

ANDHRA PRADESH PUBLIC SERVICE COMMISSION: VIJAYAWADA

NOTIFICATION NO.02 /2021

**Qualifying test in proficiency in office automation with usage of
Computers and associated software**

Applications are invited ON-LINE from **10/02/2021 to 01/03/2021** for the Computer Proficiency Test is likely to be held from 06/04/2021.

Applicants primarily shall register One Time Profile Registration (OTPR) in Department tests page through the Commission's Website viz., <https://psc.ap.gov.in>. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the Tests using the OTPR User ID through Commission's website.

The application will be available on Commission's website (<https://psc.ap.gov.in>) from 10-02-2021. The last date for submission of online application is 01/03/2021 (01/03/2021 is the last date for payment of fee up to 11:59PM)

Hand written / Typed / Photostat copies / Printed Application Form will not be entertained either directly or by post or in person.

1. SCHEME AND SYLLABUS OF THE EXAMINATION:

The Test is Computer based Practical Test. The Scheme & syllabus is shown at Annexure - I

2. TIMETABLE:

The detailed schedule of time table will be announced shortly

3. EXAMINATION CENTRES:

The Test will be conducted at 6 (six) centers only.

CODE NO.	DISTRICT NAME
01	VISAKHAPATNAM
02	RAJAHMUNDRY
03	VIJAYAWADA
04	NELLORE
05	TIRUPATHI
06	KURNOOL

4. ELIGIBILITY TO APPEAR FOR THE TEST :

The employees appointed on compassionate grounds in all HOD's /Directorates/A.P Secretariat after 12.05.2014 and Compassionate VRO's/ in service VRA's are allowed to appear the test vide G.O's G.Os.Ms.Nos.133, 134 G.A.(Ser-B) Department. Dated:12/05/2014,G.Os.Ms.Nos.25 G.A. (Ser-A) Department, Dt: 12/03/2015, and G.Os.Ms.Nos.111 REVENUE (Ser-III) Department. Dt: 06/02/2019.

5. (A) FEE & PAYMENT PROCEDURE:

- i) The Exam fee for the test is Rs. 500/- (Rupees five hundred only)
- ii) The applicant shall pay Rs. 500/-(Rupees Five Hundred Only) towards application Processing fee, besides the examination fees per G.O.Ms.No.7,G.A(Ser-C) Department, Dt.08.01.2021.

5. (B) MODE OF PAYMENT OFFEE:

- 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 Commission's 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.

6. HOW TO APPLY:

A) PROCEDURE TO UPLOAD THE APPLICATION FORM:

The Applicants shall read the **Instructions** before submission of Applications online.

STEP-I: Candidates 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 candidates have to ensure that there are no mistakes done. The Commission bears no responsibility for the mistakes, if any, made by the candidates. **(If candidates already have OTPR ID number then he/she can 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.

STEP-III:PAYMENT PROCESS: The Applicant now has to click on the payment link against the Notification No.02/2021.The Basic details required for calculation of the Fee will be prepopulated from the OTPR data. The Applicant has to verify all the details that were displayed. **Once the Payment form is submitted, the respective details (Used for Calculation of fee) will not be altered in any stage of application processing.** Hence if any details are to be changed, applicant should use the Modify OTPR link, modify the details, save it and again click on application payment link.

STEP-IV: Once the payment is successful, payment reference ID is generated. Candidates can note the payment reference ID for future correspondence. Thereafter the applicant is directed to the application form. Applicant should provide the payment reference ID generated along with the other details required for filling the application form (other fields like OTPR ID and personal details will be pre populated from the data submitted in the payment form for respective notification). The Applicant should check the data displayed thoroughly and should fill the application specific fields like paper code details, examination center etc., carefully and submit the Application form. Once the Application is submitted successfully then Application Receipt is generated. The Applicant is requested to print and save the application receipt for futurereference/correspondence.

STEP-V: After checking all the data and ensuring that the data is correct the applicant has to fill application specific data. Once all the data is filled appropriately, the applicant has to submit the payment form. On successful submission, the payment reference ID is generated and is displayed on the screen. By clicking "OK" the Applicant is shown the various payment options where he/she can select any one among them and complete the payment process as given on the screen.

STEP-VI: 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.

NOTE:

The Commission is not responsible, for any omissions by the applicant in bio-data particulars while submitting the application form On-Line. The applicants are therefore, advised to strictly follow the instructions before submitting the application.

The particulars furnished by the applicant in the Application Form will be taken as final and data is processed based on these particulars only. Applicants should, therefore, be very careful in Uploading / Submitting the Application Form Online.

Before Uploading/Submission Application Form, the Candidates should carefully ensure his/her eligibility for this test NO RELEVANT COLUMN OF THE APPLICATION FORM SHOULD BE LEFT BLANK, OTHERWISE APPLICATION FORM WILL NOT BE ACCEPTED.

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.

Applicant shall note that, the details available with OTPR database at the time of submitting the application will be considered for the purpose of this notification. If, any changes are made by the applicant to OTPR database at a later date will not be considered for the purpose of this Notification.

Hand written/ Typed/ Photostat copies/ outside printed Application Form will not be accepted and liable for rejection.

For any Technical problems related to Online submission and downloading of Hall- Tickets please contact 08662527820 & 08662527821(Call Time: 10.00 A.M to 01.00 P.M & 01.30 P.M to 5.30 P.M) at working days or mail to appschelpdesk@gmail.com

B) GENERAL PROVISIONS

1. Applicant must compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website shall be processed through computer and the eligibility decided in terms of notification.
2. The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Commission will not be held responsible for any kind of discrepancy.
3. Applicants must upload his/her scanned photo and signature in JPEG format and size shall be for Photo of 3.5Cms X 4.5Cms (<50 KB) and for Signature of 3.5Cms X 1.5Cms (<30 KB) only.
4. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.

Important– The claim of the applicants with regard to the eligibility for the Test is accepted provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Commission/concern Department as per the eligibility conditions. Mere admission to the test will not confer on the candidate any right for qualifying the test. The candidature is therefore, provisional at all stages and the Commission reserve the right to reject candidature at any stage.

5. The candidates are instructed to preserve the Hall Tickets for future correspondence if any. (Duplicate Hall Ticket will not be issued).

7. REJECTIONS:

Application will be rejected for the following reasons:-

- i) Failure to upload the Photo/Signature.
- ii) Failure to pay fee towards the Test and application.
- iii) If the filled in Application Form is not in terms of this notification.
- iv) If the applicant is not eligible to appear for the Test in terms of Para (4) of the Notification.
- v) If the candidates applies during debarment period.

8. PUBLICATION OF RESULTS:

i) The results of the candidates who are qualified in the Test will be displayed on the Notice Board of the Commission's Office and also hosted on the Commission's Official Website "<https://psc.ap.gov.in>", which would be considered as authentic publication for extending all benefits to the candidates.

However the result of the candidate will be verified with reference to the community of the candidate by the concern department.

ii) No individual Pass Certificate will be issued to the candidates by the Commission.

9. MEMORANDUM OF MARKS:

i) Marks will, however, be supplied to candidates, who are not successful in the Examination, on payment of Rs. 25/- through I.P.O./Bank Draft payable to the Additional Secretary, A.P. Public Service Commission, Vijayawada. Such requisitions along with a photo copy of Hall Ticket should be made within ONE MONTH from the date of display of results on the Commission's Office Notice Board and Commission's website as well. Requisitions without a photo copy of Hall Ticket are not entertained.

ii) **RECOUNTING OF MARKS:** - Revaluation will not be entertained under any circumstances. However, the recounting of marks will be considered only within 15 days from the date of publication of results on Payment of Rs.50/- through IPO / Bank Draft payable to the Additional Secretary, A.P. Public Service Commission, Vijayawada.

10. DEBARMENT:

a) Candidate is liable to be debarred from appearing of any examination

Permanently or for such term of years as the Commission may think fit, for the following reasons.

- i) If incorrect information is furnished in Application or elsewhere, or makes a false declaration regarding eligibility, Service etc.
- ii) If he/she is found guilty of malpractice of any kind in the Examination hall.
- iii) If he /she behaves improperly towards the Chief Superintendent / Invigilators/ Deputed Officials of APPSC in the Examination Hall.

- iv) If he/she applies to a Test before the expiry of the period of debarment.
 - v) The Commission has the right to cancel the result of the candidates whose applications were rejected or who are involved in malpractice or found to be under debarment period or if the information furnished in the Application is found incorrect at anytime.
- b) If the candidate was debarred earlier by the Commission, the relevant details should be furnished in the Application Form. Otherwise the application will be rejected and suitable action will be taken as deemed fit.**
- c) If a debarred candidate is already in the service of the Government, he/she will be liable for disciplinary action under appropriate rules by the competent authority and an entry will be made in the S.R., to that effect by the Controlling Officer.**
- d) The candidate will be liable for punishment as per regulation PME notified vide G.O.Ms.No.385, G.A. (Ser-A) Dept., dt.18.10.2016, for indulging in Malpractices/Misbehavior during the Examinations.**
- e) In addition to the penal provisions of Act No. 25/97 published in 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 examination.**
- f) The candidates, who have already passed the Test shall not re-appear for the same. Violation is liable for disciplinary action, besides debarment.**
- g) Communications running in the name of Pleader or Agent, will receive no attention.**
- 11. COMMISSION'S DECISION TO BE FINAL:** The decision of the Commission pertaining to the application and its acceptance or rejection as the case may be, conduct of the test and at all consequent stages shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commission also reserves its right to alter and modify regarding terms and conditions laid down in the notification for conducting the various stages up to publication of results in A.P. Gazette, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process.

Place: VIJAYAWADA.

Date:08/02/2021.

**Sd/-
Secretary**

ANNEXURE-I

ANDHRA PRADESH PUBLIC SERVICE COMMISSION:VIJAYAWADA

Scheme & Syllabus for the qualifying test i.e. "PROFICIENCY IN OFFICE AUTOMATION WITH USAGE OF COMPUTERS AND ASSOCIATED SOFTWARE"

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	CONTENTS OF PART-A	MARKS
MS-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 textb. Undo and redo processc. Moving, Copying and renaming2. Format the Text document<ol style="list-style-type: none">a. Character formattingb. Paragraph formattingc. Page formatting3. Spell check the document<ol style="list-style-type: none">a. Finding and Replacing of textb. Bookmarks and Searching for a Bookmarksc. Checking Spelling and Grammar automaticallyd. Checking Spelling and Grammar using Dictionary4. Print the document<ol style="list-style-type: none">a. Print Previewb. Print Dialog box5. Mail Merge in Ms-word<ol style="list-style-type: none">a. Create main document and data file for mail mergingb. Merging the filesc. Form letters using mail mergingd. Mailing labels using mail merging6. Table creation in Ms-word<ol style="list-style-type: none">a. Create a table in the documentb. Add row, column to a tablec. 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.7. Ability to type on Qwerty key board of Computer at a speed of at least equivalent to 30 Words per 1 minute (Lower type writing test).	15

NAME	CONTENTS OF PART-B	MARKS
MS-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 work sheet. 	10
NAME	CONTENTS OF 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"> <input type="checkbox"/> layout of opening screen in Power Point <input type="checkbox"/> the tool bars in MS Power Point 2. 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 OF PART-D	MARKS
MS-Access	Creation and manipulation of data bases	10
NAME	CONTENTS OF PART-E	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. 6. Web content uploading. 7. Ability to operate Mac OS / pages / key note / Numbers 	05

Sd/-
Secretary.

ANNEXURE-II

INSTRUCTIONS MANUAL

- 1) Candidates shall report at the venue one hour (60 minutes) before the commencement of Examination as the candidates have to undergo certain procedural formalities, like photo identity, frisking to ensure that no prohibited articles with him /her and biometric registration process etc..
- 2) The total duration of the test is 30 minutes and the candidates should not leave the examination hall till expiry of full time.
- 3) Exam Center gates will be closed before 30 Minutes of the scheduled time and no candidate will be allowed once the registration process closes.
- 4) After answering a question, click the SAVE & NEXT button to save your response and move onto the next question.
- 5) Create a folder using your Hall ticket no. and answer the question by creating files for each question and save in that folder.
- 6) After expiry of the duration of 30 minutes, candidate shall return the question paper to the invigilator.
- 7) Please inform the invigilator in case of any technical issues.
- 8) Please do not talk to or disturb other candidates.
- 9) The candidates should satisfy the Invigilator of his identity with reference to the Signature and photographs available on the Nominal Rolls and Hall Ticket
- 10) The candidates must note that his/her admission to the examination is strictly provisional. The mere fact that an Admission to the examination does not imply that his/her candidature has been finally cleared by the Commission or that the entries made by the candidate in his/her application have been accepted by the Commission as true and correct. The candidates have to be found suitable after verification of eligibility criteria. The Applicants have to upload his/her scanned recent colour passport photo and signature to the Application Form in the Commission Website.

- 11) **The candidates are not allowed to bring any Electronic devices such as mobile / cell phones, Calculators, tablets, i-Pad, Bluetooth, pagers, electronic watches to examination center.** Loaning and interchanging of articles among the candidates is not permitted in the examination hall and any form of malpractice will not be permitted in the exam hall.
- 12) The candidates are expected to behave in orderly and disciplined manner in the Exam center. In case of impersonation/ disorder/ rowdy behavior during Examination, necessary F.I.R. for this incident will be lodged with concerned Police Station, apart from disqualifying his / her candidature.
- 13) Candidates trying to use unfair means shall be disqualified. No correspondence whatsoever in this regard will be entertained from the candidates.
- 14) 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 Examination.
- 15) In case the persons with benchmark disabilities (not less than 40 percent) in the category of blindness, loco motor disability (both arm affected-BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person. In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking Examination. The compensatory time will be twenty (10) minutes per ½ an hour of examination for persons who are allowed use of scribe, as per Office Memo F.No.34-02/2015-DD-III, Government of India – Ministry of Social Justice & Empowerment, Department of Empowerment of persons with Disabilities, dated 29/08/2018.
- 16) In case the Hall-Ticket is without photo or too small, he/she should affix a passport size photo on Hall-ticket and appear by duly getting attested by Gazetted Officer. He/she shall handover similar photo for each paper to Chief Superintendent for affixing the same on the Nominal Rolls.

- 17) The candidate's admission to the Examination is provisional, subject to the eligibility, confirmation/satisfaction of conditions laid down in the Notification No.02/2021.
- 18) Future correspondence, if any, shall be made by enclosing the Hall Ticket. He/she may obtain Chief Superintendent's attestation on Hall Ticket for attendance Certification.
- 19) The candidates should put his/ her signature and get the signature of the invigilator at the appropriate places in the Nominal Roll.
- 20) Candidates are instructed to follow Covid-19 norms while entering the exam hall and exit from the venue.
- 21) Any infringement of the above instructions shall entail disciplinary action on the candidate which may include debarment from appearing any of future Exams of APPSC.

Sd/-
Secretary .