

Annexure-II

**SYLLABUS FOR WRITTEN EXAMINATION -
JUNIOR ASSISTANT-CUM-COMPUTER OPERATOR**

Subject	No. Of Questions	Duration	Maximum Marks
Section:A Numerical ability and Logical Reasoning	40	120 Minutes	40
Section:B Computer Awareness	20		20
Section:C English Language proficiency and General Knowledge	20		20
Total			80

SECTION – A: (ENGLISH AND TELUGU) - 40 Marks

1. Numerical ability - Indices, Ratios, Proportions, Profit & Loss, Mensuration, Algebra, Geometry and Statistics etc.
2. Logical Reasoning and decision making and problem solving.

SECTION – B: - 20 Marks

Computer Awareness

1. MS-Office
2. Basic concepts of Computers
3. Computer Applications & Skills
4. Accounts related Software

SECTION – C: - 20 Marks

1. English Language proficiency
 - Vocabulary
 - Comprehension passages & re-arrangement of sentences
 - Synonyms & Antonyms
2. General Knowledge.
 - Current affairs
 - Consumer Relations.
 - General Science in everyday life.
 - Environmental Issues and Disaster Management.
 - History, Geography and Economy of India and Telangana.
 - History of Telangana and Telangana Movement.
 - Society, Culture, Heritage, Arts and Literature of Telangana.

Syllabus for Proficiency Test in Computers stated in PARA VIII(D)

SCHEME OF EXAMINATION (Practical Type)

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

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

Name	Contents Part-C	Marks
POWER POINT	<ol style="list-style-type: none">1. Create and save a new presentation using MS Power Point<ul style="list-style-type: none">• layout of opening screen in Power Point• the tool bars in MS Power Point2. Choose Auto Layout for a new slide.3. Insert text and pictures into a blank slide.4. Insert new slides into the presentation.5. Apply slide transition effects.6. Slide show.7. Set animation to text and pictures in a slide.8. Set the sounds, order and timing for animation.	10
Name	Contents Part-D	Marks
INTERNET	<ol style="list-style-type: none">1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.).2. Search the Web using Search Engines.3. Create an E-mail account.4. Send and receive E-mail.5. E-commerce transactions.	05
Total		50

Sd/-
CHAIRMAN & MANAGING DIRECTOR

Contd...Pg.21.