

**SCHEME AND SYLLABUS FOR THE POST OF JR. ASSTS. IN VARIOUS  
DEPARTMENTS UNDER GROUP – IV SERVICES**

**(S.S.C. STANDARD)**

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

**SYLLABUS**

**PAPER-I: General Studies.**

Syllabus formulated by the Board of Secondary School Certificate, A.P., as prescribed for 10<sup>th</sup> Class in History, Geography, Civics, Economics, Physics, Chemistry, Botany, Zoology and Current Affairs.

**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.

**SCHEME AND SYLLABUS FOR THE POST OF SUPERVISOR/MATRON.GRADE-  
II IN A.P JUVENILE WELFARE AND CORRECTIONAL SUB SERVICE UNDER  
GROUP – IV SERVICES  
(S.S.C. STANDARD)**

<b>Paper</b>	<b>Subject</b>	<b>No.of Questions</b>	<b>Maximum Marks</b>	<b>Duration</b>
1	GENERAL KNOWLEDGE	150	150	150 Minutes

**SYLLABUS**

**PAPER-I: General Studies.**

Syllabus formulated by the Board of Secondary School Certificate, A.P., as prescribed for 10<sup>th</sup> Class in History, Geography, Civics, Economics, Physics, Chemistry, Botany, Zoology and Current Affairs.