

**ANNEXURE – II**  
**NOTIFICATION NO.20/2021**

**SCHEME AND SYLLABUS**

**Post Code No:01 ASSISTANT PUBLIC RELATIONS OFFICER IN A.P. INFORMATION  
SUBORDINATE SERVICE**

**Written Examination (Objective Type)**

<b>Paper</b>	<b>Subject</b>	<b>No. Of Questions</b>	<b>Duration Minutes</b>	<b>Maximum Marks</b>
Paper - I	General Studies & Mental Ability (Degree Standard)	150	150	150
Paper - II	Journalism /Public Relations Bachelors Degree Standard	150	150	150
<b>TOTAL</b>				<b>300</b>

**SYLLABUS**

**PAPER-I: GENERAL STUDIES AND MENTAL ABILITY**

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: Journalism / Public Relations**

1. Communication process, theories and models. Types of mass communication; Media and Society - Media and Social change; problems barriers, diffusion and adoption theories.
2. Development communication, scope, issues, contents, effects problems, relevance, use of multi-media, etc. Strategies - adaptation to rural India.
3. Newspaper Reporting and writing - Types of reporting; techniques; investigative, advocacy, depth; specialised reporting; Courts and Crime; writing for specialised newspapers and magazines; sourcing, data gathering etc.
4. Principles of editing, design and layout, production and printing methods - current trends in newspapers and magazines;
5. Broadcasting system in India; scope and nature; low cost media, relative advantage, satellite communication. Role of radio and TV in multi-lingual society - kinds of radio and TV programmes, impact of Radio and TV -Audience participation.
6. Basic communication research, types of research, basic applied, policy research, Impact studies, Research methods, stages of research; research tools and sampling.

7. Comparative history of media - Press & Broadcasting highlights of the history of Indian Press, Press in Indian Languages. Media Laws, Constitution of India, Press Council and Codes of Ethics.
8. Public Relations, Place of PR in communication, PR process and campaign planning, etc Public Opinion and propaganda.
9. Organization and functions of public relation departments in private and public sector organisations, characteristics of the PR man, various publics, internal and external.
10. PR planning, press relations, industrial relations, consumer, community, government, company relations, PR and the management.
11. Tools of public relations: press releases, newsletter, brochure, house journals, advertising, exhibitions, annual reports. PR and corporate image; public relations in central and state government in India.
12. Role of PR in developing countries, role of multimedia publicity; Rural PR.
13. Trends, issues, contents - Environmental analysis and policy surveys, PR and opinion research.

**Post Code No:02 ASSISTANT STATISTICAL OFFICER IN A.P ECONOMICS AND STATISTICAL SUB -SERVICE**

**SCHEME OF THE WRITTEN EXAMINATION (DEGREE STANDARD)**

<b>WRITTEN EXAMINATION (Objective Types)</b>				
<b>Paper</b>	<b>Subject</b>	<b>No. Of Questions</b>	<b>Duration Minutes</b>	<b>Maximum Marks</b>
Paper - I	General Studies & Mental Ability	150	150	150
Paper - II	Subject	150	150	150
<b>Total</b>				<b>300</b>
<b>NEGATIVE MARKS: As per G.O.Ms. No.235, Finance (HR-I, Plg &amp; 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.</b>				

**WRITTEN EXAMINATION SYLLABUS**

**PAPER – I**

**GENERAL STUDIES AND MENTAL ABILITY**

1. Events of national and international importance.
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**PAPER – 2**

1. **Economic Concepts:** Concepts of Production, Consumption and Demand – Concept of Elasticity - Market Structures and Equilibrium – Price determination. National Income: concepts and determinants – employment, consumption, savings and investment. Rate of Interest and Profit. Concepts of Money and measures of money supply, velocity. Banks and credit creation, Banks and portfolio management, Central Bank and control over supply of money. Determination of price level - Inflation: meaning, measurement and control. Public Finance: Budgets, Taxes and non-tax revenues, Budget deficits.
2. **International Economics:** Free Trade and Protection - Balance of payments accounts and adjustment - Exchange rate under the exchange markets - International Monetary System and World Trading order - Brettonwoods system. IMF and the World Bank and their associates. Sources of growth - capital, Human capital, productivity, Trade and aid, non-economic factors.
3. **Indian Economics:** Main features: Population; size, composition, quality and growth trend, occupational distribution, Effects of Births and Deaths. Mass poverty - Unemployment and its types - Inequality and types thereof - Rural-urban disparities. Foreign Trade: Balance of Payments and External Debt. Inflation and parallel economy and its effects. Fiscal deficit. Sectoral trends and regional disparities. Economic Planning in India: Major controversies on planning in India, NITI Ayog. Broad Fiscal, monetary, industry, trade and agricultural policies.
4. **Financial Accounting:** Introduction to accounting - Accounting concepts and conventions – Accounting process - Journalizing, Posting to ledger accounts - Subsidiary books including Cash book - Bank Reconciliation Statement - Preparation of Trial Balance and Final Accounts - Errors and Rectification - Depreciation and Reserves – Single entry and non trading concerns.
5. **Basics of Computers:** Binary system, Octal and Hexadecimal systems. Conversion to and from Decimal systems. Codes, Bits, Bytes and Words. Memory of a computer, Arithmetic and Logical operations on numbers. Algorithms and Flow charts. Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
6. **Introduction to Statistics:** Collection of data: primary and Secondary data. methods of Sampling (Random, Non Random), Definition of Probability – Census- Schedule and questionnaire - Frequency distribution – Tabulation - Diagrammatic and graphic presentation of data.
7. **Measures of Central Tendency:** Meaning objectives and characteristics of measures of central tendency –Types of Averages: Arithmetic Mean, Geometric Mean , Harmonic Mean , Median, Mode, Quartiles Deciles, Percentiles-Properties of averages and their applications.
8. **Measures of Dispersion and Skewness:** Dispersion: Meaning and properties –Types : Range ,Quartile Deviation, Mean Deviation, Standard Deviation, Coefficient of Variation. Skewness: Meaning – Karl Pearson and Bowl's measures of skewness, concept of kurtosis – normal distribution.
9. **Measure of Relation:** Correlation meaning and uses – types of correlation – Karl Pearson's correlation coefficient – Spearman's rank correlation – probable error.
10. **Analysis of time series and Index Numbers:** Time Series analysis: Meaning and Uses - Components of time series – Measurement of trend and seasonal variations - Utility of decomposition of time series - Decentralization of data. Index Numbers: Meaning and importance – Methods of construction of Index Numbers: Price Index Numbers, Quantity index Numbers – Tests of Adequacy of Index Numbers -base shifting and deflation of Index Numbers - Cost of living Index Numbers – Limitations of Index Numbers. Concepts of price, quantity and cost Index Numbers. Deflation of Index Numbers.

**Post Code No 03: FOOD SAFETY OFFICERS IN A.P INSTITUTE OF PREVENTIVE MEDICINE, PUBLIC HEALTH LABORATORIES AND FOOD (HEALTH) ADMINISTRATION SUBORDINATE SERVICE**

**SCHEME**

(Degree Standard)

<b>WRITTEN EXAMINATION (OBJECTIVE TYPE)</b>				
<b>PAPER</b>	<b>SUBJECT</b>	<b>Duration Minutes</b>	<b>No. of Questions</b>	<b>Max. Marks</b>
<b>PAPER-1</b>	General Studies & Mental Ability	150 Minutes	150 Questions	150
<b>PAPER-2</b>	Food Technology	150 Minutes	150 Questions	150
Total :		300 Marks		
<b>Note: As per G.O.Ms. No.235 Finance (HR-1, Plg &amp; 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.</b>				

**SYLLABUS**

**PAPER-I**

**GENERAL STUDIES AND MENTAL ABILITY**

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**PAPER-2: Food Technology**

**1. Food Chemistry**

Carbohydrates -Structure and functional properties of mono, di&oligo-polysaccharides including starch, cellulose, pectic substances and dietary fibre; Proteins – Classification and structure of proteins in food. Lipids-Classification and structure of lipids, Rancidity of fats, Polymerization and polymorphism; Pigments-Carotenoids, chlorophylls, anthocyanins, tannins and myoglobin; Food flavours-Terpenes, esters, ketones and quinones; Enzymes-Enzymatic and non-enzymatic browning in different foods.

**2. Food Microbiology**

Characteristics of microorganisms-Morphology, structure and detection of bacteria, yeast and mold in food, Spores and vegetative cells; Microbial growth in food-

Intrinsic and extrinsic factors, Growth and death kinetics, serial dilution method for quantification; Food spoilage- Contributing factors, Spoilage bacteria, Microbial spoilage of milk and milk products, meat and meat products; Food borne disease-Toxins produced by Staphylococcus, Clostridium and Aspergillus; Bacterial pathogens- Salmonella, Bacillus, Listeria, Escherichia coli, Shigella, Campylobacter; Food Hazards of natural origin - sea food toxins, biogenic amines, alkaloids, phenolic compounds, protease inhibitors and phytates.

**Types of hazards, biological, chemical, physical hazards factors affecting safety, importance of safe foods.**

**General methods of food preservation and food processing preservation of food spoilage**

### **3. Food Processing technology**

Food processing- structure, composition, nutritional significance and types of processing methods for various categories of foods: Cereals (Rice-milling, parboiling, Barley- Pearling, malting, brewing, Corn- wet and dry milling, Wheat-milling, pulses (milling, germination, cooking, roasting, frying, canning and fermentation), and oil seeds (extraction and refining) , Fruits & vegetables (canning, drying and dehydration, concentration, freezing, IQF, thawing and plantation crops (primary and secondary processing of Tea, Coffee and Cocoa), Spices (Oleoresin and essential oil extraction), Meat, fish and poultry (ante mortem inspection, slaughtering and dressing, post mortem examination, canning, curing, smoking, freezing, dehydration), milk (receiving, separation, clarification, pasteurization, standardization, homogenization, sterilization, UHT).

Unit operations of food processing – grading, sorting, peeling and size reduction.

Product development - Consumer trends and their impact on new product development; stages- to conceive ideas, evaluation of ideas, developing ideas into products, test marketing and commercialization; criteria for selection of raw materials, sensory evaluation, objective evaluation, standardization.

Types & functions of packaging materials used in foods.

**Packaging material as a threat, impact on health and controlling measures.**

**Surveys – types, sampling procedures for conducting surveys and for quality control.**

### **4. Food Laws and Organizations**

Laws and Regulations - Brief review of regulatory status in India before the advent of FSSAI: FPO, MMPO, MFPO, Prevention of Food Adulteration Act, Paradigm shift from PFA to FSSAI;

Overview of Food Safety Standards Act 2006, Food Safety Standards Rules & Regulations, 2011 (Licensing and registration of food businesses, Food product standards & Additives, Packaging & labelling, Contaminants, toxins and residues, Laboratory and sample analysis, Prohibition and restriction on sales), Organizational hierarchy, Powers and duties of Food business Operator, Food Safety Officer, Designated Officer, Food Analyst; Food recall and Traceability, Other Acts: Essential commodities Act, Legal Metrology Act, AGMARK

Codex Alimentarius - development and issue of standards, Committees under Codex, role in maintaining harmony in food standards.

National Organizations - Bureau of Indian Standards, ICMR, ICAR, NABL, Council for social welfare, Ministry of Health & Family Welfare - delivery Health Services in India.

Export and Quality Control through Export Inspection Council (EIC), APEDA and MPEDA.

International Organizations FAO (Food & Agriculture Organization), WHO (World Health Organization), ISO, WTO, APLAC, ILAC.

### **5. Hygiene & Sanitation**

Hygiene and sanitation in food sector - pest control measures, Garbage and Sewage disposal, Water - Sources, purification, Hazards Analysis & Critical Control Point (HACCP), Good Manufacturing Practices (GMP), Good Hygienic Practices (GHP), Good laboratory Practices (GLP).

## 6. Public & Occupational health and Nutrition

Public Health: Definition of Public Health and Associated Terms, Current Concerns in Public Health : Global and Local, Core functions and scope of public health, History of public health and evolution of Public Health, Concept of health and disease, Natural history of disease, Levels of prevention, Concept of health and disease, Natural history of disease, Determinants of health, Infectious Disease and Germ Theory, Introduction to public health ethics, Globalization and Health, Governance in Health, International Health Regulations, Indian Health Systems.

Occupational Health- health of workers in industries safety measures, occupational diseases.

Nutrition- Assessment of nutritional status, Balanced diet, food sources of nutrients, essential vitamins, amino acids and fatty acids, their deficiency diseases and toxicity, PER, Recommended dietary allowances for various nutrients, Antinutrients, clinical and diet surveys.

Programmes on Nutrition in India (mid-day meals at schools, anganwadi systems, ICDS, NIDDCP, NNAPP, WIFS, National Food Security Mission, SABLA, FSSAI initiatives on food fortification, FFRC)

### Post Code No:04 HOSTEL WELFARE OFFICERS GRADE-II IN A.P. B.C. WELFARE SUB-SERVICE

#### SCHEME OF THE EXAMINATION

<b>WITTEN EXAMINATION (Objective Type) (Degree Standard)</b>				
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Paper-II	Subject	150	150 Minutes	150
Total				300
<b>N.B.1:</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 1/3 <sup>rd</sup> of the marks prescribed for the question in all Objective type papers.				

#### SYLLABUS

##### **PAPER-I**

##### **GENERAL STUDIES AND MENTAL ABILITY**

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## PAPER-II – EDUCATION

### (DEGREE STANDARD)

#### (A) FOUNDATION OF EDUCATION

- i) Nature and Scope of Philosophical and Sociological Foundations of Education.
- ii) Idealism; Naturalism; Pragmatism; Realism; Existentialism;
- iii) Gandhi; Tagore; Aurobindo; Vivekananda; Jiddu Krishna Murthy;
- iv) 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

##### 2. Growth and Development.

Principles of Growth and Development.

Stages of Development-Infancy, Childhood, Adolescence and aspects of development - Physical, Mental, Social and Emotional and its Educational implications to classroom teaching and education.

##### 3. Learning.

Nature of Learning, Theories of Learning(Behavioral, Cognitive and Social) and its Relevance to classroom teaching, learning and Motivation; Various methods of motivation (intrinsic and extrinsic) and its applications for classroom teaching.

##### 4. 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.

##### 5. Statistics

Statistics-Concept and its need for understanding behaviour 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 schools 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 Organisations teachers.
14. Vocational Education and Vocationalisation of Education.
15. Common Entrance Examinations and Centralised admissions into the basic courses in Andhra Pradesh.
16. Recommendations of various Education Commissions and Committees.