

INTEGRATED EMPLOYABILITY SKILLS DEVELOPMENT FRAMEWORK [IESDF]

**[CENTRE FOR COMPETITIVE EXAMINATIONS, CAREER GUIDANCE CELL, CENTRE
FOR 21ST CENTURY SKILLS & TRAINING AND PLACEMENT CELL]**

**SREE KANDUKURI VEERESALINGAM THEISTIC GOVERNMENT
DEGREE COLLEGE
RAJAMAHENDRAVARAM**



**RECRUITMENT PROCESSES OF VARIOUS RECRUITMENT
AGENCIES OF STATE GOVERNMENT AND CENTRAL
GOVERNMENT**

Introduction

Dear students,

In tune with the vision of the college to equip the students with the employability Skills and brighten the avenues of employment in both Government and Private Sector, the college has come out with Integrated Employability Skills Development Framework [IESDF] from the academic year 2025-26 by integrating Career Guidance Cell, Centre for 21st Century, Training and Placement Cell, Centre for Competitive Examinations and English Language Communication Skills Development Cell, each with unique job role.

The current book contains information with various recruitment processes of both state and Central Government Recruitment Agencies.

All the stakeholders are requested to go through the processes and gear up to crack the competitive examination.

The institution stands behind you in all your future endeavors till you are professionally settled...

With regards

20.11.2025

Team SKVT Govt. Degree College

Rajamahendravaram.

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PATTERNS AND PREPARATION STRATEGIES FOR UPSC'S CIVIL SERVICES EXAMINATION [CSE] AND GROUP I EXAMINATION OF APPSC

B.V. Tirupanyam

Principal

Dear Students,

The objective of the college is to impart training in employability skills including facilitating selections in UPSCs Civil Services Examination (IAS,IPS, IRS, IFS, etc.) and Group I examinations of APPSC and to enable you crack them. Hence, I made an effort to create an awareness among you all on the Examination pattern, Syllabi, Preparation Strategies, Books, Myths, etc., vis-à-vis CSE of UPSC and Group I examinations of APPSC Hope this article inspires you and drive you towards choosing Civil Services as your career.

I. WHY YOU SHOULD CONSIDER A CAREER IN CIVIL SERVICES?

- Make Significant, meaningful & Positive impact on Society and public through service and help community prosper.
- Public welfare: Mediator between common people & the Government.
- Take forward Government Policies
- Can be part of Policy Making
- Scope for addressing problems and high priority areas

II. WHAT DO THE EXAMINATIONS DEMAND/ TEST?

- Quality of service delivery & Work Culture
 - Following ethical and moral values in Governance.
 - Ethics, strong Communication Skills
- Interest on current events – to understand geopolitical events

- Interest in Government policies & Nation building
- Interest towards environment protection, etc.,

III. SERVICES/POSTS in Civil Services (CSE) Of UPSC

I. All India Civil Services

- Indian Administrative Service (IAS)
- Indian Police Service (IPS)
- Indian Forest Service (IFoS)

II. Group 'A' Civil Services

1. Indian Foreign Service (IFS)
2. Indian Audit and Accounts Service (IAAS)
3. Indian Civil Accounts Service (ICAS)
4. Indian Corporate Law Service (ICLS)
5. Indian Defence Accounts Service (IDAS)
6. Indian Defence Estates Service (IDES)
7. Indian Information Service (IIS)
8. Indian Ordnance Factories Service (IOFS)
9. Indian Communication Finance Services (ICFS)
10. Indian Postal Service (IPoS)
11. Indian Railway Accounts Service (IRAS)
12. Indian Railway Personnel Service (IRPS)
13. Indian Railway Traffic Service (IRTS)
14. Indian Revenue Service (IRS)

15. Indian Trade Service (ITS)

16. Railway Protection Force (RPF)

III. Group 'B' Civil Services

1. Armed Forces Headquarters Civil Service
2. DANICS
3. DANIPS
4. Pondicherry Civil Service
5. Pondicherry Police Service

IV. GROUP I SERVICES/POSTS recruited by APPSC

- Deputy Collectors in A.P. Civil Service (Executive Branch)
- Deputy Supdt. of Police (Civil) Cat-2 in A.P. Police Service
- Asst. Commissioner of State Tax in A.P. State Tax Service
- Municipal Commissioner Grade-II in A.P. Municipal Administration Services
- Deputy Supdt. of Jails (MEN) in A.P. Jail Service
- Divisional / District Fire Officers in State Disaster Response & Fire Services
- Regional Transport Officers in A.P. Transport Service
- District B.C. Welfare Officer in A.P. B.C. Welfare Service.
- District Social welfare Officer in A.P. Social Welfare Service
- Deputy Registrar in A.P. Cooperative Service
- Assistant Prohibition & Excise Superintendent in A.P. Excise Service
- Asst. Treasury Officer/ Asst. Accounts Officer in A.P. Treasury & Accounts Service
- District Employment officer in A.P. Employment Exchange Service
- Assistant Audit Officer in A.P. State Audit Service

- Mandal Parishad Development officers in A.P Panchayatiraj & Rural Development Service

Note: The Services and Number of posts notified in the recruitment notification vary basing on the vacancies the Government wishes to fill up.

V. EXAMINATION PATTERNS

There are three stages of examination for CSE and Group I of UPSC and APPSC respectively. They are Preliminary, Mains and Personality test/ Interview. The details of papers and marks allocation are tabulated below.

Table 1: No.of papers and Marks allocation in CSE and Group I examinations

CSE of UPSC			Group I Examination of APPSC		
Stage	No.of Papers	Marks	Examination	No.of Papers	Marks
Preliminary Examination	2	400	Preliminary Examination	2	240
Mains Examination	9	1750	Mains Examination	7	750
Interview/ Personality Test	-	275	Interview/ Personality Test	-	75
Total		2025			825

Table 2: No.of papers and Marks allocation in three stage Examinations of CSE and Group I examinations

	Stage I : Preliminary Examination (Qualifying Nature)					Stage II Mains Examination					Stage III Interview	Total Marks
	No.of Papers	Marks for each paper	Examination Type	Duration	Total Marks	No.of Papers	Marks for each paper	Examination Type	Duration	Total Marks		
CSE (UPSC)	2	200	Multiple choice Questions	2 Hrs	400	Total: 9 ((2Q+1E+4G.S+2Op)) Qualifying:7	250	Descriptive	3 Hrs	1750 (7x250)	275	2025
Group I (APPSC)	2	120	Multiple choice Questions	2 Hrs	240	Total: 7 2Q+1E+4G.S) Qualifying:5	150	Descriptive	3 Hrs	750 (5x150)	75	825
<p>Note:</p> <p>1. Negative Marks: 1/3 marks are deducted for every wrong answer in Preliminary Exam of CSE, but no such provision in APPSCs Group I Preliminary Examination.</p> <p>2. Q- Qualifying Papers, E- English Paper. G.S- General Studies Papers. Op- Optional Papers</p>												

VI. EXAMINATION PAPERS & MARKS

A] CIVIL SERVICES EXAMINATION [Preliminary Examination]

Table 3: Details of paper wise syllabus, Marks, Duration.

Paper No	Title	Syllabus	No.of Questions	No.of Marks	Duration	Negative Marks
I	Paper I - General Studies Paper I	<ul style="list-style-type: none"> • Current events of national and international importance • History of India and Indian National Movement • Indian and World Geography - Physical, Social, Economic geography of India and the World. • Indian Polity and Governance - Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues • Economic and Social Development - Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc. • General issues on Environmental Ecology, Biodiversity and Climate Change - that do not require subject specialization <ul style="list-style-type: none"> • General Science 	100	200	2 Hrs	Yes
II	General Studies Paper II: CSAT: Civil Services Aptitude Test	<ul style="list-style-type: none"> • Comprehension • Interpersonal skills including communication skills; • Logical reasoning and analytical ability • Decision-making and problem solving • General mental ability • Basic numeracy (numbers and their relations, orders of magnitude, etc.) (Class X level), • Data interpretation (charts, graphs, tables, data sufficiency etc. - Class X level). <p>B: NEGATIVE MARKS: 1/3 (0.33) of the marks assigned to the question (0.66)</p>	80	200	2 Hrs	Yes

Note: GS Paper I is of qualifying nature. Candidate shall secure a minimum of 33% marks in it. Negative marks of 1/3 will be deducted for wrong answer in each paper.						

B] CIVIL SERVICES EXAMINATION [Mains Examination & Interview]

Table 4: Details of paper wise syllabus, Marks, Duration & Nature

Paper No	Title	Syllabus	No.of Marks	Duration	Nature
A	Compulsory Indian Language (Telugu)	Browse UPSC website	250	3Hrs	Qualifying& Descriptive
B	English	Browse UPSC website	250	3Hrs	Qualifying& Descriptive
I	General Essay	Contemporary themes and issues of regional, National and International importance	250	3Hrs	Descriptive & Considered for overall ranking
II	General Studies : Paper I	Indian Heritage and Culture, History and Geography of the World and the Society	250	3Hrs	Descriptive & Considered for overall ranking
III	General Studies : Paper II	Governance, Constitution, Polity, Social Justice, and International Relations	250	3Hrs	Descriptive & Considered for overall ranking
IV	General Studies : Paper III	Technology, Economic Development, Biodiversity, Environment, Security and Disaster Management	250	3Hrs	Descriptive & Considered for overall ranking
V	General Studies : Paper IV	Ethics, Integrity and Aptitude	250	3Hrs	Descriptive & Considered for overall ranking
VI	Optional Subject Paper - I	Browse UPSC website for Optional paper syllabus as per Option	250	3Hrs	Descriptive & Considered for overall ranking
VII	Optional Subject Paper - II	Browse UPSC website for Optional paper syllabus as per Option	250	3Hrs	Descriptive & Considered for overall ranking

VIII#	Interview/ Personality Test	No specific Syllabus	275		Oral & Considered for overall ranking
Note: Candidates can browse UPSC website or Portals of coaching centres such as Vajiram for detailed syllabi					

C] GROUP I EXAMINATION OF APPSC [Preliminary Examination]

Table 5: Details of paper wise syllabus, Marks, Duration.

Paper No	Title	Syllabus	No.of Questions	No.of Marks	Duration	Negative Marks
I	General Studies Paper I	<ul style="list-style-type: none"> •History and Culture. (30 M) •B. Constitution polity, Social Justice and International relations. (30 M) •C. Indian and Andhra Pradesh Economy And Planning. (30 M) •D. Geography. (30 M) 	120	120	2 Hrs	No
II	General Studies Paper II: General Aptitude Test	<ul style="list-style-type: none"> • Part A (60M) General Mental Ability, Administrative and Psychological Abilities- 60M • Part B(60M) (i) Science and Technology -30 M (ii) Current events of Regional, National and International importance (30 M) 	120	120	2 Hrs	No

D] GROUP I EXAMINATION OF APPSC [Mains Examination including Interview]

Table 6: Details of paper wise syllabus, Marks, Duration & Nature

Paper No	Title	Syllabus	No.of Marks	Duration	Nature
A	Telugu	Browse APPSC website	150	3Hrs	Qualifying& Descriptive
B	English	Browse APPSC website	150	3Hrs	Qualifying& Descriptive
I	General Essay	Contemporary themes and issues of Regional, National and International importance	150	3Hrs	Descriptive & Considered for overall ranking
II	General Studies : Paper I	History and Cultural and Geography of India and Andhra Pradesh	150	3Hrs	Descriptive & Considered for overall ranking
III	General Studies : Paper II	Polity, constitution, Governance, Law and Ethics	150	3Hrs	Descriptive & Considered for overall ranking
IV	General Studies : Paper III	Economy and Development of India and Andhra Pradesh	150	3Hrs	Descriptive & Considered for overall ranking
V	General Studies : Paper IV	Paper -V Science, Technology and Environmental Issues	150	3Hrs	Descriptive & Considered for overall ranking
	Interview/ Personality Test	-	75	-	Oral & Considered for overall ranking
Note: Candidates can browse APPSC website or Portals of coaching centres for detailed syllabi					

VII. PREPARATION STRATEGIES & BOOKS

- Students shall start preparation from Graduation level itself
- Better to start combined preparation for Preliminary and Mains Examinations.
- Students shall understand syllabus of Preliminary Examinations including General Studies and CSAT thoroughly
- For Current Affairs, students shall read newspapers- one standard English and Telugu Newspaper daily, the editorials published in them and magazines such as Yojana, Vivek, India Today, Frontline, Economic and Political Weekly, Prathiyogitha darpan, Kurukshetra, Official websites of Ministries of State and Central Governments, BYJUS IAS portals, etc., and prepare own notes.
- NCERT Books for General Studies: Students can refer Class VIII to XII class NCERT books for General Studies.
- Practicing reasoning, aptitude from standard books and attending mock tests will brighten the prospects of qualification.

Standard BOOKS FOR CSE & GROUP I Examinations

Subject	Title of the Book	Author
General Studies	NCERT books- Physics, Biology, Economics, Geography, Social Sciences	
Indian Polity & Governance	Indian Polity	M .Laxmikanth
Governance in India (UPSC Mains GS 2 paper)	Governance in India	M.Karthikeyan
	Governance in India	M .Laxmikanth
	Esencia Current Affairs	
Indian Economy	Indian Economy	Ramesh Singh
	The Indian Economy	Sanjiv Verma
	Economic Survey Reports	Published by Union Govt. every year before budget presentation
	Indian Economy Key Concepts	Shankarganesh
History, Culture & India's National Movement for Freedom	India's Ancient Past	R.S.Sharma
	History of Medieval India	Satish Chandra
	History of Modern India	Bipin Chandra
	A History and Ancient and Medieval India	Upinder Singh
	World History	Norman Lowe
	India's struggle for Independence	Bipin Chandra

	From Plassey to Partition and after	Sekhar Bandopadhyaya
	Indian Art and Culture	Nitin Singhania.
	The Wonder That Was India	A.L. Bhasham
	A Brief History of Modern India	Spectrum series
India Since Independence (Part of UPSC Mains GS1 Paper)	India Since Independence	Bipan Chandra
	India After Gandhi	Ramchandra Guha
	Post-Independence India	Chinmaya Saxena
World History	History of the World	Arjun Dev
	Mastering Modern World History	Norman Lowe
	World History	Krishna Reddy
	Modern World History	Uddipan
Geography	NCERT class VI-XII Books Physical Geography of India	Certificate Physical and Human Geography by G.C Leong
	Physical Geography	Savindra Singh
	Geography of India	Majid Husain.
	Indian Geography	Majid Hussain
	Human Geography	Majid Hussain
	Introducing Physical Geography	Alan H. Strahler and Arthur Newell Strahler
Science & Technology	NCERT class VI-XII Books	
	Science & Technology	Sheelwant Singh
	Science & Technology in India	Ravi P.Agrahari
General Studies	Internal Security	Ashok Kumar
Environmental & Ecology	Environment	D.R.Khullar
	Environmental Studies	Dr. Narendra Mal Surana
	Environment	Shankar
Current Affairs	India Yearbook	-
	Manorama Yearbook	-
Essay	Selected Contemporary Essays	Saumitra Mohan
	Essays for Civil Services	- B Ramaswamy
Indian Society (Part of UPSC Mains GS Paper 1)	Social Problems In India	- Ram Ahuja
	Social Change in Modern India	M N Srinivas
	Indian Society	Senthil

Foreign Relations of India (Part of UPSC Mains GS2 Paper)	International Relations	Pavneet Singh
	Pax Indica	Shashi Tharoor.
Indias Internal Security (GS Paper 3)	Internal Security	M.Karthikeyan
	Challenges to Internal Security of India	Ashok Kumar
	India's Internal Security	Rajkumar
	India's National Security: A Reader	Bajpai
Ethics, Integrity, and Aptitude (GS Paper 4)	Lexicon for Ethics, Integrity, and Aptitude	Niraj Kumar
	Ethics, Integrity, and Aptitude	M. Karthikeya
	Ethics, Integrity and Aptitude	Subha Rao
CSAT (UPSC Preliminary Exam GS II)	Cracking the CSAT	Jatin Kinge
	Analytical Reasoning	M. K. Pandey
	Verbal & Non-Verbal Reasoning	R. S.Aggarwal

VIII. Myths and clarifications

S.No	Myth	Clarification
1	Very toughest exam. Rural students can't crack CSE & Group I.	The UPSC exam & Group I exams are challenging but not the toughest. A proper study plan, good guidance, and revision are key. Exams are challenging but not toughest. A proper plan of study, consistent effort, good guidance, revision and writing frequent tests are key to success.
2	Candidates with Telugu medium can't succeed in Civils	Misconception. Many candidates including Ronanki Gopalakrishns (AIR 4) emerged victorious in Civils with Telugu medium.
3	Coaching is mandatory and shall go to Delhi for Delhi.	Not true Many candidates cracked with self study with material from internet, books, etc., from homes and rural areas.
4	16-18 hours daily study is required	False Quality matters more than quantity. Even 6-8 focused hours can yield excellent results.

	to crack UPSC and Group I examinations	
5	Millions apply.Chances of selection are very low	False. The real competition is very low.
6	Questions asked are beyond syllabus	Not true.Every question is linked to some part of the syllabus.
7	Selected candidates are from IITs, top universities and of high academic standards.	Misconception. Many IAS and Group I toppers are average in their academic performance Many are from small towns and rural backgrounds Many are not from high academic backgrounds. Some were even with Distance Education background.

X.INITIATIVES OF THE COLLEGE

- Integrated Employability Skills Development Framework [IESDF] was framed during 2025-26 and started imparting coaching for Civil Services and Group I examinations. Access is provided to students to utilize the resources of Central Library 24x7.
- Books for competitive Examinations were purchased for Central Library to enable students prepare for Competitive Examinations.
- MoUs were agreed into with R.K. Coaching Centre, Rajamahendravaram and Sreedhar's College for Competitive Examinations and modules on Indian Economy, Indian Polity, Aptitude and Reasoning were delivered to the students during 2025-26.
- Newspaper reading is mandatory for all students to provide an edge to the students to crack competitive Examinations.
- Magazines like Yojana, Prathiyogitha Darpan, Civil Services Chronicle, Frontline, Vivek, Udyoga Sopanam, etc., are made available to the students in the Central Library.
- Campus Recruitment Training [CRT] in Interview skills, Aptitude and Reasoning, etc., was imparted for students through Unnati, Sreedhar's Coaching for Competitive Examinations during 2025-26.

Students are requested to utilize the existing employability Skills infrastructure and resources, etc., work hard and emerge successful in competitive examinations in future. This is the sole vision and mission of the institution.

XI. WAY FORWARD

- The coaching for Civil Services Examinations will be strengthened during next academic year.
- Planned to commence coaching for IBPS, SSC, RRB, etc., next academic year.
- Set a goal to ensure at least 10% selections in CSE, APPSCs Group I, II, and other competitive examinations in the next five years.

CAREER GUIDANCE

S.K.V.T GOVERNMENT DEGREE COLLEGE:: RAJAMAHENDRAVARAM

[UNDER THE AEGIS OR INTEGRATED EMPLOYABILITY SKILLS DEVELOPMENT
FRAMEWORK/ CENTRE FOR COMPETITIVE EXAMINATIONS]

**ANDHRA PRADESH PUBLIC SERVICE COMMISSION'S (APPSC)
GROUP-II RECRUITMENT PROCESS**

**(RECRUITMENT, POSTS, EXAMINATION PATTERN, SYLLABI &
REFERENCE BOOKS)**

1. Overview

The **Andhra Pradesh Public Service Commission (APPSC)** conducts the **Group-II Services Examination** to recruit candidates for **Executive and Non-Executive posts** in state departments.

2. Posts under Group-II

Executive Posts

- Deputy Tahsildar
- Assistant Commercial Tax Officer (ACTO)
- Sub-Registrar Grade-II
- Municipal Commissioner Grade-III
- Extension Officer

Non-Executive Posts

- Senior Assistant (various departments)
- Junior Assistant
- Auditor
- Assistant Section Officer

These posts require a **Bachelor's Degree** in most cases.

3. Selection Process

The selection is conducted in 3 stages:

1. **Screening Test (Prelims)**
2. **Mains Examination**
3. **Computer Proficiency Test (CPT) + Document Verification**

✓ Final merit is based mainly on **Mains marks + CPT**

4. Examination Pattern

A. Screening Test (Prelims)

S.No	Paper	Subjects	Questions	Marks	Duration
1	Paper-I	General Studies & Mental Ability	150	150	150 min

- ✓ Objective type (MCQs)
- ✓ Negative marking: 1/3 mark

B. Mains Examination

S.No	Paper	Subject	Marks	Duration
1	Paper-I	General Studies & Mental Ability	150	150 min
2	Paper-II	Social & Cultural History of AP + Indian Constitution	150	150 min
3	Paper-III	Indian Economy + AP Economy & Development	150	150 min
Total			450	

- ✓ Objective type (MCQs)

5. Detailed Syllabus of Group II Examination (Paper-wise)

Prelims & Mains (Common Core Areas)

I. Paper-I: General Studies & Mental Ability

- Current Affairs (National & International)
- Indian History (Ancient, Medieval, Modern)
- Indian Polity & Constitution
- Geography (India & World)
- General Science & Technology
- Environmental issues
- Logical Reasoning & Analytical Ability

II. Paper-II:

A] Social History of Andhra Pradesh

- Social reform movements
- Cultural movements
- Role of AP in Indian freedom struggle

B] Indian Constitution

- Fundamental Rights & Duties
- Structure of Government
- Governance & Public Policy

III. Paper-III:

A] Indian Economy

- Planning in India
- Banking & Public Finance
- Economic Reforms

B] Andhra Pradesh Economy

- Agriculture, Industry & Services
- Welfare programs
- Rural development issues

✓ Topics include economy sectors, public finance, environment, etc.

6. Paper-wise Books & Authors

Paper-I (General Studies)

Subject	Book Title	Author
1. History	India's Ancient Past	R.S. Sharma
2. Modern History	India's Struggle for Independence	Bipan Chandra
3. Polity	Indian Polity	M. Laxmikanth
4. Geography	Certificate Physical Geography	G.C. Leong
5. Economy	Indian Economy	Ramesh Singh
6. Science	General Science	Lucent

Paper-II

Subject	Book Title	Author
1. AP History	Andhra Pradesh History	Telugu Academy
2. Indian Constitution	Indian Polity	M. Laxmikanth
3. Social Movements	Spectrum Modern History	Rajiv Ahir

Paper-III

Subject	Book Title	Author
1. Indian Economy	Indian Economy	Ramesh Singh
2. AP Economy	AP Economy	Telugu Academy
3. Rural Development	Indian Economy (Development topics)	Mishra & Puri

General Practice Books

Book	Author
General Knowledge	Lucent
Mental Ability	R.S. Aggarwal
Current Affairs	Newspapers (The Hindu / Indian Express)

7. Computer Proficiency Test (CPT)

- Basics of Computers
- MS Office (Word, Excel, PowerPoint)
- Internet usage

8. Key Preparation Tips

- Focus on **AP-specific topics** (very important)
- Revise **Polity & Economy multiple times**
- Practice **previous year papers**
- Daily **current affairs** preparation

9. Summary

- Total Stages: **3**
- Mains Marks: **450**
- Exam Type: **Objective**
- Key Subjects: **GS, History, Polity, Economy**

S.K.V.T GOVERNMENT DEGREE COLLEGE:: RAJAMAHENDRAVARAM

CAREER GUIDANCE

[UNDER THE AEGIS OR INTEGRATED EMPLOYABILITY SKILLS DEVELOPMENT
FRAMEWORK/ CENTRE FOR COMPETITIVE EXAMINATIONS]

STAFF SELECTION COMMISSION (SSC) RECRUITMENT

POSTS, EXAMINATION PATTERN, SYLLABI & REFERENCE BOOKS

1. Introduction

The **Staff Selection Commission (SSC)** is a Central Government organization responsible for recruiting staff for various **Group B and Group C posts** in ministries, departments, and subordinate offices of the Government of India.

SSC conducts multiple national-level examinations every year for candidates with qualifications ranging from **10th pass to graduates**.

2. Major SSC Examinations

SSC conducts several exams based on educational qualification:

□ Popular SSC Exams

- **SSC CGL (Combined Graduate Level)** – For graduate-level posts
- **SSC CHSL (Combined Higher Secondary Level)** – For 12th pass
- **SSC MTS (Multi-Tasking Staff)** – For 10th pass
- **SSC GD Constable** – For defense/paramilitary forces
- **SSC CPO** – For Sub-Inspector posts
- **SSC Stenographer** – For stenography roles
- **SSC Selection Post** – Various departmental posts

3. Posts Offered Through SSC

□ **Group B Posts (Higher Level)**

- Assistant Section Officer (ASO)
- Inspector (Income Tax, Central Excise, Examiner)
- Sub-Inspector (Police, CBI)
- Statistical Investigator

□ **Group C Posts**

- Auditor / Accountant
- Tax Assistant
- Clerk (LDC/JSA)
- Data Entry Operator (DEO)
- Multi-Tasking Staff (MTS)

□ These posts are spread across ministries like Finance, Defence, Home Affairs, etc.

4. SSC Selection Process

The recruitment process generally includes:

1. **Computer-Based Examination (CBE)**
2. **Descriptive Test (for some exams)**
3. **Skill Test / Typing Test (if required)**
4. **Document Verification**

□ Most SSC exams are conducted in **multiple tiers (Tier-I, Tier-II, etc.)**

5. SSC Examination Pattern

General Exam Pattern (Common for most SSC exams)

Tier	Type	Mode
Tier-I	Objective (MCQs)	Online
Tier-II	Objective/Descriptive	Online
Tier-III	Descriptive (Essay/Letter)	Offline/Online
Tier-IV	Skill Test	Practical

□ Tier-I is usually a **screening test**, while Tier-II is more advanced.

□ **Example: SSC Selection Post Exam Pattern**

- Total Questions: **100**
- Total Marks: **200**
- Duration: **1 hour**
- Negative Marking: **0.50 marks per wrong answer**

Subjects:

- English Language
 - Quantitative Aptitude
 - General Intelligence (Reasoning)
 - General Awareness
-

6. SSC Syllabus (Detailed)

□ **Core Subjects (Common Across Exams)**

1. General Intelligence & Reasoning

- Analogies
- Coding-Decoding
- Series (number/alphabet)
- Blood relations
- Puzzles

2. Quantitative Aptitude

- Arithmetic (Percentages, Profit & Loss)
- Algebra
- Geometry
- Trigonometry
- Data Interpretation

3. English Language

- Grammar (tenses, articles)
- Vocabulary (synonyms, antonyms)

- Reading comprehension
- Sentence correction

4. General Awareness

- History, Geography, Polity
- Economics
- Science
- Current Affairs

□ These four subjects form the **core syllabus of most SSC exams**

7. Key Features of SSC Exams

- Conducted **online (Computer-Based Test)**
- Objective-type questions (MCQs)
- National-level competition
- Lakhs of candidates appear every year
- Negative marking applicable

8. Preparation Strategy (Brief)

- Understand **exam pattern & syllabus** clearly
- Practice **previous year papers**
- Focus on **time management**
- Revise **current affairs** regularly

9. Conclusion

The SSC recruitment process provides a **major gateway to secure government jobs in India**. With a structured exam pattern and defined syllabus, candidates can prepare effectively and build a stable career in the public sector.

Here is a **clear tabulated format** of the **SSC Examination Pattern (general structure used in exams like CGL/CHSL/Selection Post)**:

10. SSC Examination Pattern (Tabulated)

S.No	Paper Title	No.of Questions	No.of Marks	Time Duration
1	General Intelligence & Reasoning	25	50	60 minutes (Total)
2	General Awareness	25	50	
3	Quantitative Aptitude	25	50	
4	English Language	25	50	
	Total	100	200	60 minutes

Key Points:

- All questions are **objective type (MCQs)**
- Each question carries **2 marks**
- **Negative marking:** 0.50 marks deducted for each wrong answer
- The **time duration is combined (1 hour)** for all sections

□ This pattern is commonly used in **SSC Tier-I exams** (like CGL, CHSL, Selection Post).

Here is a **well-organized, paper-wise tabulated syllabus** for SSC exams along with **important topics and standard reference books (with authors):**

11 SSC SYLLABUS (Widely used Paper-wise Books)

A]. General Intelligence & Reasoning

S.No	Topics	Reference Books	Author
1	Analogies	A Modern Approach to Verbal & Non-Verbal Reasoning	R.S. Aggarwal
2	Coding-Decoding	Analytical Reasoning	M.K. Pandey
3	Series (Number/Alphabet)	A Modern Approach to Verbal & Non-Verbal Reasoning	R.S. Aggarwal
4	Blood Relations	Analytical Reasoning	M.K. Pandey
5	Direction Test	Verbal & Non-Verbal Reasoning	R.S. Aggarwal
6	Puzzles	Analytical Reasoning	M.K. Pandey
7	Non-Verbal Reasoning	Test of Reasoning	Edgar Thorpe

B]. Quantitative Aptitude

S.No	Topics	Reference Books	Author
1	Number System	Quantitative Aptitude	R.S. Aggarwal
2	Percentages	Fast Track Objective Arithmetic	Rajesh Verma
3	Profit & Loss	Quantitative Aptitude	R.S. Aggarwal
4	Ratio & Proportion	Fast Track Objective Arithmetic	Rajesh Verma
5	Time & Work	Quantitative Aptitude	R.S. Aggarwal
6	Time, Speed & Distance	Fast Track Objective Arithmetic	Rajesh Verma
7	Algebra	SSC Mathematics	Kiran Prakashan
8	Geometry	Quantitative Aptitude	R.S. Aggarwal
9	Trigonometry	SSC Mathematics	Kiran Prakashan
10	Data Interpretation	Fast Track Objective Arithmetic	Rajesh Verma

C]. English Language

S.No	Topics	Reference Books	Author
1	Grammar (Tenses, Articles)	Objective General English	S.P. Bakshi
2	Vocabulary	Word Power Made Easy	Norman Lewis
3	Synonyms & Antonyms	Objective General English	S.P. Bakshi
4	Sentence Correction	High School English Grammar	Wren & Martin
5	Reading Comprehension	Objective General English	S.P. Bakshi
6	Cloze Test	Word Power Made Easy	Norman Lewis

D]. General Awareness

S.No	Topics	Reference Books	Author
1	History	General Knowledge	Lucent
2	Geography	Certificate Physical & Human Geography	G.C. Leong
3	Indian Polity	Indian Polity	M. Laxmikanth
4	Economics	Indian Economy	Ramesh Singh
5	General Science	General Knowledge	Lucent
6	Current Affairs	Newspapers (The Hindu, Indian Express)	–

12. Preparation Strategies:

Brief Preparation Strategy

- Understand **exam pattern & syllabus clearly**
- Practice **previous year papers**
- Focus on **time management** : Practice it through testing programs.
- Revise **current affairs regularly** :: Newspapers (Hindu, Eenadu, Times of India and prepare notes on current events everyday. Reading editorial is mandatory. Read magazines - India Today, Frontline, Yojana, Vivek, Employment News, Competition Success Review, Prathiyogitha Darpan, Banking Services Chronicle, Manorama Year Book, etc.)
- The syllabus is **largely common across SSC exams** (CGL, CHSL, MTS, etc.)
- Focus more on **Quantitative Aptitude and Reasoning for scoring**
- **General Awareness + Current Affairs** requires daily revision
- Standard books listed above are widely used by toppers

ALL THE BEST

TEAM SKVT

S.K.V.T GOVERNMENT DEGREE COLLEGE:: RAJAMAHENDRAVARAM

CAREER GUIDANCE

**[UNDER THE AEGIS OR INTEGRATED EMPLOYABILITY SKILLS DEVELOPMENT
FRAMEWORK/ CENTRE FOR COMPETITIVE EXAMINATIONS]**

IBPS (INSTITUTE OF BANKING PERSONNEL SELECTION) RECRUITMENT, POSTS, EXAMINATION PATTERN, SYLLABI & REFERENCE BOOKS

IBPS Recruitment Process in India

1. Overview of IBPS

The **Institute of Banking Personnel Selection (IBPS)** conducts recruitment exams for various posts in Public Sector Banks (PSBs) and Regional Rural Banks (RRBs) across India.

- Mode of exam: Online (Computer-Based Test)
- Frequency: Annual
- Selection: Multi-stage process (Prelims, Mains, Interview)

2. Posts under IBPS Recruitment

A. IBPS PO/MT (Probationary Officer / Management Trainee)

- Entry-level officer post in banks
- Responsibilities: Banking operations, loan processing, customer service

B. IBPS Clerk (Customer Service Associate)

- Clerical cadre post
- Responsibilities: Front desk operations, cash handling, account management

C. IBPS RRB (Regional Rural Banks)

- Office Assistant (Clerk)
- Officer Scale I (PO)
- Officer Scale II & III (Senior Manager posts)

D. IBPS Specialist Officer (SO)

- IT Officer
- HR Officer
- Marketing Officer
- Law Officer
- Agriculture Field Officer

3. Selection Process

A. IBPS PO / SO

1. Preliminary Examination
2. Main Examination
3. Interview

B. IBPS Clerk

1. Preliminary Exam
 2. Main Exam
- Note:** No interview stage

C. IBPS RRB

- Clerk: Prelims + Mains
- Officer Scale I: Prelims + Mains + Interview
- Officer Scale II/III: Single Exam + Interview

4. Examination Pattern

A] IBPS PO - Preliminary Exam

S.No	Section	No. of Questions	Marks	Time
1	English Language	30	30	20 min

S.No	Section	No. of Questions	Marks	Time
2	Quantitative Aptitude	35	35	20 min
3	Reasoning Ability	35	35	20 min
	Total	100	100	60 min

✓ Negative marking: 0.25 marks

B] IBPS PO – Main Exam

S.No	Section	Questions	Marks	Time
1	Reasoning & Computer Aptitude	45	60	60 min
2	Data Analysis & Interpretation	35	60	45 min
3	General/Banking Awareness	40	40	35 min
4	English Language	35	40	40 min
5	Descriptive (Essay & Letter)	2	25	30 min

C] IBPS Clerk – Preliminary Exam

S.No	Section	Questions	Marks	Time
1	English Language	30	30	20 min
2	Reasoning Ability	35	35	20 min
3	Quantitative Aptitude	35	35	20 min
	Total	100	100	60 min

D] IBPS Clerk – Main Exam

S.No	Section	Questions	Marks
1	General/Financial Awareness	50	50
2	General English	40	40
3	Reasoning Ability & Computer	50	60

S.No	Section	Questions	Marks
4	Quantitative Aptitude	50	50
	Total	190	200

5. IBPS Syllabus (Paper-wise & Topic-wise)

A. English Language

- Reading Comprehension
- Cloze Test
- Para Jumbles
- Error Detection
- Fill in the blanks
- Vocabulary

➤ **Reference Books:**

- Wren & Martin – *High School English Grammar*
- S.P. Bakshi – *Objective General English*

B. Quantitative Aptitude

- Simplification & Approximation
- Number Series
- Data Interpretation (DI)
- Percentage, Profit & Loss
- Time & Work, Time & Distance
- Ratio & Proportion

➤ **Reference Books:**

- R.S. Aggarwal – *Quantitative Aptitude*
- Arun Sharma – *Fast Track Arithmetic*

C. Reasoning Ability

- Puzzles & Seating Arrangement
- Coding-Decoding

- Syllogism
- Blood Relations
- Inequality
- Direction Sense

➤ **Reference Books:**

- R.S. Aggarwal – *Verbal & Non-Verbal Reasoning*
- B.S. Sijwali – *Analytical Reasoning*

D. General / Banking Awareness

- Current Affairs (last 6 months)
- Banking Terms (Repo rate, CRR, etc.)
- RBI functions
- Static GK

➤ **Reference Books:**

- Arihant – *Banking Awareness*
- Lucent – *General Knowledge*

E. Computer Knowledge

- Basics of Computers
- Internet & MS Office
- Networking
- Cyber Security

➤ **Reference Books:**

- Arihant – *Computer Awareness*

F. Descriptive English (Mains)

- Essay Writing
- Letter Writing

6. Marking Scheme

- Objective Questions: 1 mark each
- Negative Marking: **0.25 marks deduction** for wrong answers

7. Key Points to Remember

- Must qualify each stage (Prelims → Mains → Interview)
- Sectional cut-offs apply
- Final selection based on Mains + Interview (for PO/SO)
- Clerk selection based only on Mains

8. IBPS PO – Preliminary Examination Pattern

S.No	Paper / Section	No. of Questions	Marks	Time Duration	Recommended Book	Author
1	English Language	30	30	20 mins	Objective General English	S.P. Bakshi
2	Quantitative Aptitude	35	35	20 mins	Quantitative Aptitude	R.S. Aggarwal
3	Reasoning Ability	35	35	20 mins	Analytical Reasoning	B.S. Sijwali
	Total	100	100	60 mins	–	–

9. IBPS PO – Main Examination Pattern

S.No	Paper / Section	No. of Questions	Marks	Time Duration	Recommended Book	Author
1	Reasoning & Computer Aptitude	45	60	60 mins	A Modern Approach to Verbal Reasoning	R.S. Aggarwal
2	Data Analysis & Interpretation	35	60	45 mins	Fast Track Arithmetic	Arun Sharma
3	General / Banking Awareness	40	40	35 mins	Banking Awareness	Arihant Experts

S.No	Paper/ Section	No. of Questions	Marks	Time Duration	Recommended Book	Author
4	English Language	35	40	40 mins	High School English Grammar	Wren & Martin
5	Descriptive (Essay & Letter Writing)	2	25	30 mins	Descriptive English	S.P. Bakshi
	Total	157+2	225	—	—	—

10. IBPS Clerk – Preliminary Examination Pattern

S.No	Paper/ Section	No. of Questions	Marks	Time Duration	Recommended Book	Author
1	English Language	30	30	20 mins	Objective General English	S.P. Bakshi
2	Reasoning Ability	35	35	20 mins	Verbal & Non-Verbal Reasoning	R.S. Aggarwal
3	Quantitative Aptitude	35	35	20 mins	Quantitative Aptitude	R.S. Aggarwal
	Total	100	100	60 mins	—	—

11. IBPS Clerk – Main Examination Pattern

S.No	Paper/ Section	No. of Questions	Marks	Time Duration	Recommended Book	Author
1	General / Financial Awareness	50	50	35 mins	Banking Awareness	Arihant Experts
2	General English	40	40	35 mins	Objective General English	S.P. Bakshi
3	Reasoning Ability & Computer Aptitude	50	60	45 mins	Analytical Reasoning	B.S. Sijwali
4	Quantitative Aptitude	50	50	45 mins	Quantitative Aptitude	R.S. Aggarwal
	Total	190	200	—	—	—

12. Key Notes

- ✓ Negative Marking: **0.25 marks per wrong answer**
- ✓ Sectional timing is fixed
- ✓ Books listed are **standard for IBPS preparation**

13. Conclusion

IBPS recruitment is one of the most popular banking exams in India. Understanding the **posts, exam pattern, and syllabus** is essential for effective preparation. The syllabus is largely common across posts, focusing on **Reasoning, Quantitative Aptitude, English, and Banking Awareness**.

You have every power within you. You are the soldier of your own. You can do anything and everything. Only you need to have hardworking mindset, consistency and self-confidence.

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CAREER GUIDANCE

**[UNDER THE AEGIS OR INTEGRATED EMPLOYABILITY SKILLS DEVELOPMENT
FRAMEWORK/ CENTRE FOR COMPETITIVE**

RECRUITMENT PROCESS, POSTS, EXAMINATION PATTERN, SYLLABI & REFERENCE BOOKS FOR RAILWAY RECRUITMENT BOARD (RRB) INTO INDIAN RAILWAYS

1. POSTS UNDER RRB RECRUITMENT

RRB conducts recruitment for **various categories**:

A. Group D (Level-1 Posts)

- Track Maintainer Grade-IV
- Helper/ Assistant (Electrical, Mechanical, S&T)
- Pointsman
- Hospital Attendant

□ Entry-level posts (10th qualification)

B. NTPC (Non-Technical Popular Categories)

Undergraduate Level

- Junior Clerk cum Typist
- Accounts Clerk cum Typist
- Trains Clerk
- Commercial cum Ticket Clerk

Graduate Level

- Station Master
- Goods Guard
- Traffic Assistant
- Senior Clerk cum Typist

C. Technical Posts

- Junior Engineer (JE)
- Depot Material Superintendent
- Chemical & Metallurgical Assistant

2. SELECTION PROCESS (GENERAL)

The RRB recruitment process includes:

Stage	Description
1	Computer Based Test (CBT)
2	Physical Efficiency Test (PET) (<i>Group D only</i>)
3	Skill Test / Typing Test (<i>NTPC posts</i>)
4	Document Verification
5	Medical Examination

Note: Group D includes PET, while NTPC includes skill/typing test.

3. EXAMINATION PATTERN (RRB GROUP D)

A] CBT (Computer-Based Test)

S.No	Section	No. of Questions	Marks
1	General Science	25	25
2	Mathematics	25	25
3	General Intelligence & Reasoning	30	30
4	General Awareness & Current Affairs	20	20
Total		100	100

- Duration: **90 minutes**
- Mode: Online (MCQs)
- Negative marking: **1/3 mark deducted** per wrong answer

B] Physical Efficiency Test (PET)

For Male Candidates:

- Lift & carry 35 kg for 100 meters (2 minutes)
- Run 1000 meters in 4 min 15 sec

For Female Candidates:

- Lift & carry 20 kg for 100 meters
- Run 1000 meters in 5 min 40 sec

4. EXAM PATTERN (RRB NTPC – Overview)

Stage	Details
1. CBT-1	Screening test
2. CBT-2	Main exam
	Skill Test Typing / Aptitude
3. Final	Document Verification

□ NTPC has **2 CBT stages**, unlike Group D

5. SYLLABUS (RRB GROUP D / NTPC COMMON)

A] Mathematics

- Number System
- BODMAS
- Percentage
- Profit & Loss
- Time & Work
- Time & Distance
- Simple & Compound Interest
- Algebra, Geometry

B] General Intelligence & Reasoning

- Analogies
- Coding-Decoding
- Series
- Syllogism
- Venn Diagrams

- Puzzle
- Blood Relations

C] General Science

- Physics (Motion, Force, Energy)
- Chemistry (Basic reactions, elements)
- Biology (Human body, diseases)

□ Based on **10th standard level (NCERT)**

D] General Awareness & Current Affairs

- Current Affairs (National & International)
- Indian Polity
- Geography
- Economy
- History
- Science & Technology

6. REFERENCE BOOKS

Subject	Book Title	Author
Mathematics	Fast Track Arithmetic	Rajesh Verma
Reasoning	A Modern Approach to Verbal & Non-Verbal Reasoning	R.S. Aggarwal
General Science	NCERT Science (Class 6–10)	NCERT
General Awareness	Lucent's General Knowledge	Lucent
Current Affairs	Monthly Magazine (Pratiyogita Darpan)	Upkar Publications

7. KEY POINTS

- RRB exams are **highly competitive** (lakhs of candidates)
- Questions are generally **10th standard level (Group D)**
- Focus on **speed + accuracy** due to negative marking
- Practice **previous year papers & mock tests**

CONCLUSION

RRB recruitment offers **stable government jobs in Indian Railways** across technical and non-technical roles. Understanding the **posts, exam pattern, and syllabus** is the first step toward success.

Compiled by

B.V. TIRUPANYAM

PRINCIPAL