



**SCHEME AND SYLLABUS FOR RECRUITMENT TO THE POSTS OF
GROUP-IV SERVICES
SCHEME OF EXAMINATION
(SSC STANDARD)**

Paper	Subject	No.of Questions	Duration	Maximum Marks
1	GENERAL KNOWLEDGE	150	150Minute	150
2	SECRETARIAL ABILITIES	150	150 Minutes	150
			TOTAL MARKS	300

**SYLLABUS
PAPER-I: GENERAL KNOWLEDGE**

1. Current affairs.
2. International Relations and Events.
3. General Science in everyday life.
4. Environmental Issues and Disaster Management.
5. Geography and Economy of India and Telangana.
6. Indian Constitution : Salient Features.
7. Indian Political System and Government.
8. Modern Indian History with a focus on Indian National Movement.
9. History of Telangana and Telangana Movement.
10. Society, Culture, Heritage, Arts and Literature of Telangana.
11. Policies of Telangana State.

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.