APPSC Group 3 Syllabus 2024

Paper-I Syllabus

The candidates will sit for Paper I and they will have to prepare subjects like General Studies and Rural Development. Those who will qualify this paper will appear for Paper II.

General Studies and Mental Ability Syllabus

Topics Covered in General Studies and Mental Ability	
Topic	**APPSC Group 3 Syllabus**
Events of National and International Importance	Stay updated on significant global and national events.
International, National, and Regional Current Affairs	Be aware of current affairs at the international, national, and regional levels.
General Science, Science and Technology Fields	Understand basic principles of general science and advancements in technology.
Contemporary Developments in Information Technology	Stay informed about the latest developments in information technology.
Applications in Everyday Life	Explore practical applications of science and technology in daily life.
Social, Economic, and Political History of India	Study the historical, social, economic, and political aspects of India.

Indian National Movement	Focus on the history and significance of the Indian national movement.
Indian Political System, Governance Issues	Understand the political system, governance issues, and government policies in India.
Constitutional Government Policies, Reforms	Explore constitutional policies and ongoing reforms in the government.
Economic Development of India after Independence	Examine the economic progress of India post-independence.
Economic Development of Andhra Pradesh after Independence	Study the economic development specific to Andhra Pradesh post-independence.
Geography of India	Learn about India's physical, cultural, demographic, economic, social, and infrastructural aspects.
Geography of Andhra Pradesh	Focus on the geographical features and characteristics of Andhra Pradesh.
Areas of Disaster Management	Explore disaster management, including occurrence, prevention, and mitigation measures.
Remote Sensing, GIS in Disaster Assessment	Understand the use of remote sensing and GIS in disaster assessment.
Sustainable Development	Learn about principles and practices of sustainable development.
Environmental Protection	Focus on measures and initiatives for environmental protection.

Reasoning, Analytical Skills, Logical Application	Develop logical and analytical thinking skills for problem-solving.
Data Analysis for Tabular Data	Acquire skills in analyzing and interpreting tabular data.
Data Validation, Application	Understand the importance of data validation and its practical applications.
Basic Analysis, Arithmetic, Intermediate, and Multiple	Develop proficiency in basic, arithmetic, intermediate, and multiple data analyses.
Division of Andhra Pradesh Issues	Study the challenges and problems related to the division of Andhra Pradesh.
Administrative, Economic, Social, Cultural, Political, and Legal Problems	Explore specific issues in each of these domains post-division.

Rural Development Syllabus

Topics Covered In Rural Development For APPSC Group 3 Exam	
Topic	**APPSC Group 3 Exam Syllabus**
Evolution of the Panchayat Raj System in India	Study the historical development, constitutional amendments, and committees involved in the establishment of the Panchayat Raj system in India.
Evolution of the Panchayat Raj System in Andhra Pradesh	Explore the specific evolution and changes in the Panchayat Raj system in Andhra Pradesh.

Duties and Responsibilities of Panchayat Secretary	Understand the roles and responsibilities of the Panchayat Secretary in the local governance system.
History and Evolution of Schemes for Rural Development	Examine the historical development of schemes aimed at rural society and the upliftment of the rural poor.
Central State Rural Development Departments	Learn about the roles and functions of the central and state-level rural development departments.
Major Rural Development Schemes	Explore significant rural development schemes implemented at the central and state levels.
Major Schemes of Panchayat Raj Department	Understand the key schemes introduced by the Panchayat Raj Department.
Andhra Pradesh Rural Economy – Agriculture, Small-Scale Industries	Study the rural economy of Andhra Pradesh, focusing on agriculture and small-scale industries.
Rural Credit Scenario of Andhra Pradesh	Analyze the role of banks, cooperative societies, and microfinance institutions in rural credit scenarios in Andhra Pradesh.
Centralization of Community-Based Organizations and Welfare Schemes	Explore the trend towards centralization in community-based organizations and welfare schemes.
Women Empowerment and Economic Development through Self-Help Groups	Understand the role of Self Help Groups in promoting women’s empowerment and economic development.
Management of Income and Expenditure of Local Bodies	Study the financial management aspects of income and expenditure in local bodies.

Management of Various Scheme Funds and Grants	Explore the management of funds and grants associated with various rural development schemes.

Paper II Syllabus

The candidates who will appear for the paper II will have to prepare subjects like English and Telugu language. The topic wise syllabus is as follows:

English & Telugu Syllabus

Topic	Subtopics
Comprehension	Strategies for comprehending texts, identifying main ideas, summarizing, inference, etc.
Usage and Idioms	Common idiomatic expressions, phrases, and their appropriate usage in context.
Vocabulary and Punctuation	Building vocabulary, word usage, nuances of punctuation, and its impact on meaning.
Logical Re-arrangement	Understanding paragraph structures, logical sequencing of sentences for coherence.
Grammar	Parts of speech, sentence structure, tense, voice, agreement, and other grammatical rules.
Synonyms & Vocabulary	Expanding vocabulary with synonyms, antonyms, and learning various shades of word meanings.
Grammar of Telugu	Telugu grammar rules, including syntax, morphology, and usage conventions.

Telugu to English Meanings	Translating Telugu words, phrases, and sentences into English while preserving meaning.
English to Telugu Meanings	Translating English words, phrases, and sentences into Telugu while retaining accuracy.
Usage and Idiom of Telugu	Familiarity with common Telugu idioms, phrases, and expressions used in everyday language.

Computer Proficiency Test Syllabus

This will assess the candidate's knowledge and proficiency in computer literacy. The syllabus is as follows:

Contents of Part-A

MS-Word (15 marks)	○ Create and save a document using MS WORD a. Deletion of Character, Word, line, and block of text b. Undo and redo process c. Moving, Copying, and renaming. ○ Format the Text document a. Character formatting b. Paragraph formatting c. Page formatting ○ Spell check the document a. Finding and Replacing text b. Bookmarks and Searching for a Bookmarks c. Checking Spelling and Grammar automatically d. Checking Spelling and Grammar using Dictionary ○ Print the document a. Print Preview b. Print Dialog box ○ Mail Merge in Ms-word a. Create a main document and data file for mail merging b. Merging the files c. From letters using mail merging d. Mailing labels using mail merging ○ Table creation in Ms-word a. Create a table in document b. Add row, column to a table c. Changing column width and row height. d. Merge, split cells of the table. e. Use formulae in tables. f. sorting data in a table.

	g. formatting a table. o Ability to type on Qwerty keyboard of Computer at a speed of at least equivalent to 30 Words per 1 minute (Lower typewriting test).

Contents of Part-B	
MS-Excel (10 marks)	○ Create and save a new workbook in Excel. ○ Entering Data into Worksheet. ○ Editing data of Worksheet. ○ Formatting the text in the cells. ○ Formatting the numbers in the cells. ○ Formatting cells. ○ Copying format of the cell along with data format. ○ Changing the height and width of cells. ○ Freezing Titles, splitting the screen. ○ Enter formulae for calculation in the cells. ○ Copying the formula over a range of cells. ○ Inserting built-in functions into the cells. ○ Create graphs for the data using Chart Wizard. ○ Format graphs in Excel. ○ Printing of worksheet.
Contents of Part-C	

MS- Power Point (10 marks)	○ Create and save a new presentation using MS-Power Point. -The layout of the opening screen in Power Point. -The toolbars in MS Power Point. ○ Choose Auto Layout for a new slide. ○ Insert text and pictures into a blank slide. ○ Insert new slides into the presentation. ○ Apply slide transition effects. ○ Slide show. ○ Set animation to text and pictures in a slide. ○ Set the sounds, order, and timing for animation.
Contents of Part-D	
MS-Access (10 marks)	○ Creation and manipulation of databases.
Contents of Part-E	
Internet (5 marks)	○ Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome, etc.,). ○ Search the Web using Search Engines. ○ Create an Email account. ○ Send and receive Email. ○ E-commerce transactions. ○ Web content uploading. ○ Ability to operate Mac OS / Pages / Keynote /Numbers.