

**Annexure-II****SCHEME AND SYLLABUS FOR RECRUITMENT TO THE POST OF PANCHAYAT SECRETARY (GRADE - IV) IN A.P. PANCHAYAT RAJ SUBORDINATE SERVICE****SCHEME****SCREENING TEST (OBJECTIVE TYPE)  
(Degree Standard)**

<b>WRITTEN EXAMINATION (Objective Type)</b>	<b>No. of Questions</b>	<b>Duration (Minutes)</b>	<b>Maximum Marks</b>
<b>Part-A</b> General Studies & Mental Ability	75	75	150
<b>Part-B</b> Rural Development and Problems in Rural Areas with special reference to Andhra Pradesh	75	75	
<b>NEGATIVE MARKS:</b> 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 <sup>rd</sup> of the marks prescribed for the question.			

**MAIN EXAMINATION  
(Degree Standard)**

<b>WRITTEN EXAMINATION (Objective Types)</b>	<b>No. of Questions</b>	<b>Duration (Minutes)</b>	<b>Maximum Marks</b>
<b>Paper-1 :</b> General Studies & Mental Ability	150	150	150
<b>Paper-2</b> Rural Development and Problems in Rural Areas with special reference to Andhra Pradesh	150	150	150
<b>Total</b>			300
<b>NEGATIVE MARKS:</b> 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 <sup>rd</sup> of the marks prescribed for the question.			

**SYLLABUS FOR SCREEING TEST TO THE POST OF PANCHAYAT SECRETARY  
(GRADE - IV) IN A.P. PANCHAYAT RAJ SUBORDINATE SERVICE****PART - A****GENERAL STUDIES AND MENTAL ABILITY****75 Questions****75 Marks**

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and it applications to the day to day life Contemporary developments in Science & Technology and information Technology
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:

- a) Tabulation of data
  - b) Visual representation of data
  - c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
12. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and Legal implications/problems.

**PART - B**

**75 Questions**

**75 Marks**

**(Rural Development and Problems in Rural Areas with special reference to Andhra Pradesh)**

1. Evolution of Panchayat Raj system in India including Constitutional amendments and reports of Various Committees.
2. Evolution of Panchayat Raj system in Andhra Pradesh
3. Roles and responsibilities of Panchayat Secretary
4. Rural Sociology: History and Evolution of schemes catering to upliftment of Rural Poor
5. Flagship Rural Development schemes of Rural Development Department of Government of India and Andhra Pradesh
6. Key Schemes of Panchayat Raj Department of A.P
7. Rural Economy of Andhra Pradesh: Agriculture, Small scale Industries, Rural artisans
8. Rural Credit Scenario of Andhra Pradesh: Role of Banks, co-operatives and Micro Finance
9. Community Based Organizations and convergence of Welfare Schemes
10. Women Empowerment and Economic development through Self Help Groups
11. Revenue and Expenditure Management of Local Bodies
12. Accounting and administering funds received under various schemes.

**SYLLABUS FOR MAINS EXAMINATION TO THE POST OF PANCHAYAT SECRETARY (GRADE - IV) IN A.P. PANCHAYAT RAJ SUBORDINATE SERVICE**

**PAPER - I**

**GENERAL STUDIES AND MENTAL ABILITY**

**150 Questions**

**150 Marks**

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and its applications to the day to day life Contemporary developments in Science & Technology and information Technology
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.

11. Data Analysis:
  - a) Tabulation of data
  - b) Visual representation of data
  - c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
12. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and Legal implications/problems.

**PAPER - II**

**150 Questions**

**150 Marks**

**(Rural Development and Problems in Rural Areas with special reference to Andhra Pradesh)**

1. Evolution of Panchayat Raj system in India including Constitutional amendments and reports of Various Committees.
2. Evolution of Panchayat Raj system in Andhra Pradesh
3. Roles and responsibilities of Panchayat Secretary
4. Rural Sociology: History and Evolution of schemes catering to upliftment of Rural Poor
5. Flagship Rural Development schemes of Rural Development Department of Government of India and Andhra Pradesh
6. Key Schemes of Panchayat Raj Department of A.P
7. Rural Economy of Andhra Pradesh: Agriculture, Small scale Industries, Rural artisans
8. Rural Credit Scenario of Andhra Pradesh: Role of Banks, co-operatives and Micro Finance
9. Community Based Organizations and convergence of Welfare Schemes
10. Women Empowerment and Economic development through Self Help Groups
11. Revenue and Expenditure Management of Local Bodies
12. Accounting and administering funds received under various schemes.

**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.