

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA

BRIEF NOTIFICATION NO. 10/2026, Dated: 15/09/2026

**DIRECT RECRUITMENT TO THE POST OF ASSISTANT DIRECTOR IN A.P.
TRIBAL WELFARE STATE SERVICE**

(General Recruitment)

1. Applications are invited online through the Commission's Website (<https://psc.ap.gov.in>) from eligible candidates **from 13/10/2026 to 02/11/2026 up to 11:59 P.M** for Recruitment to the post of Assistant Director in A.P. Tribal Welfare Service.

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
Assistant Director in A.P. Tribal Welfare State Service	01	48,440 – 1,37,220

3. Educational Qualification:

Must possess 1st or 2nd class Master's Degree in Social Anthropology/Sociology/Social work from Recognized University with at least two publications in National Level Academic Journals.

4. 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 **13/10/2026**.

5. 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.

6. 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.

7. 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 FOR RECRUITMENT TO THE POST OF
ASSISTANT DIRECTOR IN A.P. TRIBAL WELFARE STATE SERVICE**

SCHEME FOR EXAMINATION

(As per Annexure-VII of G.O, Ms.No.201, Finance (HR-I Plg & Policy), Dept.,
Dated:21.12.2017)

WRITTEN EXAMINATION (Objective Types)				
PAPER	Subject	No. of Questions	Duration (Minutes)	Maximum Marks
Paper-1	General Studies& Mental Ability (Degree standard)	150	150	150
Paper-2	Social Anthropology OR Sociology OR Social Work (P.G. Standard)	150	150	300
TOTAL				450
N.B: NEGATIVE MARKS: As per G.O.Ms. No.235, Finance (HR-I, 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

Paper-I

GENERAL STUDIES AND MENTAL ABILITY

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

I-SOCIAL ANTHROPOLOGY

1. Meaning and scope Anthropology. Relationship with other disciplines: History, Economics, Sociology, Psychology, Political Science, Life Science, Medical Science.

Main branches of Anthropology, their scope and relevance

- a) Social-cultural Anthropology, b) Physical and biological Anthropology, c) Archaeological Anthropology.

Family-Definition and typology of family, household and domestic groups. Basic structure and functions; stability and changes in family. Typological and processual approaches to the study of family. Impact of urbanization, industrialization, education and feminist movements.

Concept of kinship : Definition of kin, incest prohibition, exogamy and endogamy. Descent-types and functions. Kinship terminology, typology and approaches to the study of terminology, Alliance and descent.

Marriage -Definition, types and variation of marriage systems. Debates on the universal definition of marriage. Regulation of marriage-preferential, prescriptive, proscriptive and open systems. Types and form of marriage. Dowry, bride-price, and marriage stability.

Concept of Social Change and Cultural Change: Social structure and social organization, Institutions, groups community. Social stratification: principles and form, status, class and power, gender. Nature and types of mobility.

Definitions and functions of religion. Theories on religion. Magic, witchcraft and sorcery; definitions and functions and functionaries: priest, shaman, medicine man and sorcerers. Symbolism in religion and rituals. Ethnomedicine. Relation with economic and political structures.

Principles governing production, distribution and consumption in communities subsisting on hunting-gathering, fishing, pastoralism, horticulture and other economic pursuits. Exchange: gifts, barter, trade, ceremonial exchange and market economy.

Types of political organizations-band, tribe, chiefdom, state, concept of power, authority and legitimacy. Social control, law and justice in tribal societies. Concepts of development, planned development, participatory development. Culture ecology and sustainable development.

Concept of research in anthropology, subjectivity and reflexivity in terms of gender class, ideology and ethics. Distinction between methodology, methods and techniques.

Basic techniques of data collection. Interview, participant and other forms of observation, schedules, questionnaire, case-study methods, extended case

study methods, life histories and secondary sources, oral history, genealogical method, participatory, learning and assessment (PLA). Participatory rapid assessment (PRA). Analysis, interpretation and presentation of data. Racial classification of human groups. Principal living peoples of world. Their distribution and characteristics.

Adaptation-social, cultural, biological, and climatic. Bio-cultural aspects of growth, nutrition, inbreeding and fertility.

Demographic profile of India-Ethnic and linguistic elements in the Indian population and their distribution. Indian population, factors influencing its structure and growth.

The basic structure and nature of traditional Indian social system-a critique. Varnasharam, Purushartha, Karma, Rina and Rebirth.

Theories on the origin of caste system, Jajmani system. Structural basis of inequality in traditional Indian society. Impact of Buddhism, Jainism, Islam and Christianity on Indian society.

Emergence, growth and development of anthropology in India-contributions of the 19th Century and early 20th Century scholar-administrators.

Contributions of Indian anthropologists to tribal and caste studies. Contemporary nature of anthropological studies in India.

Approaches to the study of Indian society and culture-traditional and contemporary. Aspects of Indian village-Social organization of agriculture, impact of market economy on Indian villages.

Linguistic and religious minorities in India-social, political and economic status. Definition of tribe, Scheduled tribe. Tribal situation in India-Racial, linguistic and socio-economic characteristics of the tribal populations and their distribution.

Problems of the tribal Communities-land alienation, shifting cultivation, poverty, indebtedness, low literacy, poor educational facilities, unemployment, underemployment, health and nutrition.

Forest policy and tribals, Developmental projects-tribal displacement and problems of rehabilitation, Impact of urbanisation and industrialization on tribal populations.

Social change during colonial and post-Independent India among tribal societies, emergence of ethnicity, tribal movements and quest for identity. Impact of Hinduism, Christianity, Islam and other religions on tribal societies. History of administration of tribal areas, Committees and commissions on tribals, tribal policies, plans, Constitutional safeguards, Fifth Schedule and Sixth Schedule, programmes of tribal development and their implementation. ITDP, MADA, and PTG, Role of N.G.Os. Role of anthropology in tribal development.

Tribal Communities and Primitive tribal groups in Andhra Pradesh: Distribution and Socio-economic characters, Industries, Irrigation projects, and

wild life sanctuaries-issues and impact. Unrest and Tribal movements in East Godavari, Adilabad, and Srikakulam districts. Important measures and their impact: Land Transfer Regulations, Panchayats Extension to Scheduled Areas Act 1996 (PESA), The Scheduled Tribes and Other Traditional Forest Dwellers Act 2006 (Forest Rights Act), , National Rural Employment Guarantee Act (NREGA), Girijan Cooperative Corporation, TRICOR. Ashram schools, Residential Schools and other measures for educational progress. Participatory Tribal Development and forest management Joint Forest management and Community Forest Management. Welfare programmes for women and children.

II- SOCIOLOGY

A. General Sociology

1. **Scientific Study of Social Phenomena:** The emergence of Sociology and its relationship with other Social Sciences. Sociology as a Science; Science and Social behaviour; the problem of objectivity; the scientific method and design of Sociological Research; techniques of data collection and measurement including participant and non-participant observation, interview schedules and questionnaires and measurement of attitudes. Sampling, Reliability and validity.
2. **Pioneering contributions to Sociology:** The seminal ideas of Durkheim, Weber, Radcliffe Brown, Malinowski, Parsons, Merton and Marx.
 - a) Durkheim: Division of labour, Social fact, religion and society.
 - b) Max Weber: Social action, types of authority, Bureaucracy, Protestant ethic and the spirit of capitalism, ideal types, Social action.
 - c) Karl Marx: Historical materialism, mode of production, alienation and class struggle.
 - d) Tarcott Parson: Social system and pattern variables.
 - e) Robert K. Merton: Latent and manifest functions, anomic, Conformity and deviance, reference groups.
3. **The individual and society:** Individual behaviour, Social interaction, society and social groups, Social system, Status and role; culture, personality and socialization and social control, role conflict.
4. **Social Stratification and Mobility:** Social differentiation and stratification, Attributes of social stratification, theories of stratification, different conceptions of class and caste; Class and Society, types of mobility, intergenerational mobility, Intra generational mobility, Horizontal mobility, open and closed models of mobility.
5. **Family, Marriage and Kinship:** Structure and functions of family; structural principles of kinship, family and descent. Types and forms of marriage Change in marriage and family, marriage and divorce.
6. **Formal organizations:** Elements of formal and informal structures; bureaucracy, modes of participation – democratic and authoritarian forms; voluntary associations.
7. **Economic System:** Concepts of property; social dimensions of division of labour and types of exchange; social aspects of pre-industrial and industrial economic system; Industrialization and change; Changes in the spheres of familial, educational, religious, political and stratificational, Social determinants and consequences of economic development

8. **Political System:** The nature of Social power – Community power structure, power of the elite, class power, organizational power, power of unorganized masses, power, authority and legitimacy, power in democracy and in totalitarian Society; Political parties and voting behaviour; Democratic and authoritarian modes of Political Participation.
9. **Educational System:** Social origins of students and teachers, Stratification and education, equality of educational opportunity, Social aspects of mass education, Problems of Universalization of primary education; role of community and state intervention in education, education as a medium of cultural reproduction, Indoctrination, education and modernization, education and social control, education and social change.
10. **Religion:** Origins of religious beliefs in premodern Societies, the sacred and the profane; social functions and dysfunctions of religion. Religion, magic and science, Monistic and pluralistic religion, organized and unorganized religions and changes in religion; concept of secularization.
11. **Social change and Development:** Social structure and social change. Continuity and change as fact and as value. Processes of change, Factors of Social change, Theories of change; types of Social change, Social disorganization and social movement; Types of social movements, Social movement and change, Social policy and social development.

B. SOCIETY OF INDIA

1. **Historical Foundations of the Indian Society:** Traditional Hindu Social organization, Socio-cultural dynamics through the ages, especially the impact of Buddhism, Islam and modern West; factors in continuity and change.
2. **Social stratification:** Caste system and its transformation aspects of ritual, economic and caste status; cultural and structural views about caste, mobility in caste, issues of equality and social justice, caste among the Hindus and non-Hindus; casteism, the Backward Classes and the Scheduled Castes; untouchability and its eradication; agrarian and industrial class structure.
3. **Family, marriage and Kinship:** Religious variations in kinship system and its socio-cultural correlates; changing aspects of Kinship; The Joint family-its structural and functional aspects and its changing form and disorganization; Marriage among different ethnic groups and economic categories, its changing trend and its future; impact of legislation and socio-economic change upon family and Marriage; intergenerational gap and youth unrest; changing status of women.
4. **Economic System:** The Jajmani System and its bearing on the traditional society; market economy and its social consequences; Occupational diversification and social structure; professions, Trade Unions; Social determinants and consequences of economic development; economic inequalities; exploitation and corruption.
5. **Political System:** The functioning of the democratic political system in a traditional society; Political parties and their social composition; Social structural origins of political elites and their social orientations, decentralization of power and political participation. Panchayat Raj and Nagarpalikas and 73rd and 74th Constitutional amendments.
6. **Educational System:** Education and society in the traditional and in the modern contexts; Sociological factors for educational inequality;

Education and social mobility; Educational problems of women, the Backward Classes, Scheduled Castes and Scheduled Tribes. Directive principles of State policy and Primary education, Total literacy campaigns.

7. **Religion:** Demographic dimensions, geographical distribution; and neighbourhood living pattern of major religious categories; interreligious interaction and its manifestation in the problems of conversion; Minority status and communal tensions; secularism; Tribal Societies and their integration; distinctive features of Tribal communities; Tribe and Caste; acculturation and integration.
8. **Rural social system and community development;** Socio-Cultural dimensions of the village community; Traditional Power structure, democratization and leadership, poverty, indebtedness and bonded labour, social consequences of land reforms. Community Development programmes and other planned development projects; Green Revolution; new strategies; to rural development.
9. **Urban social organisation:** Continuity and change in the traditional bases of social organisation namely family, marriage, kinship, caste and religions in the urban context; stratification and mobility in urban communities; ethnic diversity and community integration; urban neighbourhoods, rural-urban differences in demographic and socio-cultural characteristics and their social consequences. Urbanization in India, Urban environment, housing, slums and unemployment, programmes for urban development.
10. **Population Dynamics:** Socio-cultural aspects of sex and Age structure; Marital status, fertility and mortality: the problems of population explosion; Socio-psychological, cultural and economic factors in the adoption of family planning practices
11. **Social change and modernization:** Problem of role conflict, youth unrest – intergenerational gap-changing status of women. Major sources of social change and Resistance to change; Impact of West, reform movements; social movements; industrialization and urbanization; pressure groups, factors of planned change – Five year plans, legislative and executive measures; process of change; sanskritization, Westernization and modernization – Means of Modernization, Mass media and education; problems of change and modernization – structural contradictions and breakdowns; current social Evils – Corruption and Nepotism, smuggling – Black money.

III- SOCIAL WORK

Social Work Concept, Definition, Scope, Origin:

Definition and scope of Social Work; origin of social work profession in the UK and USA; Social Work values and ethics; social work as a profession, generic principles of social work; New approaches to social work – developmental and radical. Concepts of social welfare and social services; scientific basis for social work, growth of professional social work in India; current social work practice in India – content and dimensions, Interface between professional and voluntary social work.

Field Work in Social Work:

Field Work its role and place in social work education; field work placement; supervision and evaluation; relationship of the student with Schools of Social work and agency, Recording – purpose, types and uses of recording. Types of field work.

Fields of Social Work:

Practice of social work in various fields-community development-rural, urban and tribal; medical and psychiatric social work; correctional social work; family and child welfare; labour and industrial welfare; school social work ; geriatric social work; social work in Hiv/Aids.

Methods of Social Work:

Case Work: Definition, as a method of social work, its relation to other methods in social work. Principles of social case work. Components of social case work. Interview in case work – its structure, goals and components. Worker client relationship – qualities of a helping person and qualities of helping relationship. Theories and models of helping – psycho-social, functional, problem solving, Crisis intervention and family therapy – critical analysis of models. Curative and preventive aspects of social case work. The multidisciplinary approach in professional practice. Use of case work in different settings specifically in psycho-social problems are handled like health, school, industry, correctional institutions and de-addiction programmes.

Group Work:

Social Group Work: Definition, as a method of social work, its relation with other methods. The need for group work in the modern society, specific objectives of group work, its values. Principles of group work – programme planning in group work, leadership in group work process, importance of professional and voluntary leaders, their role, significance and functions. Nature and scope of social group work practice in various settings such as orphanages, old age homes, community centres, industries, hospitals, and rural, urban and tribal community development programmes

Community Organisation:

Concept, definition, scope; community organization in U.K., U.S.A. and India; models of community organization, strategies and trends. Principles of Community Organisation. Community Organisation and its relationship with other methods of social work. Practice of community organization: process and steps; role and functions of community organizer; peoples' participation – concept, approaches, obstacles; resource mobilization; micro- level planning.

Social Action:

Definition, concept and scope of social action – relationship with other methods of social work – forms of social action- Popular form and elitist form, principles and strategies of social action, creating awareness of social action – social resources and their mobilization. Role of Social workers in the process of enactments and its enforcement. Social action and social issues: civil, women and child rights; Environmental and ecological issues. Social Action through Social Change. Role of social work in relation to Humanism

Social Work Research:

Nature of social research and social work research, Differences between social research and social work research, Concept of PRA, techniques and types of Participatory methods. Building effective relationships: Building rapport, nurturing friendship. Personal communication skills: Self-disclosure, feedback. Conflict management skill: negotiating; resolving disagreement, Team work and synergy skills: creating groups energy in pursuing collective goals, Open-minded ideas, Team work contribution, influencing skills, making a positive difference, leadership skills, initiating and managing needed change, and innovation.

Social Policy:

Concept, need and constitutional basis for social policy and social welfare policy. New economic policy and concept of social development – concept of sustainable development. Models of social policy: Residual – welfare; achievement – performance; institutional – redistributive models. Social policy formulation, contribution of research. Social policy and social planning, –policies and measures concerning social welfare in general and of women, environment, poverty alleviation programmes in particular. Social and human development indicators.

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 - Centering 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)**
