ANNEXURE - II

SCHEME AND SYLLABUS FOR THE RECRUITMENT TO THE POST OF DEPUTY EDUCATIONAL OFFICER IN *A.P. EDUCATIONAL SERVICE*

SCHEME FOR SCREENING TEST

Written Examination (Objective Type) - Degree Standard				
PAPER	**Subject**	**No. of Questions**	**Duration in Minutes**	**Maximum Marks**
	General Studies & Mental Ability	150	150	150
Total				**150**
N.B: As per G.O.Ms. No.235 Finance (HR-1, Plg & Policy) Dept, Dt: 06/12/2016, for eachwrong answer will be penalized with 1/3rd of the marks prescribed for the question.				

SYLLABUS FOR SCREENING TEST

GENERAL STUDIES AND MENTAL ABILITY - 150 MARKS

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.

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SCHEME FOR MAIN EXAMINATION

(G.O.Ms.No.141, Finance (HR-I Plg. & Policy) Department, Dt: 01.08.2016.)

PART - A	Subject	No. of Questions	Duration in Minutes	Maximum Marks
	Written Examination (Objective Type) - Degree Standard			
Paper - I	General Studies & Mental Ability	150	150	150
Paper - II	Education – I	150	150	150
Paper - III	Education - II	150	150	150
Total				**450**

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 1/3rd of the marks prescribed for the question.

SYLLABUS FOR MAIN EXAMINATION

GENERAL STUDIES AND MENTAL ABILITY
PAPER – I (150 MARKS)

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 (150 MARKS)
EDUCATION – I (Degree standard)

(A) FOUNDATION OF EDUCATION:

1. Nature and scope of philosophical and sociological foundations of education.
2. Idealism; Naturalism; pragmatism; Realism; existentialism;
3. Gandhi; Tagore; Aurobindo; Vivekananda; Jiddu Krishna Murthy;
4. Socialization and Education; Social change and education; Culture and education; Modernization and education; Equality of Educational opportunities; Education of Weaker sections.

(B) EDUCATIONAL PSYCHOLOGY:

I. INTRODUCTION TO EDUCATIONAL PSYCHOLOGY.

Relationship between Educational Psychology. Nature and scope of Educational Psychology. Methods of Educational Psychology.

II. GROWTH AND DEVELOPMENT

Principles of Growth and development. Stages of development – infancy, childwood, Adolescence and aspects of development – Physical, Mental, social and Emotional and its Educational implications to classroom teaching and education.

III. Learning.

Nature of learning, theories of learning (Behavioral, Cognitive and social) and its Relevance to classroom teaching, learining and motivation; Various methods of motivation (intrinsic and extrinsic) and its applications for classroom teaching.

IV. Individual difference and its assessment.

Meaning and significance of the study of individual differences. Inter and intra individual difference and its assessment. Concept of personality and its assessment (projective and Non-projective methods). Understanding and helping learners with special needs – poor achievers, under achievers, low-level of intellectual functioning; giftedness and creativity. Need and significance of guidance and counseling in schools.

V. Statistics

Statistics - concept and its need for understanding behavior of learners and teachers. Measures of central tendency. Measures of variability. Correlation and various methods of computing correlation.

(C) Trends in Education

1.   Universalization of Education - significance, constitutional guarantee, problems involved in implementing. Quality of primary Education -Minimum level of learning approach.

2.   Wastage and stagnation in Education - Meaning, causes, problems and remedial measures.

3.   Adult Education and Functional literacy - Meaning, scope, problems involved and strategies for remedial action.

4.   Non-formal Education – contemporary significance, problems, methodology, motivational aspect and implementation.

5.   School and community relationships - need and importance, ways of bringing their together, making use of community resources persons, some practical strategies to facilitate appropriate relationships.

6.   Medium of instruction - problem, Language in India, Three language formula, its implications and difficulties in implementing the formule.

7.   Family life and population Education - the problem, objectives at secondary level creating awareness, difficulties in implementing, strategies to spread right type of family life and population education.

8.   Moral Education - meaning and scope, approaches to Moral Education, difference between Moral and Religious Education, Practical work.

9.   National and emotional integration – meaning, nature, problems, Implementation celebrating national days and role of school and teachers.

10.   International understanding – education for peace, disarmament and co-existence, meaning, nature, significance, developing a broader perspective in the mind students.

11.   Education of the socially and culturally disadvantaged – meaning – significance problems, equality of opportunity and strategies to implement meaningful programme.

12.   Lifelong Education - Meaning, need and scope, approach and role of teachers.

13.   Teacher Education - Pre-Service and in-Service - Professional Organizations teachers.

14.   Vocational Education and Vocationalisation of Education.

15.   Common Entrance Examinations and centralized admissions into the basic courses in Andhra Pradesh.

16.   Recommendations of various Education Commissions and Committees.

PAPER – III (150 MARKS)

EDUCATION – II (Degree Standard)

i) Current trends and challenges in Education
ii) Innovation in Education
iii) Measurements and evaluation
iv) Inclusive Education
v) Information and Communication Technology in the field of Education
vi) Educational administration and supervision
vii) Gender Sensitization: Gender-Equality, Equity and Empowerment of women, Urbanization and Migration, Life skills
viii) Environmental Education
ix) Schemes and reforms in Educational sector in Andhra Pradesh and India
x) Perspectives in Education
• History of Education
• Teacher Empowerment
• Educational Concerns in contemporary India
• Democracy and Education, Equality, Equity, Quality in Education, Quality of Educational opportunities
• Economics of Education, Education as human capital, Education and Human Resource development, Literacy-Saakshar Bharat Mission
• Population Education
• Role of Education in view of Liberalization, Privatization and Globalization
• Value Education, Peace Education
• Programme and Projects - APPEP, DPEP, SSA, National Programme for Education of Girls at elementary level (NPEGEL), RMSA, Rashtriya Aveshkar Abhiyan (RAA), KGBVs, Model Schools.
• Incentives and special provisions
• Acts/Rights: RTE Act-2009, RTI Act-2005, Child Rights and Human Rights
• National curriculum frame work – 2005
• National Educational Policy – 2020.

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<u>**SCHEME & SYLLABUS OF EXAMINATION OF THE COMPUTER PROFICIENCY TEST (CPT)**</u>

<u>Scheme for Computer Proficiency Test</u>

(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/PH	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software.	60	100	30	35	40

<u>Syllabus for Computer Proficiency Test</u>

<u>PART-A</u>

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 Criminal Interdiction Unit(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 Media Access Control Address(MAC) OS - Introduction - Advantages of Media Access Control Address(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.

<u>PART – B</u>

1. **OFFICE SUITE**: MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/Media Access Control Address (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/s/Linux/ Maa 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 - Cantering 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/s/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. Prepared 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)**

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