ANDHRA PRADESH PUBLIC SERVICE COMMISSION::VIJAYAWADA
NOTIFICATION NO.28/2025, DATED: 24.09.2025

DIRECT RECRUITMENT TO THE POST OF ZILLA SAINIK WELFARE OFFICER
IN A.P. SAINIK WELFARE SERVICE
(GENERAL RECRUITMENT)

PARA – 1:

1.1. Applications are invited through online mode for recruitment to the post of Zilla Sainik Welfare Officer in A.P. Sainik Welfare Service for a total of 07 vacancies in the scale of pay of Rs. 48,440 - 1,37,220 within the maximum age of 52 years as on 01.07.2025.

1.2. Candidates shall apply online through the Commission's Website *https://psc.ap.gov.in* The application submission window will be opened **from 09/10/2025 to 29/10/2025 upto 11:00 PM.**

1.3. Candidates must login to the Commission's Website using their registered One Time Profile Registration (OTPR) number. If applying for the first time for any post notified by A.P.P.S.C., the candidate must register their bio-data through One Time Profile Registration *(OTPR)* at *https://psc.ap.gov.in* Upon registration, a user ID will be generated and sent to the candidate's registered mobile number and email ID.

   Note: i. One Time Profile Registration (OTPR) is not considered as an application for any post.
   ii. Applicants are advised to retain their registered mobile number and Email ID to receive OTP/SMS and communication updates.

1.4. The Written Examination will be objective type and held in offline (OMR based) mode. **The Date of Written Examination will be announced separately.**

1.5. Applicants must regularly visit the Commission's website to stay updated throughout the recruitment process. **The Commission's website will serve as the sole source of official communication**. No individual correspondence will be entertained under any circumstances.

1.6. HALL TICKETS for Written Examination will be hosted on Commission's Website. Instructions for downloading Hall Tickets will be published on the Website.

1.7. All eligible and interested candidates must apply online after satisfying themselves about the terms and conditions of this recruitment. Applications submitted through any mode other than online **will not be entertained**. Submission of the online application implies that the candidate has read and agrees to abide by the terms and conditions laid out in this notification.

1.8. The details of vacancies are as follows:-

STATE-WIDE POST

Name of the Post	No. of vacancies		
	Carried Forward	Fresh	Total
Zilla Sainik Welfare Officer in A.P. Sainik Welfare Service	06	01	**07**

Note: Break up of vacancies may be seen at Annexure-I.

PARA-2: ELIGIBILITY:

i. He / She is of sound health, active habits and free from any bodily defect or infirmity rendering him / her unfit for such service;

ii. His / Her character and antecedents are such as to qualify him/her for such service;

iii. He /She possesses the academic and other qualifications prescribed for the post; and

iv. He/ She is a citizen of India.

   Provided that no candidate other than a citizen of India may be appointed except with the previous sanction of the State Government and except in accordance with such conditions and restrictions as may be laid down. Such sanction shall not be accorded unless the State Government is satisfied that sufficient number of citizens of India, who are qualified and suitable are not available.

PARA-3: EDUCATIONAL QUALIFICATIONS:

The candidate should possess the prescribed academic qualification as on the date of this notification. **The date of this notification** shall be the crucial date for calculating the experience including the practical experience. **In respect of other than prescribed Educational Qualifications, claiming equivalence, the decision of the concerned Department (Unit Officer) shall be final.**

Note: If the applicant possesses an equivalence of qualification other than prescribed qualification in the Commission's notification, applicant should produce a copy of the Government Orders to that effect to the Commission in advance within 10 days of last date for submitting applications, failing which their application will be rejected.

Educational Qualifications
a) Shall be exclusively filled by Ex-Service Personnel from the Army, Navy and Air Force**.** No Ex-Service Personnel who retired below the rank of Captain or equivalent Rank in the Army, Navy or Air Force shall be eligible.
b) Must possess the minimum general educational qualification prescribed in the Schedule to the general rules or equivalent qualification of Indian Army, Navy or Air-Force.
NB:-Discharged certificates from the Army/Navy/Air Force as the case may be, should be furnished at the appropriate time.

Note:
Based on merit in written examination, the candidates will be shortlisted for Computer Proficiency Test. No candidate shall be eligible for appointment unless he/she qualifies the Computer Proficiency Test in terms of G.O.Ms.No.26, G.A. (Ser-B) Dept., Dt: 24.02.2023.

PARA- 4: RESERVATIONS:

4.1.   As per G.A (Ser-D) department letter No. 18030/1/Ser-D/2018 Dated 23-02-2018 clarified that the explanation under rule-2(16) of A.P State and subordinate service rules, 1996 that the persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Service Personnel, may be permitted to apply for Re-Employment one year before the completion of the specified terms of engagement in the Armed Forces of the Union. Further, as per the Government of India instructions issued in the Memo No. 36034/02/1991-Estt. (SCT) Dated:03-04-1991 and the Memo No.36034/03/2013-Estt., (Res.) Dated:25-02-2014, a candidate working in Armed Forces would become eligible for applying civil posts only when he completes the prescribed period of Army service within a year from the last date for receiving application in connection with Special Recruitment/Examination etc prescribed by the Competent Authority.

4.2.   Reservation for local candidates is not applicable, as the post is State Cadre.

PARA- 5: AGE:

No person shall be eligible if he has completed 52 years as on 01/07/2025, as per G.O.Ms.No.580, Home (Passports-C) Dept., Dt. 04/10/1991.

PARA – 6: HOW TO APPLY:

STEP-I: The applicant who desires to apply for the post shall login to the Commission's Website with his/her registered OTPR number. Candidate applying for the first time for any notification has to first fill the OTPR application carefully to obtain OTPR ID. While filling the OTPR, the candidate has to ensure that the particulars are filled correctly. The Commission bears no responsibility for the mistakes, if any, made by the candidates. If candidates choose to modify they may do so by clicking the modify OTPR make the modification, save them and proceed to STEP-II.

STEP-II: The Applicant has to Login in the Commission's website with the User Name (OTPR ID) and the Password set by Candidate. After Login, the Applicant has to click on the "Online Application Submission" present in the bottom right corner of the Commission's website. The applicant now has to click on the Fill Application button against the notification number that he / she wants to apply.

STEP-III: After checking all the data and ensuring that the data is correct the applicant has to fill application specific data such as Local/Non Local status, White card details etc., which are also used to calculate the Fee. Hence if any details are to be changed, applicant should use the modify OTPR link, modify the details, save it and again click on online application submission.

Once all the data such as qualification details, examination centre, etc are filled carefully the application form is submitted with Save or Save & Submit option. If candidate clicks on save button, the application details are only saved due to power/service issues. The applicant has to click on the Save & Submit button and only then the payment link will be generated.

NOTE: 1. By clicking on "Save" button the application details given by you will be partially saved at our end. However, your application will not be submitted until you click on "Save & Submit" button.

2. By clicking on "Save & Submit" button you will be directed to the payment gateway and on successful payment of fee, your application will be finally submitted.

3. Applicant shall note that the data displayed from OTPR at the time of submitting the application will be considered for the purpose of this notification only. Any changes made by the applicant in OTPR data at later date shall not be considered for the notification on hand.

PAYMENT PROCESS: The applicant has to check the basic details for calculation of the fee and age relaxation will be pre-populated from the OTPR data. The applicant has to verify all the details that are displayed. Once the payment form is submitted, the respective details (used for Calculation of fee and age relaxation) will not be altered in any stage of application processing. On successful submission, the payment reference ID is generated and SMS alert sent to the registered Mobile Number of the candidate. The candidate can download the filled application pdf for ready reference / correspondence.

STEP-IV: In any case if the payment process is not submitted successfully, then the applicant should start the fresh payment process as mentioned in STEP-II.

STEP-V: Once the application is submitted successfully, corrections in the application will be enabled after the last date of the submission of application and will be allowed up to 7 days only from the last date of applications. The corrections can be made in the application form itself. Fields which affect the Name, fee and age relaxations are not enabled for corrections.

NOTE:
A. The Commission is not responsible, for any omissions made by the applicant in bio-data particulars while submitting the application form online. The applicants are therefore, advised to strictly follow the instructions given in the user guide before submitting the application.

B. All the candidates are requested to submit their application with correct data. It is noticed that some of the candidates are requesting for change in the data, after submission of the application. It is informed that such requests shall be allowed on payment of Rs.100/- (Rupees Hundred Only) for each correction. However changes are not allowed for Name, Fee and age relaxation. No manual application for corrections shall be entertained.

C. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in uploading / submitting the application form online.

D. Incomplete / incorrect application form will be summarily rejected. The information if any furnished by the candidate subsequently will not be entertained by the Commission under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he / she comes to the final stage of recruitment process or even at a later stage and also liable for punishment as per Para 14.1 of this notification.

E. Before uploading / Submission Application Form, the Candidates should carefully ensure his / her eligibility for this recruitment. No relevant column of the application form should be left blank; otherwise application form will not be accepted.

PARA-7: (a) FEE:

7.1.   Applicant must pay Rs. 250/- (Rupees two hundred and fifty only) towards application processing fee and Rs 120/- (Rupees One hundred and twenty only) towards examination fee.

7.2.   However, the payment of examination fee of Rs.120/- is exempted for Ex-Service Personnel.

7.3.   **b) Mode of payment of Fee:**
    i)   The fee mentioned in the above paragraph is to be paid online using payment gateway using net banking/ credit card / debit card. The list of banks providing service for the purpose of online remittance of fee will be available on the website.
    ii)   The fee once remitted shall not be refunded or adjusted under any circumstances. Failure to pay the examination fee and application fee (in non-exempt case) will entail total rejection of application.

iii) IPOs / Demand Drafts are not accepted.

iv) In case of corrections Rs.100/- per correction will be charged. **However changes are not allowed for name, fee and age relaxation**.

PARA-8: SCHEME OF EXAMINATION:

8.1. The Scheme & Syllabus for the written examination including Computer Proficiency Test (CPT) has been shown at **Annexure-II**.

8.2. Scheme is prescribed as per Annexure-VII of G.O.Ms.No.201, Finance (HR-I Plg, & Policy) Dept., Dt: 21/12/2017 and G.O.Ms.No.26, G.A. (Ser-B) Dept., Dt: 24.02.2023 for CPT.

8.3. As per G.O. Ms. No.235, Finance (HR-I, Plg & Policy) Dept., Dt. 06/12/2016, each wrong answer will be penalized with 1/3rd of the marks prescribed for the question.

PARA-9: CENTERS FOR WRITTEN EXAMINATION:

The applicant may choose the Test centre with three preferences. However the Commission reserves the right to allot the applicant to any centre of examination depending on the availability of the resources like centers.

PARA–10: RESOLUTION OF DISPUTES RELATED TO QUESTION PAPER, ANSWER KEY AND OTHER MATTERS:

10.1. The Commission would publish initial answer key(s) for the question paper(s) on its website after conduct of the examination. If the candidates have any objections with regard to the initial key / questions they shall have to file the objections within three days after publication of the initial key in the prescribed proforma available in the website. Any objection filed after expiry of specified time would not be entertained.

10.2. The objections received if any on initial key, would be examined by referring it to three subject experts and finalize the key as per the decision of the Commission. And the key so finalized shall be final and no further objections shall be taken into account.

10.3. The candidate shall pay Rs.100/- per objection raised by him/her against question/ initial answer key within the stipulated time &procedure as above. In case of genuine objections, which are sustained in the final analysis, the amount will be reimbursed to the candidate.

10.4. **The question papers are set in English and translated into Telugu Language. English version will be considered as the authentic version for valuation purpose. However, the English paper (Paper-II) will be in the same Language.**

10.5. With regard to situation where there is deletion of questions, if any, from any paper, scaling (proportionate increase) would be done for that particular part of the paper to the maximum marks prescribed for the paper and the marks would be rounded off to 2 decimals to determine the merit of the candidate.

10.6. ANSWER KEY: Answer key would be published on the website.

PARA-11: NOTE ON IMPORTANT LEGAL PROVISIONS GOVERNING THE RECRUITMENT PROCESS:

11.1. Vacancies: The recruitment will be made to the vacancies notified only. There shall be no waiting list as per G.O. Ms. No. 81, General Administration (Ser.A) Department, Dated 22/02/1997, G.O.Ms.No.544, General Administration (Ser.A) Department, Dated: 04.12.1998 and Rule 6 of APPSC Rules of procedure. In any case, no cognizance will be taken by Commission of any vacancies arising or reported after the completion of the selection and recruitment process or the last date as decided by the Commission as far as this notification is concerned, and these will be further dealt with as per G.O. & Rule cited above. As per G.O.Ms.No:139, Finance HR (I) Planning Policy Dept., dt: 28/07/2016, Rule 7 of APPSC Rules of procedure regarding relinquished vacancies has been deleted.

11.2. The Recruitment will be processed as per this notification and as per the Rules and Instructions issued by the Government and also as decided by the Commission from time to time in terms of G.O.Ms.No.580, HOME (Passports–C) Department, Dt: 04/10/1991 and Special Rules / Adhoc Rules Governing the recruitment and other related GOs, Rules etc applicable in this regard.

11.3. Rules: The various conditions and criteria prescribed herein are governed by the A.P. State and Subordinate Service Rules, 1996 read with relevant Special Rules applicable to any particular service in the departments. Any guidelines or clarification is based on the said Rules, and, in case of any necessity, any matter will be processed as per the relevant General and Special Rules as in force.

11.4.   The Commission is empowered under the provisions of Article 315 to 320 of the Constitution of India read with relevant laws, rules, regulations and executive instructions and all other enabling legal provisions in this regard to conduct examination for appointment to the posts notified herein, duly following the principle of order of merit as per Rule 3(vi) of the APPSC Rules of Procedure read with relevant statutory provisions and ensuring that the whole recruitment and selection process is carried out with utmost regard to secrecy and confidentiality so as to ensure that the principle of merit is scrupulously followed.

11.5.   The persons already in Government Service / Autonomous bodies / Government aided institutions etc., whether in permanent or temporary capacity or as work charged employees are however required to inform, in writing, to their Head of Office / Department that they have applied for this recruitment.

11.6.   A candidate shall be disqualified for appointment, if he himself or through relations or friends or any others has canvassed or endeavored to enlist his candidature, extraneous support, whether from official or non-official sources for appointment to this service.

PARA-12: ANNEXURES:
The candidate shall go through the Annexures before filling the application form.

Annexure-I   : Break up of vacancies
Annexure-II   : Scheme & Syllabus
Annexure-III : Instructions to candidates

PARA-13: PROCEDURE OF SELECTION:

13.1.   **Appearance in all the Papers of Written Examination is compulsory. Absence in any of the Papers will automatically render the disqualification of the candidature.**

13.2.   The selection of candidates for appointment to the post will be made on the basis of merit in the Written Examination followed by Computer Proficiency Test (CPT).

13.3.   The standard for the examination and the cut off marks for various categories for selection shall be fixed by the Commission. However the candidates have to secure minimum qualifying marks to be shortlisted for selection against respective vacancies. The minimum qualifying marks on aggregate for the vacancies notified under different categories are as follows as per G.O.Ms.No.103, G.A. (Ser.A) Dept., dt.03.02.1967 and amendments from time to time.
         Ex-Service Personnel: 40%
N.B.: Mere securing of minimum qualifying marks does not confer any right to the candidate for being considered for selection.

13.4.   Where the candidates get equal number of marks in the written examination if two or more candidates get equal total number of marks, those candidates shall be bracketed. Candidates within the same bracket shall then be ranked 1, 2, 3 etc., according to age i.e., oldest being considered for admission. In case there is tie in age, the person who possesses educational qualification at earlier date would be considered.

13.5.   **DigiLocker:** APPSC is introducing a streamlined certificate verification process through DigiLocker, a Government of India digital platform; it allows securely storing and accessing digital documents issued by various Government Departments, including education certificates, identity proofs, caste certificates and more. Hence, all the applicants who are participating in recruitment process are advised to create a DigiLocker Account and fetch your certificates for giving consent to the APPSC to verify their certificates electronically at the time verification of certificates.

13.6.   The appointment of selected candidates will be subject to their being found medically fit in the appropriate medical classification, and if he/she is of sound health, active habits and free from any bodily defect or infirmity.

13.7.   Memorandum of Marks: After publication of final selection list, the marks list (total marks) of the successful candidates will be displayed on the Commission's website. However, Memorandum of their own Marks can be obtained individually after one month from the date of declaration of selection list in APPSC website on payment of Rs.200/- (Rupees Two hundred only) through IPO/DD in favour of Secretary, A.P. Public Service Commission, Vijayawada, for a period of Three Months only. Rejected, Invalid, Disqualified, ineligible candidates will not be issued any Memorandum of Marks and fees paid by such candidates, if any, will be forfeited to Government account, without any correspondence in this regard. Requests for Memorandum of Marks will not be entertained until the recruitment process is finalized.

PARA-14: DEBARMENT:

14.1. Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate **furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information** is liable TO BE DEBARRED UPTO FIVE YEARS FROM APPEARING FOR ANY OF THE EXAMINATIONS CONDUCTED BY THE COMMISSION, and summary rejection of their candidature for this recruitment.

14.2. The Penal Provisions of Act 25/97 published in the A.P. Gazette No. 35, Part-IV.B Extraordinary dated: 21/08/1997 shall be invoked **if malpractice and unfair means are noticed at any stage** of the recruitment. Further candidates shall be liable for penalty as per G.O.Ms.No.385, G.A. (Ser. A) Dept., Dt.18/10/2016. The Chief Superintendent of the examination centre is authorized to take decision in case of malpractice or usage of unfair means or creation of disturbance or use of physical force by any candidate and report the matter to the competent authority as well as register a police case.

14.3. The Commission is vested with the Constitutional duty of conducting recruitment and selection as per rules duly maintaining utmost secrecy and confidentiality in this process and any attempt by anyone causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the Commission will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules as per decision of the Commission.

14.4. Any candidate found **impersonating or procuring impersonation by any person** or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, be liable to be debarred permanently from any exam or selection held by the Service Commissions in the Country.

14.5. ELECTRONIC GADGETS BANNED:

(a) The use of any mobile (even in switched off mode), calculator or any electronic equipment or programmable device or storage media like pendrive, smart watches etc., or camera or bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised, in their own interest, **not to bring** any of the banned items including mobile phones to the venue of the examination, as arrangement for safe – keeping cannot be assured

PARA-15: COMMISSION'S DECISION TO BE FINAL:

The decision of the Commission in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 to 320 of the Constitution of India. Commission also reserves its right to alter and modify the terms and conditions including vacancies laid down in the notification for conducting the various stages up to selection or withdraw the notification at any time duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Commission at any stage.

Place: Vijayawada,   **Sd/- I. Narasimha Murthy,**
Date: 24/09/2025.   **Secretary (FAC).**

ANNEXURE – I

NOTIFICATION NO.28/2025

**BREAK UP OF VACANCIES FOR THE POST OF ZILLA SAINIK WELFARE OFFICER
IN A.P. SAINIK WELFARE SERVICE**

(STATE WIDE POST)

No. of vacancies		
Carried Forward	**Fresh**	**Total**
06	01	07

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ANNEXURE – II

**SCHEME AND SYLLABUS FOR THE POST OF ZILLA SAINIK WELFARE OFFICER
IN A.P. SAINIK WELFARE SERVICE**

SCHEME

(Annexure-VII of G.O.Ms.No.201, Finance (HR-I Plg, & Policy) Dept., Dt: 21/12/2017)

WRITTEN EXAMINATION (OBJECTIVE TYPE) - SSC Standard				
PAPER	**Subject**	**No. of Questions**	**Duration Minutes**	**Maximum Marks**
Paper-I	General Studies & Mental Ability	150	150	150
Paper-II	English	150	150	150
Paper-III	Elementary Mathematics	150	150	150
TOTAL				**450**
NEGATIVE MARKS: As per G.O.Ms. No.235, Finance (HR-I, Plg & Policy) Dept., Dt.06/12/2016, each wrong answer will be penalized with 1/3rd 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.

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PAPER-II: ENGLISH

1. Comprehension
2. Precis-writing
3. Re-arrangement of sentences
4. Correction of sentences
5. Synonyms
6. Antonyms
7. Filling in the blanks
8. Correction of spellings
9. Vocabulary and usage
10. Idioms and phrases
11. Verb tenses
12. Prepositions
13. Active voice and Passive voice
14. Parts of speech

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PAPER-III: ELEMENTARY MATHEMATICS

ARITHMETIC: Number system-Natural numbers, Integers, Rational and Real numbers, Fundamental operations, addition, substraction, multiplication, division, square roots, Decimal fractions.
Unitary method - time and distance, time and work, percentages, applications to simple and compound interest, profit and loss, ratio and proportion, variation.
Elementary Number Theory – Division algorithm. Prime and composite numbers. Tests of divisibility by 2, 3, 4, 5, 9 and 11. Multiples and factors. Factorisation Theorem. H.C.F. and L.C.M. Euclidean algorithm. Logarithms to base 10, laws of logarithms, use of logarithmic tables.

ALGEBRA: Basic Operations, simple factors, Remainder Theorem, H.C.F., L.C.M. Theory of polynomials, solutions of quadratic equations, relation between its roots and coefficients (Only real roots to be considered). Simultaneous linear equations in two un-knowns-analytical and graphical solutions. Simultaneous linear inequations in two variables and their solutions. Practical problems leading to two simultaneous linear equations or inequations in two variables or quadralic equations in one variable and their solutions. Set language and set notation, Rational expressions and conditional identities, Laws of indices.

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

GEOMETRY: Lines and angles, Plane and Plane figures, Theorems on (i) Properties of angles at a point, (ii) Parallel lines, (iii) Sides and angles of a triangle, (iv) Congruency of triangles, (v) Similar triangles, (vi) Concurrence of medians and attitudes, (vii) Properties of angles, sides and diagonals of a parallelogram rectangle and square (viii) Circles and its properties including tangents and normals, (ix) Local.

MENSURATION: Areas of squares, rectangles, parallelograms, triangle and circle. Areas of figures which can be split up into these figures (Field Book) Surface area and volume of cubics, lateral surface and volume of right circular cones and cylinders, surface area and volume of spheres.

STATISTICS: Collection and tabulation of statistical data, Graphical representation frequency polygons, histograms, bar charts, pie charts, etc. Measures of central tendency.

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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
			Ex-Service Personnel
Proficiency in Office Automation with usage of Computers and Associated Software.	60	100	40

The Examination Task will be as follows:

i.   Create a folder on desktop. Rename the folder with your Hall Ticket Number.

ii. With regard to Part-A, create MS Excel file with your Hall Ticket Number followed by Part A for eg: **Hall Ticket Number Part A.**

iii. With regard to Part-B, i.e MS Word, MS Excel and MS Power Point, the file names are to be saved as follows:

   a) **Hall Ticket Number Part B**
   b) **Hall Ticket Number Q1**
   c) **Hall Ticket Number Q2**
   d) **Hall Ticket Number Q3**
   e) **Hall Ticket Number Q4**

iv. Candidates shall bear full responsibility for the creation of the requisite folders and files, the accurate entry of data therein, and the saving of such files within a folder clearly labeled with their hall ticket number. Non-compliance with the prescribed procedure, including failure to save the folder(s) and/or file(s) in the desktop, shall render the candidate ineligible to be declared as having passed the CPT examination.

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 - 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/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)

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ANNEXURE-III

INSTRUCTIONS TO CANDIDATES

A.   INSTRUCTIONS REGARDING ONLINE APPLICATION:

A.1.   Applicants are required to thoroughly read the User Guide and ensure their eligibility for the recruitment before applying.   All details must be filled in completely and accurately through the online application.

A.2.   Applicants must compulsorily fill in all relevant columns of the online application form and submit it only through the official website.   The details provided on the website will be processed electronically, and eligibility will be determined based on the notification.

A.3.   Only online applications submitted in the prescribed proforma within the stipulated time will be considered.   The Commission will not be held responsible for any delay or discrepancy caused by the applicant.

A.4.   Applicants must upload their own scanned photograph and signature in JPG format.

A.5.   Applicants should not furnish false, tampered, fabricated, or misleading information, or suppress any material facts while submitting the application online.

A.6.   Important: Handwritten / Typed / Photostat copies / Printed application forms will not be accepted.

A.7.   Applicants shall produce all essential certificates issued by the competent authority for verification by the Commission when called for.   Failure to produce such certificates will result in rejection or disqualification without 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 Unemployed
- A.8.3. School Study Certificate
- A.8.4. Certificate of Residence
- A.8.5. Creamy Layer Certificate
- A.8.6. Local Status Certificate (if applicable)

B.   INSTRUCTIONS REGARDING OFF-LINE (OMR BASED) EXAMINATION:

B.1.   Candidates must carefully read the instructions provided on the cover page of the Question Paper Booklet and the OMR Answer Sheet.   They must verify details such as Name, Exam Name / Paper Code, Venue, and **correctly bubble the Question Paper Booklet Series on the OMR Sheet. If Question Paper Series is not bubbled on the OMR Sheet, the OMR Sheet will not be evaluated. If more than one Series is bubbled, the OMR Answer Sheet will not be evaluated.**

B.2.   As the Answer Sheets are evaluated using an Optical Mark Scanner, candidates must use a Ball Point Pen (Blue or Black) only to mark the answers.   The OMR Answer Sheet will have two copies: the Original (Top Sheet) and the Duplicate (Bottom Sheet).   Candidates must:

- Use a ball point pen (blue or black) for all entries and bubbling answers.
- Submit the original OMR sheet to the invigilator.
- Retain the duplicate sheet for personal reference.
- Ensure the Question Paper Series is bubbled correctly.
- Sign the OMR Answer Sheet and ensure it is countersigned by the invigilator.

Use of whitener/correcting fluid, blades, erasers, folding, tearing, rough work, or any kind of tampering anywhere on the OMR sheet or to change the answers on the OMR sheet will lead to disqualification. No further correspondence will be entertained in such cases.

B.3.   **Answers must be fully bubbled using only a Ball Point Pen (Blue or Black). Use of pencil, ink pen, or gel pen will result in invalidation.   Partial or multiple bubbling will also result in loss of marks.**

C.   GENERAL INSTRUCTIONS:

C.1.   Candidates must establish their identity before the invigilator using the signature and photograph on the Hall Ticket and Nominal Roll.

C.2.   Candidates must occupy their seats before the scheduled time. Late entry after the designated entry time (as mentioned in the hall ticket) will not be allowed. Candidates must remain in the exam hall until the exam concludes.

C.3.   Admission to the examination is purely provisional. It does not imply final approval of the candidate's eligibility. Final selection will be subject to certificate verification and fulfillment of all eligibility criteria. Candidates must upload a recent passport-size color photograph and signature in the application.   Failure to produce the same photograph during verification/interview may lead to disqualification. Candidates are advised not to change their appearance until the recruitment process is completed.

C.4.   Candidates are prohibited from bringing electronic gadgets such as mobile phones, calculators, tablets, iPads, Bluetooth devices, pagers, smart watches, or any digital equipment to the examination hall. Analog watches are permitted. Sharing or exchanging items among candidates is strictly prohibited.

C.5.   Disorderly or unruly behavior, impersonation, or malpractice will lead to rejection of candidature and lodging of an FIR with the concerned police station.   The Chief Superintendent is empowered to take immediate action.

C.6.   Any candidate found using unfair means will be disqualified. No correspondence will be entertained in this regard.

C.7.   The Penal Provisions under **Act 25/97**, published in A.P. Gazette No.35, Part-IV.B, dated 21/08/1997, and G.O.Ms.No.385, G.A. (Ser-A) Dept., dated 18/10/2016, shall be invoked in cases of malpractice.

C.8.   If the Hall Ticket is without a photo or contains a very small photo, candidates must affix a passport-size photograph on it, duly attested by a Gazetted Officer.   A similar photo must be submitted for each paper to the Chief Superintendent for pasting on the Nominal Roll.

C.9.   Candidates will not be allowed into the Examination Hall unless all procedural formalities are completed.

C.10. Admission to the Examination is provisional, subject to eligibility and fulfillment of conditions as per the notification.

C.11. Candidates must sign in the Nominal Roll and OMR Answer Sheet and get the invigilator's signature in the designated space.

C.12. All instructions must be strictly followed in the Examination Hall.

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