

PALAMURU UNIVERSITY :: MAHABUBNAGAR :: TELANGANA STATE

SCHEME OF EXAMINATION AND SYLLABI FOR TEMPORARY NON-TEACHING STAFF FOR CATEGORIZATION OF SERVICES ON THE BASIS OF QUALIFICATIONS & SKILLS

Paper – I – for all posts

General Knowledge, General English, Numerical Aptitude, General Intelligence & Reasoning and Basic Knowledge of Computers.

Paper - II

1. COMPUTER OPERATOR / DATA PROCESSING OFFICER

Computer/IT Proficiency:

Computer Fundamentals: Generations, Hardware, Software, Number Systems and their base conversions, sign-magnitude, 1's complement, and floating-point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

PC Hardware & Troubleshooting:

UNIT - I: Motherboard Components, Support Circuits on Motherboard, Intel DDR, Common Memory Errors.

UNIT - II: BIOS - BIOS Functions, Battery, Motherboard Connectors, Motherboard Installation, Motherboard Troubleshooting and BIOS Beep Codes.

UNIT - III: Hard Disk, Form Factor, Storage Capacity, Disk Geometry — Interfacing, Logical Working & Structure of a Hard Disk, Installation, Formatting & Trouble shooting of a Hard Disk, Pen Drive, CD Drive Working & Installation, Types of DVD, and CD & DVD Comparison & Troubleshooting.

UNIT IV: PRINTER Types Interface & Troubleshooting, Power Supply & Connectors, DVI Connector, Motherboard & Cabinet Form Factor, PC Assembly, VIRUS: Types, Working, Symptoms, and Antivirus.

Digital Logic: Boolean algebra, Simplification of Boolean functions, Logic gates, Combinational and Sequential circuits, Memory system, I/O devices. Data Base Systems: Concepts of databases, DBMS, Normalization, and MS-SQL

Operating System: Concepts, Different types, Functions, Windows OS, MS- Office, Word, Excel, PowerPoint, Outlook Software Engg. (SDLC) with thorough knowledge of s/w testing.

Computer Network and Security: Basic concepts topology types, Data Communications, N/W Security, Basic Cybersecurity, Online Transaction Security, OSI Model devices and Protocols, and Transmission.

Skill Test: Preparation of Excel Sheet with given data using formulae use with headers and legends, (Income Tax Statement, Arrears Calculation, etc.) or System Trouble Shooting.

2. SENIOR ACCOUNTANT

- i. Accounting - Meaning and Definition – Book-keeping and Accounting – Accounting concepts and conventions- Indian Accounting Standards- Classification of Accounts – Rules of Double Entry System – Accounting Process : Journal, ledger, balancing- Trial Balance, Final Accounts of a sole trader.
- ii. Subsidiary Books and Bank Reconciliation Statements – Errors and Rectification - Depreciation.
- iii. Accounts from Incomplete Records – Joint Venture Accounts- Consignment Accounts – Accounts for Non-Profit Organizations.
- iv. Partnership Accounts – Partnership Deed - Capital Accounts (Fixed and Fluctuating) – Admission, Retirement and Death of a Partner – Insolvency of a Partner- Dissolution of Firm.
- v. Income Tax – Introduction – Income from Salaries – Income from House Property – Income from Other Sources – Deductions from Gross Total Income – Total Income – Tax Liability of Individuals - Filing of Returns: GST- Determination of Tax- Filing of Tax- Defining tax rates at Master and transaction level- Reports.
- vi. Sale of Goods Act, Contract Act – Essentials - Discharge of Contract – Consumer Protection Act: Company Law - Doctrines – Management of Companies –Winding up of Companies.
- vii. Banking: Functions of Commercial Banks- E- banking- Mobile Banking- Core Banking- Bank Assurance- Ombudsman- Reserve Bank of India – Functions
- viii. Financial Services: Meaning- Fund based Services and Fee based banking Leasing- Hire purchasing- Venture Capital- Discounting concept- Factoring- Forfeiting- Merchant Banking.
- ix. Knowledge in TALLY ERP

SKILL TEST:

- i. Single Entry, Double Entry, Journal Entry, Receipts & Payments, Annual Statements, Audit Replies, Tally ERP.
- ii. English Typing Speed @35 w.p.m. (Time allowed-10minutes)
- iii. Letter writing, drafting skills.

3. LIBRARY ASSISTANT:

- i. **Library Management:** Collection development: Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library — Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.
- ii. **Library Classification Theory and Practice:** Canons and Principles, Library Classification Schemes - DDC, CC, UDC
- iii. **Library Cataloguing Theory and Practice:** Canons and Principles; Library Cataloguing Codes - CCC and AACR

- iv. **Reference and Information Sources:** Bibliography and Reference Sources - Types of Bibliography; Reference Sources - Dictionaries, Encyclopaedias, Ready Reference Sources, etc.; Sources of Information - Primary, Secondary, Tertiary, Documentary, Non-Documentary; E- Documents, E-Books, E-Journals, etc.
- v. Library Automation Software Skills like SOUL 2.0.

Skill Test: Applicable for the job

4. LABORATORY ASSISTANT

- i. Knowledge of laboratory safety practices, preparation of required sample preparations & procedures as per the subject syllabus.

Skill Test: Applicable for the job

5. JUNIOR ASSISTANT CUM DATA ENTRY OPERATOR / JUNIOR ASSISTANT

- i. Fundamentals of Bookkeeping, Double-entry and Single-entry systems, Journals, Subsidiary books & Ledgers, Maintenance of cashbook, Bank Reconciliation Statement, Trial balance, Errors & their rectifications, Depreciation, Provision & reserves, Profit & Loss and final accounts.
- ii. Basic knowledge of Reservation and Concessions for SC, ST, OBC, EWS, PWD, Defence Personnel etc.; of Central Civil Services (CCS) rules; RTI Act.
- iii. Awareness on the University Act. and Administration and Finances in Institutions of Higher Education.
- iv. General Rules on Pay and Allowances
- v. Knowledge and application of Office Procedures, Rules & Regulations English with special reference to skill in noting/drafting.
- vi. Situation Test essay, where the candidate's reaction would be sought on a given situation test case.
- vii. Knowledge of computers with special reference to knowledge of MS Word processing, Data analysis packages.

SKILL TEST: FOR JUNIOR ASSISTANTS

- i. Dictation, Letter Writing, Drafting Skills

FOR JUNIOR ASSISTANT CUM DATA ENTRY OPERATOR

- iv. English Typing Speed @35 w.p.m (Time allowed-10minutes)
- v. Letter writing and Table Preparation.

**Sd/-
REGISTRAR**