

**ANNEXURE-III****SCHEME AND SYLLABUS TO THE POST OF BILL COLLECTOR IN GREATER HYDERABAD MUNICIPAL CORPORATION.****Scheme of the Examination  
(SSC Standard)**

| Paper        | Subject               | No.of Questions | Duration    | Maximum Marks |
|--------------|-----------------------|-----------------|-------------|---------------|
| 1            | GENERAL KNOWLEDGE     | 150             | 150 Minutes | 150           |
| 2            | SECRETARIAL ABILITIES | 150             | 150 Minutes | 150           |
| <b>Total</b> |                       |                 |             | <b>300</b>    |

| Name of the Papers                     | Language Of Examination                    |
|--|--|
| <b>PAPER-I</b> GENERAL KNOWLEDGE       | Trilingual i.e.,<br>English, Telugu & Urdu |
| <b>PAPER-II:</b> SECRETARIAL ABILITIES |  |

**SYLLABUS****Paper-I: GENERAL KNOWLEDGE**

1. Current affairs.
2. International Relations and Events.
3. General Science in everyday life.
4. Environmental Issues and Disaster Management.
5. Geography and Economy of India and Telangana.
6. Indian Constitution: Salient Features.
7. Indian Political System and Government.
8. Modern Indian History with a focus on Indian National Movement.
9. History of Telangana and Telangana Movement.
10. Society, Culture, Heritage, Arts and Literature of Telangana.
11. Policies of Telangana State.

**Paper-II: SECRETARIAL ABILITIES**

- 1) Mental Ability. (Verbal and non-verbal)
  - 2) Logical Reasoning.
  - 3) Comprehension.
  - 4) Re-arrangement of sentences with a view to improving analysis of a passage.
  - 5) Numerical and Arithmetical abilities.
- **A test in “Proficiency in Office Automation with usage of computers and associated software” shall be conducted in terms of the orders issued in G.O.Ms.No.133 and 134, GA (Ser.B) Dept., dt.12.5.2014.**

**SCHEME OF EXAMINATION (Practical Type)**

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

**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 of Part-A   | Marks |
|-------------|--|-------|
| <b>WORD</b> | <ol style="list-style-type: none"> <li>1. Create and save a document using MS WORD               <ol style="list-style-type: none"> <li>a. Deletion of Character, Word, line and block of text</li> <li>b. Undo and redo process</li> <li>c. Moving, Copying and renaming</li> </ol> </li> <li>2. Format the Text document               <ol style="list-style-type: none"> <li>a. Character formatting</li> <li>b. Paragraph formatting</li> <li>c. Page formatting</li> </ol> </li> <li>3. Spell check the document               <ol style="list-style-type: none"> <li>a. Finding and Replacing of text</li> <li>b. Bookmarks and Searching for a Bookmarks</li> <li>c. Checking Spelling and Grammar automatically</li> <li>d. Checking Spelling and Grammar using Dictionary</li> </ol> </li> <li>4. Print the document               <ol style="list-style-type: none"> <li>a. Print Preview</li> <li>b. Print Dialog box</li> </ol> </li> <li>5. Mail Merge in Ms-word               <ol style="list-style-type: none"> <li>a. Create main document and data file for mail merging</li> <li>b. Merging the files</li> <li>c. From letters using mail merging</li> <li>d. Mailing labels using mail merging</li> </ol> </li> <li>6. Table creation in Ms-word               <ol style="list-style-type: none"> <li>a. Create a table in the document</li> </ol> </li> </ol> | 20    |

|                    |   |              |
|--------------------|---|--------------|
|                    | b. Add row, column to a table<br>c. Changing column width and row height.<br>d. Merge, split cells of table.<br>e. Use formulae in tables.<br>f. sorting data in a table.<br>g. formatting a table.   |              |
| <b>Name</b>        | <b>Contents of Part-B</b>   | <b>Marks</b> |
| <b>EXCEL</b>       | 1. Create and save a new work book in Excel<br>2. Entering Data into Worksheet<br>3. Editing data of Worksheet<br>4. Formatting the text in the cells<br>5. Formatting the numbers in the cells.<br>6. Formatting cells.<br>7. Copying format of cell along with data format.<br>8. Changing the height and width of cells.<br>9. Freezing Titles, splitting screen<br>10. Enter formulae for calculation in the cells.<br>11. Copying the formula over a range of cells.<br>12. Inserting built-in functions in to the cells.<br>13. Create graphs for the data using Chart Wizard.<br>14. Format graphs in Excel.<br>15. Printing of worksheet. | 15           |
| <b>Name</b>        | <b>Contents of Part-C</b>   | <b>Marks</b> |
| <b>POWER POINT</b> | 1. Create and save a new presentation using MS Power Point <ul style="list-style-type: none"> <li>• layout of opening screen in Power Point</li> <li>• the tool bars in MS Power Point</li> </ul> 2. Choose Auto Layout for a new slide.<br>3. Insert text and pictures into a blank slide.<br>4. Insert new slides into the presentation.<br>5. Apply slide transition effects.<br>6. Slide show.<br>7. Set animation to text and pictures in a slide<br>8. Set the sounds, order and timing for animation.  | 10           |
| <b>Name</b>        | <b>Contents of Part-D</b>   | <b>Marks</b> |
| <b>INTERNET</b>    | 1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,).<br>2. Search the Web using Search Engines.<br>3. Create an E-mail account.<br>4. Send and receive E-mail.<br>5. E-commerce transactions.  | 05           |
| <b>Total</b>       |   | <b>50</b>    |