

**NOTE**

In continuation to the notification issued by the TTD to the posts of Lecturer in TTD Degree Colleges / Oriental Colleges and Junior Lecturer in TTD Junior Colleges vide Notification No. 16/2023, dated:31.12.2023, it is hereby informed to the candidates regarding breakup vacancies and Computer Proficiency Test (CPT).

The on-line applications are invited from the eligible candidates from 07/03/2024 to 27/03/2024 by 11.59 mid night to the posts of TTD Degree Colleges / Oriental Colleges. **Please login <https://psc.ap.gov.in>**

**1.11 - Breakup of vacancies to the post of Lecturer in TTD Degree Colleges / Oriental Colleges: 49 vacancies:**

Subject	OC	BC-A	BC-B	BC-D	EWS	SC	ST	Total
<b>Botany</b>	-	-	3	-	-	-	-	3
<b>Chemistry</b>	1	-	-	1	-	-	-	2
<b>Commerce</b>	5	-	1	2	1	-	-	9
<b>Dairy Science</b>	-	1	-	-	-	-	-	1
<b>Electronics</b>	-	-	1	-	-	-	-	1
<b>English</b>	1	3	-	-	1	2	1	8
<b>Hindi</b>	1	-	1	-	-	-	-	2
<b>History</b>	-	-	-	-	-	-	1	1
<b>Home Science</b>	2	1	-	-	1	-	-	4
<b>Physical Education</b>	1	-	1	-	-	-	-	2
<b>Physics</b>	1	-	-	1	-	-	-	2
<b>Population Studies</b>	1	-	-	-	-	-	-	1
<b>Sanskrit</b>	-	-	-	1	-	-	-	1
<b>Sanskrit Vyakarana</b>	-	-	1	-	-	-	-	1
<b>Statastics</b>	1	-	-	-	1	2	-	4
<b>Telugu</b>	-	-	-	-	-	2	1	3
<b>Zoology</b>	4	-	-	-	-	-	-	4
	Total							49

**Note:** Single roster system is being maintained by TTD for both the posts of Lecturers for Degree and Oriental Colleges. Since, the method of recruitment, educational qualification and scale of pay are same for the both category of posts. Hence, the vacancies of Degree College and Oriental Colleges are notified as one unit.

Vacancies for Women - 04

**File No.TTD-99021(31)/38/2023-RECTS SEC - TTD**

Vacancies for persons with benchmark disabilities-02. Vacancies for Meritorious sports person -01

**1.11(i)** In continuation to the Scheme of Examination 8(i) of TTD web Notification No. 16/2023 dated: 31.12.2023 to the post of Lecturer in TTD Degree Colleges/Oriental Colleges, based on merit in written examination the candidates will be short listed for Computer Proficiency Test (CPT). 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.

The on-line applications are invited from the eligible candidates from 05/03/2024 to 25/03/2024 by 11.59 mid night to the posts of Junior Lecturer in TTD Junior Colleges. **Please login <https://psc.ap.gov.in>**

**3.2- Breakup of vacancies to the post of Junior Lecturers in TTD Junior Colleges-29**

<b>Subject</b>	<b>OC</b>	<b>BC-A</b>	<b>BC-B</b>	<b>BC-D</b>	<b>EWS</b>	<b>SC</b>	<b>ST</b>	<b>Total</b>	
<b>Botany</b>	1	-	1	-	1	1	-	4	
<b>Chemistry</b>	1	-	1	1	-	-	1	4	
<b>Civics</b>	3	1	-	-	-	-	-	4	
<b>Commerce</b>	1	-	1	-	-	-	-	2	
<b>English</b>	-	1	-	-	-	-	-	1	
<b>Hindi</b>	-	-	1	-	-	-	-	1	
<b>History</b>	-	-	2	-	-	2	-	4	
<b>Maths</b>	1	-	-	1	-	-	-	2	
<b>Physics</b>	-	1	-	1	-	-	-	2	
<b>Telugu</b>	2	-	1	-	-	-	-	3	
<b>Zoology</b>	1	-	-	-	-	1	-	2	
	Total								29

**Note:** Single roster system is being maintained by TTD for Junior Colleges working for various subjects.

Vacancies for Women - 10

Vacancies for persons with benchmark disabilities-01 Vacancies for Meritorious sports person -01

**3.2(i)**In continuation to the **Scheme of Examination 8(ii)** of TTD web Notification No. 16/2023 dated: 31.12.2023 to the post of Junior Lecturer in TTD Junior Colleges based on merit in written examination the candidates will be short listed for Computer Proficiency Test (CPT). 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.

**Annexure-IV**

**Scheme and Syllabus for Computer Proficiency Test (CPT):**

The Scheme and Syllabus for Computer Proficiency Test (CPT) is herewith attached to the post of Lecturer in TTD Degree Colleges/Oriental Colleges and Junior Lecturer in TTD Junior Colleges.

Annexure to G.O.Ms.No.26, G.A. (Ser.B) Dept, Dated:24.02.2023

**Syllabus for Computer Proficiency Test**

Scheme of the examination (Practical Type)					
Test	Duration (Minutes)	Maximum Marks	Minimum Qualifying Marks		
			SC/ST/PH	B.C's	O.C's
Proficiency In Office Automation with usage of Computers and Associated Software	60	100	30	35	40

**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 Criminal Interdiction Unit (CUI) and Graphical user interface (GUI) - working With Files and Folders - More About Files - Running An Application Through The File Manager - Running an Application Through The Program Manager - Setting up of Printer, Webcam, Scanner and other peripheral devices.

**5. LINUX/MAC OS (only basic concepts):** Introduction to Linux - Features and advantages of Linux, File handling commands, directory handling commands - User Management - File permissions Media Access Control Address (MAC) OS - Introduction - Advantages of Media Access Control Address (MAC) OS . Basics commands

**6. INTERNET CONCEPTS (only basic concepts):** Minimum Hardware and Software Requirements for a system to use Internet, Communication Protocols and Facilities - Various browsers - What is Internet Protocol (IP) Address - Steps required in connecting system to network - Uploading and Downloading Files from Internet

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**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/ Media Access Control Address (MAC) OS.

**2. GETTING STARTED WITH OFFICE:** Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.

**3. FILE OPERATIONS IN THE OFFICE:** Common Office Tools and Techniques - Opening An Application - Creating Files - Entering And Editing Text - Saving Files - Opening Files - Closing a File - Exiting The Application - Managing Your files With The Office Applications.

**4. TOOLS IN THE OFFICE APPLICATIONS:** Key Combinations - Cut, Copy and Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo and - Redo - Spell Checking - Auto Correct - Find and Replace - Help And The Office Assistants - Templates and Wizards.

**5. WORD PROCESSING (MSWORD 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.

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**6. SPREAD SHEET (MS Excel or its equivalent in Libre Office /Apache Open Office / Neo office for Windows/s/Linux/Maa OS):**

Features Of Excel - Excel worksheet - Selecting Cell - Navigating With The Mouse And Keyboard - Entering And Editing Text - Text Boxes - Text Notes - Checking Spelling - Undoing And Repeating Action - Entering And Editing Formulas - Referencing Cells - Order Of Evolution in Formulas - Copying Entries And Equations To Minimize Typing - More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Worksheet - Excel Formatting Tips And Techniques - Moving cell - Copying Cells - Sorting Cell Data - Insertion Cells Inserting As You Paste - Deleting Parts Of Worksheet - Clearing Parts Of A Worksheet - Excel Page Setup - Changing Column Width And Row Heights - Auto Format - Manual Formatting - Using style - Format Code Alter A Number's Appearance - Format Painter Speeds-Up Format Copying - Changing Font Size And Attributes - Adjusting Alignments - Centering Text Across Column - Using Border Buttons And Commands - Changing Color And Shading - Inserting And Removing Page Breaks - Hiding Rows And Columns - Rearranging Worksheet - Entering Formula - Excel Functions - Inserting Rows And Columns - Saving A Worksheet - Printing A Worksheet - Printing Tips For Large Excel Project - Parts Of A Function - Functions Requiring Add-ins - Function Wizard - Example Of Functions By Category - Organizing Your Data - Excel's Chart Features - Chart Parts And Terminology - Instant charts with The chart wizard - Creating Chart On Separating Worksheets - Resizing And Moving Charts - Adding Chart Notes And Arrows - Editing Charts - Rotating 3-D Charts - Printing Charts - Deleting Charts Setting The Default Chart Type - Creating Trend Lines Data Map - Working With Graphics in Excel - Creating And Pacing Graphic objects - Resizing Graphs - Possible Sources Of Excel Graphics - Creating and Running Macro - Sorting Excel Data - Adding Subtotals To Databases - Customizing Excel - Customizing Workspace - Comma Separated Value (CSV) File format - Using Worksheet As Databases.

**7. PRESENTATION SOFTWARE (MS Power Point or its equivalent in Libre Office/Apache Open office/Neo office for Windows/s/Linux/Mac Os):**

Introduction - Starting Presentation Software - Views in Presentation Software - Slides - Terminology - Color Schemes - Formatting Slides -Creating a Presentation - Using the Auto Content Wizard - Masters- - Using a Template - Creating a Blank Presentation - Working with Text in Power Point - Adding Slides Editing And Working Text - Working in Outlaying view - Spell checking - Finding And Replacing Text - Formatting Text - Aligning Text - Developing Your Presentation - Importing images From The Outside World - The Clipart Gallery - Drawing in Presentation software- Bringing A Presentation to Life - Inserting Objects in Your Presentation - Inserting A Picture - Working With Graphics - Multimedia in Power Point - Animating The Objects, Pictures, Graphics, - Enhancements to the Slide Show Showing Slides Out Of Order - Printing Presentation Elements - Finalizing The Presentation - Assigning Transitions And Timings - Setting The Master Slide - Setting Up The Slide Show - Running The Slide Show.

//BY ORDER OF THE EXECUTIVE OFFICER: TTD//

IN THE SERVICE OF LORD VENKATESWARA  
Dy.Exe.Officer (Recruitment)

Signed by P.jagadeeswari  
Date: 04-03-2024 12:08:07  
Reason: Approved