

TELANGANA STATE PUBLIC SERVICE COMMISSION # HYDERABAD
SCHEME AND SYLLABUS FOR DEPARTMENTAL TEST

DEPARTMENTAL TEST FOR THE NATIONAL EMPLOYMENT SERVICES

PAPER CODE No.s. (096, 104) (WITHOUT BOOKS)

PAPER CODE No.	SUBJECT	MODE OF EXAM	DURATION	MAXIMUM MARKS	MARKS FOR PASSING
096	<u>PAPER – I</u> <u>(WITHOUT BOOKS)</u> EMPLOMENT EXCHANGE PROCEDURE	Objective	2 Hours	100	40
104	<u>PAPER –II</u> <u>(WITHOUT BOOKS)</u> <u>SECTION-I:</u> GENERAL OFFICE PROCEDURE <u>SECTION-II:</u> GENERAL ENGLISH (X-CLASS STANDARD)	Objective	2 Hours	100	40

SYLLABUS

As per G.O.Rt.No.402, LABOUR EMPLOYMENT TRAINING & FACTORIES (Emp-Vig) DEPARTMENT, Dated:05-09-2022

PC.NO. 096: PAPER- I (WITHOUT BOOKS) :
EMPLOYMENT EXCHANGE PROCEDURE

Section I – Registration, Maintenance work and Renewal.

Section II – Sponsoring and Job fairs activity.

Section III – Employment Market Information, Statistical Reports, Employment procedural matters.

Section IV – National Career Service and Career Psychology

PC.NO.104: PAPER - II (WITHOUT BOOKS) :
SECTION – I : GENERAL OFFICE PROCEDURE

Prescribed in District Office Manual and General Plan relating to the efforts of the State as a whole in community development programme and questions related to the Geographical, Historical and Economic condition of Telangana with special emphasis on the latest development programmes being implemented across the state and Current affairs of National and Local importance.

SECTION – II GENERAL ENGLISH (X-CLASS STANDARD)

* * *