ANNEXURE-I

Sl. No	Name of the Post	Syllabus
1.	**MIS Coordinator**	1. MS Word a. Difference between MS – WORD versions b. The Microsoft Word Title Bar c. The Microsoft Word Menu Bar d. Microsoft Word Toolbars e. The Ruler f. Document View g. Text Area h. Exiting Microsoft Word i. Bullets & Numbering j. Tables k. Mail Merge l. Charts m. Header & Footers n. Page Borders o. Macros 2. MS Excel a. The Excel Ribbon b. Move around an Excel Worksheet c. Issue Excel Commands d. Select Cells e. Enter Data f. Edit a Cell g. Save an Excel Workbook h. Close an Excel Workbook and/or Exit Excel i. Formulas j. Functions k. Formatting Data l. Conditional Formulas m. Sort & Filter Data n. Data Grouping & Ungrouping o. Tables p. Pivot Tables q. Graphs 3. MS Access a. Objects b. Tables c. Data Types d. Explicitly Assign Data Types and Formats e. Design View f. Lookup Column g. Working with Microsoft Access Tables h. Sorting, Filtering, and Creating

		Relationships i. Creating Microsoft Access Queries j. Creating Forms k. Creating Reports 4. Power Point a. Creating Presentations b. Implement Animations 5. Web a. What is Internet b. E-Mail c. FTP & Telnet d. What is HTML e. HTTP & HTTPs f. URL & URI g. Web Browser & Web Server h. Hyperlink 6. GIS
2.	**Data Entry Operator**	1. MS Word a. Difference between MS – WORD versions b. The Microsoft Word Title Bar c. The Microsoft Word Menu Bar d. Microsoft Word Toolbars e. The Ruler f. Document View g. Text Area h. Exiting Microsoft Word i. Bullets & Numbering j. Tables k. Mail Merge l. Charts m. Header & Footers n. Page Borders o. Macros 2. MS Excel a. The Excel Ribbon b. Move around an Excel Worksheet c. Issue Excel Commands d. Select Cells e. Enter Data f. Edit a Cell g. Save an Excel Workbook h. Close an Excel Workbook and/or Exit Excel i. Formulas j. Functions k. Formatting Data l. Conditional Formulas m. Sort & Filter Data n. Data Grouping & Ungrouping o. Tables p. Pivot Tables q. Graphs

		3. Power Point a. Creating Presentations b. Implement Animations 4. Web a. What is Internet b. E-Mail c. FTP & Telnet d. What is HTML e. HTTP & HTTPs f. URL & URI g. Web Browser & Web Server h. Hyperlink 5. GIS
3.	**System Analyst**	1. MS Word 2. MS Excel 3. MS Access 4. Power Point 5. Tally, ERP 9 6. Maintenance of Accounts 7. Auditing 8. Topics covered under M.com
4.	**Assistant Programmer**	1. Oracle & Excel- Sql Statements & extraction of data from source database. 2. Web Browser & Online Google & Excel Sheets development 3. Website Development – Static websites 4. MS-Word- letter preparation, proceedings, GOs, judgments 5. MS- Excel- Salary bill preparation, student Data base preparations, function, Pivot Table 6. MS-Power point- Preparation of PPT with animation & pictures 7. Networking LAN connection establishment internet connections establishment 8. Software installation – Oracle 11G, MS office, Windows 10/7, Mother Drivers 9. Unplugging & plugging of Desktop 10. Usage of Social Media & Download / uploading of Big Datas 11. Notes preparation of Review meeting (Designing of Cover pages, Border Alignments) 12. Preparation of Education Development Index – GER , NER, Dropout rates. 13. Teaching Skills for ICT & CAL and software issues explaining to subordinates/ higher authorities 14. Data Bugs identification, Validation fixing Errors Following Office Manual.

4.	**Inclusive Education Resource Persons (IERPs)**	**As per Annexure-II**

Sd/-T.Vijaya Kumar
Commissioner School Education
& Ex Officio State Project Director
Samagra Shiksha, Hyderabad

// T.C. Attested //

Administrative Officer

ANNEXURE- II

Scheme of Examination and Syllabus for the post of Inclusive Education Resource Person:

Sl.no.	Subject	Syllabus	No. of Questions	No. of Marks
1.	General Knowledge & current Affairs	-	20	10
2.	Perspectives in Education	**As per Annexure-III**	20	10
3.	Language –I (Indian Languages)	The syllabus for Language I & II shall be based on proficiency in the language, elements of language, communication & comprehension abilities- standard upto Secondary Level (X class)	18	9
4.	Language –II (English)		18	9
	Content			
5.	Mathematics	Telangana State syllabus from classes I to VIII with difficulty standard as well as linkages upto class X level	18	9
6.	Science *		18	9
7.	Social Studies **		18	9
8.	Teaching Methodology (Strategy papers)	D.Ed. to T.S. Syllabus	30	15
		Total	**160**	**80**

Note: * Science includes Science content of Environmental Studies (EVS) (Class I – V), General Science Classes VI & VII) and Physical Science & Bio Science (Class VIII)

** Social Studies included Social Studies Content of Environment Studies (EVS), (Classes I- V) And Social Studies (Class VI-VIII)

Sd/-T.Vijaya Kumar
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Samagra Shiksha, Hyderabad

// T.C. Attested //

Administrative Officer

ANNEXURE- III

PERSPECTIVES IN EDUCATION

1. Education: Meaning, Aims of Education, Functions of Education, Types of Education; Constitutional Provisions, important articles and their Educational implications for General and disabled population; Universalization of Elementary Education - Schemes and Programmes to achieve UEE like OBB, APPEP, DPEP, SSA, Open schools, Mid-day-Meals; Recommendations of various committees and commissions during preindependent and post-independent period.
2. Teacher Empowerment: Meaning, interventions for empowerment, Professional code of conduct for teachers, Teacher motivation, Professional development of Teachers and Teacher organizations, National / State Level Organizations for Teacher Education, Maintenance of Records and Registers in Schools.
3. Educational Concerns in Contemporary India : Inclusive Education: Conceptual Clarification and Definition, Prevalence, Myths & Facts, Characteristics, Classification & Types, Importance of Early Identification and Assessment, Planning Inclusive Education, Programming and Classroom Management in Inclusive Education, Evaluation, Documentation and Record Maintenance, Psycho-Social management, Awareness & Sensitization Strategies; Environmental Education: Concept, Objectives of Environmental Education, Environment and Natural Resources; Environmental Pollution – causes and effects and measures for the protection of environment, Development of Environmental Values through Environmental Education. Literacy: Saakshar Bharat Mission, National Programme for Education of Girls at Elementary Level (NPEGEL) School Health Programme, Disaster Management, Population Education, Adolescence Education and Life Skills, Liberalization, Privatization and Globalization, Value Education
4. Acts / Rights : Right of Children to Free and Compulsory Education Act, 2009 and Andhra Pradesh Right of Children to Free and Compulsory Education Rules 2010, Child Rights, Human Rights
5. National Curriculum Framework, 2005 : Perspective, Learning and Knowledge, Curricular Areas, School Stages and Assessment, School and Classroom Environment, Systemic Reforms.

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// T.C. Attested //

Administrative Officer