units. Dimensions and Dimensional formulae, Dimensional constants and Dimensionless quantities, Principle of homogeneity, Advantages and limitations of dimensional analysis, Errors in measurement, Absolute error, relative error, percentage error, significant figures, Problems.

2. Elements of Vectors:

Scalars and Vectors, Types of vectors (Proper Vector, Null Vector, Unit Vector, Equal, Negative Vector, Like Vectors, Co-Initial Vectors, Co-planar Vectors and Position Vector). Addition of vectors, Representation of vectors, Resolution of vectors, Parallelogram, Triangle and Polygon laws of vectors, Subtraction of vectors, Dot and Cross products of vectors-Problems.

3. Dynamics

Introduction-Concept of acceleration due to gravity-Equations of motion for a freely falling body and for a body thrown up vertically- Projectiles- Horizontal and Oblique projections- Expressions for maximum height, time of flight, range-Define force, momentum, angular displacement, angular velocity, angular acceleration, angular momentum, moment of inertia, torque-problems.

4. Friction:

Introduction to friction- Causes- Types of friction- Laws of friction- Angle of repose-Angle of friction- rough inclined plane- Advantages and disadvantages of friction-Methods of reducing friction-Problems.

5. Work, Power and Energy:

Work, Power and Energy- Definitions and explanation- potential energy-kinetic energy- Derivations of Potential and Kinetic energies-K.E and Momentum relation - Work-Energy theorem- Law of Conservation of energy- Problems.

6. Simple Harmonic Motion:

Introduction- Conditions of SHM- Definition- Examples- Expressions for displacement, velocity, acceleration, Time period, frequency and phase in SHM- Time period of a simple pendulum- Laws of simple pendulum-seconds pendulum-Problems.

7. Heat and Thermodynamics:

Expansion of Gases, Boyle's law, absolute scale of temperature- Charles laws- Ideal gas equation- Universal gas constant- Differences between gas constant(r) and universal gas constant(R), Isothermal and adiabatic processes, Laws of thermodynamics, Specific heats - molar specific heats of a gas -Different modes of transmission of heat ,laws of thermal conductivity, Coefficient of thermal conductivity-Problems.

8. Sound:

Sound- Nature of sound- Types of wave motion -musical sound and noise- Noise pollution – Causes & effects- Methods of reducing noise pollution- Beats- Doppler effect- Echo- Reverberation-Reverberation time-Sabine's formula-Conditions of good auditorium- Problems.

9. Properties of matter

Definition of Elasticity –Definition of stress and strain -the units and dimensional formulae for stress and strain - The Hooke's law- Definitions of Modulus of elasticity, Young's modulus(Y), Bulk modulus(K), Rigidity modulus (n), Poisson's ratio (μ), relation between Y , K , n and μ (equations only no derivation). Definition of surface tension- Explanation of Surface tension with reference to molecular theory - Definition of angle of contact -Definition of capillarity -The formula for surface tension based on capillarity - Explanation of concept of Viscosity - Examples for surface tension and Viscosity - Newton's formula for viscous force- Definition of co-efficient of viscosity- The effect of temperature on viscosity of liquids and gases - Poiseuille's equation for Co-efficient of viscosity- The related numerical problems.

10. Electricity & Magnetism:

Ohm's law and explanation, Specific resistance, Kirchhoff's laws, Wheatstone's bridge, Meter bridge, Coulomb's inverse square law, magnetic field, magnetic lines of force, magnetic induction field strength- magnetic induction field strength at a point on the axial line - magnetic induction field strength at a point on the equatorial line-problems.

11. Modern Physics;

Photoelectric effect –Einstein's photoelectric equation-laws of photoelectric effect- photoelectric cell-Applications of photo electric effect- Total internal reflection- fiber optics- -principle and working of an optical fiber-types of optical fibers - Applications of optical fibers- superconductivity-applications-Nanotechnology definition, nanomaterials, applications.

3. CHEMISTRY

1. *Fundamentals of Chemistry*

Atomic Structure: Introduction - Fundamental particles – Bohr's theory – Quantum numbers –Aufbau principle - Hund's rule - Pauli's exclusion Principle- Orbitals, shapes of s, p and d orbitals - Electronic configurations of elements

Chemical Bonding: Introduction – types of chemical bonds – Ionic and covalent bond with examples–Properties of Ionic and Covalent compounds-structures of ionic crystals (NaCl and CsCl).

2. *Solutions*

Introduction of concentration methods – mole concept, molarity and normality – Numerical problems on mole, molarity and normality.

3. *Acids and Bases*

Introduction – Theories of acids and bases and limitations – Arrhenius theory- Bronsted – Lowry theory – Lewis acid base theory – Ionic product of water- pH related numerical problems–Buffer solutions, action of buffer and its applications.

4. *Principles of Metallurgy*

Characteristics of Metals and non-metals –Distinguish between Metals and Non-metals, Define the terms i) Metallurgy ii) ore iii) Gangue iv) flux v) Slag - Concentration of Ore – Hand picking, Levigation, Froth floatation – Methods of Extraction of crude Metal – Roasting, Calcination, Smelting – Alloys – Composition and uses of brass, German silver and Nichrome.

5. *Electrochemistry*

Conductors, semiconductors, insulators, electrolytes and non-electrolytes – electrolysis – Faraday's laws of electrolysis- application of electrolysis (electroplating) -numerical problems on Faraday's laws – Galvanic cell – standard electrode potential – electrochemical series– emf and numerical problems on emf of a cell .

6. *Corrosion*

Introduction - factors influencing corrosion - composition, stress and concentration cells– rusting of iron and its mechanism – prevention of corrosion by coating methods, cathodic protection methods.

7. *Water technology*

Introduction–soft and hard water–causes of hardness–types of hardness–disadvantages of hard water – degree of hardness (ppm and mg/lit) – softening methods – permutit process – ion exchange process– qualities of drinking water –Chemistry involved in treatment of water (Coagulation, Chlorination, defluoridation) - Osmosis, Reverse Osmosis–Applications of Reverse osmosis.

8. *Polymers*

Introduction – polymerization – types of polymerization – addition, condensation with examples – plastics – types of plastics – advantages of plastics over traditional materials- Disadvantages of using plastics – Preparation and uses of the following plastics i) PVC ii) Teflon iii) Polystyrene iv) Nylonn 6,6 –Processing of natural rubber - Vulcanization – Elastomers- Preparation and applications of Buna-s, Neoprene rubbers.

9. *Fuels*

Definition and classification of fuels–characteristics of good fuel-composition and uses of gaseous fuels.

10. Chemistry in daily life

Basic composition, applications, health aspects and pollution impacts of soaps and detergents, vinegar, insect repellents, soft drinks, activated charcoal.

11. Environmental studies

Introduction– environment –scope and importance of environmental studies – important terms related to environment– renewable and non-renewable energy sources–Concept of ecosystem – Biotic components –Forest resources – Deforestation -Biodiversity and its threats-Air pollution – causes-effects–Global environmental issues – control measures – Water pollution – causes – effects – control measures.

4.INDUSTRIAL MANAGEMENT

1. Basics of Industrial Management

Introduction: Industry, Commerce and Trade; Definition of management; Functions of management; Principles of scientific management: – F.W.Taylor, Principles of Management: Henry Fayol; Administration organisation and

management; Nature of management; levels of management; managerial skills;

2. *Organisation Structure & Organisational Behaviour*

Organizing - Process of Organizing; Line, Staff and line & staff Organizations, Communication, Motivational Theories; Leadership Models; Decision making, Human resources development; Forms of Business ownerships: Types - Sole proprietorship, Partnership, Joint Stock Companies, Cooperative types of Organizations, Corporations, Boards.

3. *Production Management*

Definition and importance; Plant location and layout; Types of production - job, batch and mass; production Planning and Control: relation of production department with other departments, routing, scheduling, dispatching and follow up; Break even analysis; Application of CPM and PERT techniques; simple numerical problems;

4. *Materials Management*

Materials in industry, Basic inventory control model, ABC Analysis, Safety stock, re-order level, Economic ordering quantity, Stores Management: Stores layout, stores equipment, Stores records, purchasing procedures, e-tendering, e-procurement; purchase records, Bin card, Cardex system.

5. *Maintenance Management & Industrial Safety*

Objectives and importance of plant maintenance, Different types of maintenance, Nature of maintenance problems, Range of maintenance activities, Schedules of preventive maintenance, Advantages of preventive maintenance, 5 S principles; Importance of Safety at work places; Causes of accidents-cost of accidents-prevention- industrial hazards

6. *Entrepreneurship Development*

Definition of Entrepreneur; Role of Entrepreneur; Concept of Make In India, ZERO defect, Zero Effect, Concept of Start-up Company, Entrepreneurial Development: Role of SSI, MSME, DICs, Entrepreneurial development schemes; Institutional support, financial assistance programmes; Self-employment schemes, Market survey and Demand survey; Preparation of Feasibility study reports

7. *New Trends in Management*

Introduction to Management Information System (MIS); RFID application in materials management; Total Quality Management (TQM)- Concept of quality

discussed by B. Crosby W. Edward, Deming, Joseph M. Juran, Kooru Ishikawa, Genichi Taguchi, Shigco Shingo. Quality systems – Definitions of the terms used in quality systems like, quality policy, quality management, quality systems, Stages of development of ISO9000 series, ISO-14000.

5. INDUSTRIAL ENGINEERING

1. Work Study

Industrial Engineering: Definition of Production and productivity;

Work Study: Definition, objectives and scope of work study.

Method Study: Definition, objectives, procedure of conducting method study –Process chart symbols – Explanation with Operation process chart, Flow process chart and two handed process charts only - Uses of flow diagram and string diagram.

Micro-motion study: Therbligs used in the micro-motion study - SIMO chart – Chrono cyclegraph.

Work Measurement or Time study: Definition, objectives - Work measurement techniques.

Time Study: Procedure by using a stop watch to measure the standard time.

Constituents of standard time: Normal time- rating factor- allowances – Simple Problems. Standard data - Determination of standard time by using Predetermined Motion Time Standards (PMTS) - Determination of standard time by using work sampling.

Wage and incentive plans: Definitions of wage, nominal wage, real wage, living wage, minimum wage, fair wage and incentive- List different incentive plans - Solve simple problems on Halsey, Rowan and Emerson efficiency plans only.

2. Statistical Quality Control (SQC):

The Meaning of Quality - objectives of inspection - methods of inspection – floor or patrolling inspection - centralized inspection –trial run inspection- first piece inspection - pilot piece inspection - sample inspection – merits and demerits of the above -

Statistical Quality Control: Definition - Chance and assignable causes – Quality control tools –Types of statistical data – variables and attributes data – Normal distribution curve; Control Charts for variables data- Construction of Control Charts for X-Bar and R- Charts. Interpretation of control charts to

know whether the process is out of control or in control - Simple Numerical Problems.

Control charts for attributes data: Fraction defective (p), percent defective (100p), Number of Defectives (np) charts - Simple Numerical Problems. Acceptance sampling plan – advantages and disadvantages of sampling plan over 100% inspection – Single sampling plan for accepting a lot with a flow chart – Principles of random sampling; Six sigma: Importance – Objectives – advantages.

6.FUNDAMENTALS OF COMPUTER SCIENCE

UNIT I:

A Simple Computer System: Central processing unit, the further need of secondary storage, Types of memory, Hardware, Software and people.

Peripheral Devices: Input, Output and storage, Data Preparation, Factors affecting input, Input devices, Output devices, Secondary devices, Communication between the CPU and Input/ Output devices.

About Virus: Virus, Types of Virus, How Does Virus Affect, Impact of Virus, Virus Detection, Virus Preventive Measures, List of most popular and effective antivirus.

UNIT II:

Problem Solving and Programming: Algorithm development, Flowcharts, Looping, some programming features, Pseudo code, the one-zero game, some structured programming concepts, documents.

Programming Languages: Machine Language and assembly language, high - level and low level languages, Assemblers, Compilers, and Interpreters.

Computer Systems and Development: Investigation, Analysis, Design, system processing and general program design, Presentation to management and users, Implementation, Documents.

UNIT III:

Computer Networks: Introduction to computer Networks, Network topologies- Bus topology, star topology, Ring topology, Mesh topology, Hybrid topology,

Types of Networks: Local area Network, Wide Area Networks, Metropolitan Networks, Campus/ Corporate Area Network, Personal Area Network, Network

Devices- Hub, Repeater, Switch, Bridge, Router, Gateway, Network interface Card.

Wireless Networks: Types of wireless networks, security in wireless Networks, Limitations of wireless Networks, Bluetooth – Bluetooth Piconets, Avoiding Interference in Bluetooth Devices, Differences between Bluetooth and Wireless Networks.

UNIT IV:

Operating systems: Introduction, Evolution of operating systems, Process Management- Process control block, Process operations, Process scheduling, Command Interpreter, Popular operating systems-Microsoft DOS, Microsoft Windows, UNIX and Linux.

Internet Applications: Internet as a global network, Search Engine, Online education, Internet utilities – email, online banking, reservations etc.

UNIT V:

Database Systems: File-Oriented Approach, Database-oriented Approach- Components of Database system, Advantages & Disadvantages of Database approach, Applications of Database systems, Database views, Three-schema architecture, Database models-Hierarchical model, Network Model, relational Model, Object-oriented Data Model, Components of database management systems, Retrieving Data through Queries.

E-Governance: What is e-Governance, Concept of e-Governance, Benefits of E-governance.

E-Commerce: What is e commerce, the scope of E commerce, Benefits and limitations of E- Commerce.

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SCHEME & SYLLABUS OF THE COMPUTER PROFICIENCY TEST

(CPT)

Scheme for Computer Proficiency Test

(As per G.O.Ms.No.26, G.A. (Ser.B) Dept., dt: 24.02.2023)

Scheme of the examination (Practical Type)					
Test	Duration (Minutes)	Maximum Marks	Minimum Qualifying Marks		
			SC/ST/PBD	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software.	60	100	30	35	40

Syllabus for Computer Proficiency Test

PART-A

- 1. INTRODUCTION TO COMPUTERS:** Introduction to Computers - Components and their classification - Peripheral devices and their purpose. Input Devices - Keyboard, Mouse, Scanner, Lighten, Touch screens, Joystick, Micro phone, Scanner, Digital camera, Bar code reader, Biometric sensor. Output Devices: Display devices, Printers, Monitor, Speaker, Plotter, Secondary Storage Devices – Feature- Driven Development (FDD), Magnetic tape, Universal Serial Bus(USB), Pen Drives, Disks - The Role of input Processing / output processing devices - Computing Concepts - Data - Information – Random - Access Memory (RAM) – Read-Only Memory(ROM) - Control Unit - Memory Unit – Arithmetic Logic Unit(ALU).
- 2. COMPUTER SOFTWARE TYPES:** System Software, Application Software, Embedded software, Proprietary Software, Open source software (their purpose and characteristics only).

- 3. OPERATING SYSTEM:** Purpose of operating system, Single User and Multi User Operating Systems with Examples.
- 4. WINDOWS OPERATING SYSTEM:** Interfacing Graphical User Interface (GUI), Differences between Character User Interface (CUI) and Graphical User Interface(GUI) - working With Files and Folders - More About Files - Running An Application Through the File Manager - Running an Application Through the Program Manager - Setting up of Printer, Webcam, Scanner and other peripheral devices.
- 5. LINUX/MAC OS (only basic concepts):** Introduction to Linux - Features and advantages of Linux, File handling commands, directory handling commands - User Management - File permissions Macintosh Apple Computer (MAC) OS - Introduction - Advantages of Macintosh Apple Computer (MAC) OS. Basics commands
- 6. INTERNET CONCEPTS (only basic concepts):** Minimum Hardware and Software Requirements for a system to use internet, Communication Protocols and Facilities - Various browsers - What is Internet Protocol (IP) Address - Steps required in connecting system to network - Uploading and Downloading Files from Internet
- 7. ELECTRONIC MAIL (only basic concepts):** Sending and receiving mails, Basic E-Mail Functions, Using your word processor for E-mail, Finding E-Mail Address, Mailing Lists and lists Servers.
- 8. WORLD WIDE WEB (only basic concepts):** WWW advantages of the Web - how to navigate with the Web - Web Searching.

PART – B

- 1. OFFICE SUITE:** MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/Macintosh Apple Computer (MAC)OS.

2. GETTING STARTED WITH OFFICE: Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.

3. FILE OPERATIONS IN THE OFFICE: Common Office Tools and Techniques - Opening An Application - Creating Files - Entering And Editing Text - Saving Files - Opening Files - Closing a File - Exiting The Application - Managing Your files With the Office Applications.

4. TOOLS IN THE OFFICE APPLICATIONS: Key Combinations - Cut, Copy and Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo and - Redo - Spell Checking - Auto Correct - Find and Replace - Help And The Office Assistants - Templates and Wizards.

5. WORD PROCESSING (MS WORD or its equivalent in Libre office /Apache Open Office / Neo office for Windows/s/Linux/Mac OS): Starting Word

- Title Bar - Menu Bar - Format Bar - Standard Bar - Ruler - Workspace Area - Scroll Bar - Status Bar - Different Toolbars - Option a Menu Bar - Creating New Document When Word is Running - Opening Pre existing Documents When Word is Running - Designing Your Document - Typing Text - Selection text - Deleting Text - Formatting text and document - copying and moving - Saving Document - Page Setup - Properties of a document - Undo-Redo-Cut-Copy a Document - Pasting a Document - Print Preview - Printing - Select All - Find - Replace - Go To - Four Different View Of A Document - Normal, Web Layout, Print Layout, and Outline Layout- Document Map - Full Screen - Zoom - Objects - Page Break - Header and Footer - Page Number - Auto Format - Auto Text - Inserting Date And Time - Working With Header, Footers-footnotes-Fields-Symbols-Caption Cross Reference-Index-Tabs-Table and Sorting - Working With Graphics - Inserting Pictures - Modifying Pictures - Word Art - Inserting Chart - Inserting Files - Hyper Linking - Bookmark - Using Different Fonts - Paragraph - Bullets Borders and Shading-Columns-Drop Cap-Theme-Change Case Background-Frames-Style-Spelling And Grammar - Set Language - Word Count - Auto Summarize - Auto Correct - Merge Document - Protect Document - Envelopes And Labels - - Templates, Wizards And Sample Documents - drawing Tables - Merge Cell - Spilt

Cells - Spilt Table - Table Auto Format - Auto Fit - Sort - Formula - Arrange All-Split- Micro Soft Word Help - Macros - Custom Toolbars - Keyboard Shortcuts - Menus - Mail Merge.

6. SPREAD SHEET (MS Excel or its equivalent in Libre Office / Apache Open Office / Neo office for Windows/Linux/Mac OS):

Features Of Excel - Excel worksheet - Selecting Cell - Navigating With The Mouse And Keyboard - Entering And Editing Text - Text Boxes - Text Notes - Checking Spelling - Undoing And Repeating Action - Entering And Editing Formulas - Referencing Cells - Order Of Evolution in Formulas - Copying Entries And Equations To Minimize Typing - More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Worksheet - Excel Formatting Tips And Techniques - Moving cell - Copying Cells - Sorting Cell Data - Insertion Cells Inserting As You Paste - Deleting Parts Of Worksheet - Clearing Parts Of A Worksheet - Excel Page Setup - Changing Column Width And Row Heights - Auto Format - Manual Formatting - Using style - Format Code Alter A Number's Appearance - Format Painter Speeds-Up Format Copying - Changing Font Size And Attributes - Adjusting Alignments - Canterng Text Across Column - Using Border Buttons And Commands - Changing Color And Shading - Inserting And Removing Page Breaks - Hiding Rows And Columns - Rearranging Worksheet - Entering Formula - Excel Functions - Inserting Rows And Columns - Saving A Worksheet - Printing A Worksheet - Printing Tips For Large Excel Project - Parts Of A Function - Functions Requiring Add-ins - Function Wizard - Example Of Functions By Category - Organizing Your Data - Excel's Chart Features - Chart Parts And Terminology - Instant charts with The chart wizard - Creating Chart On Separating Worksheets - Resizing And Moving Charts - Adding Chart Notes And Arrows - Editing Charts - Rotating 3-D Charts - Printing Charts - Deleting Charts Setting The Default Chart Type - Creating Trend Lines Data Map - Working With Graphics in Excel - Creating And Pacing Graphic objects - Resizing Graphs - Possible Sources Of Excel Graphics - Creating and Running Macro - Sorting Excel Data - Adding Subtotals To Databases - Customizing Excel - Customizing Workspace - Comma Separated Value (CSV) File format - Using Worksheet As Databases.

7. PRESENTATION SOFTWARE (MS Power Point or its equivalent in Libre Office/Apache Open office/Neo office for Windows/Linux/Mac Os): Introduction - Starting Presentation Software - Views in Presentation Software - Slides - Terminology - Color Schemes - Formatting Slides - Creating a Presentation - Using the Auto Content Wizard - Masters- - Using a Template - Creating a Blank Presentation - Working with Text in Power Point - Adding Slides Editing And Working Text - Working in Outlaying view - Spell checking - Finding And Replacing Text - Formatting Text - Aligning Text - Developing Your Presentation - Importing images From The Outside World - The Clipart Gallery - Drawing in Presentation software- Bringing A Presentation to Life - Inserting Objects in Your Presentation - Inserting A Picture - Working With Graphics - Multimedia in Power Point - Animating The Objects, Pictures, Graphics, - Enhancements to the Slide Show Showing Slides Out Of Order Printing Presentation Elements - Finalizing The Presentation - Assigning Transitions And Timings - Setting The Master Slide - Setting Up The Slide Show - Running The Slide Show.

Assessment Pattern:

Part-A: Test may be designed to assess the candidate by means of MCQs. **(20%of Total Marks)**

Part-B: A computer based assessment test where they need to:

1. Prepare a model document and organize the same in a formatted manner. This should cover evaluating the typing speed, organizing the document and covering several other aspects such as inserting tables, inserting Images/WordArt, mail merge, etc.)
2. Evaluating typing speed **(25% of Total Marks)**
(This may be made mandatory for qualifying based on the norms existing)
3. Organizing and inserting different objects **(15% of Total Marks)**
4. Prepare an Excel Sheet to fill with data and format the sheet, merging/splitting cells, formulae for calculation in the cells, conditional formatting, preparation of different graphs based on the data. **(20% of Total Marks)**
5. Prepare a Power Point presentation using the standard layouts available and filling different slides with content (Formatted text, images, tables, transition effects, animation etc.). **(20%of Total Marks)**
