

ANDHRA PRADESH PUBLIC SERVICE COMMISSION :: VIJAYAWADA
BRIEF NOTIFICATION NO.26/2026, Dated: 15/09/2026
DIRECT RECRUITMENT TO THE POST OF ASSISTANT SOCIAL WELFARE
OFFICER IN A.P. SOCIAL WELFARE SERVICE AND ASSISTANT TRIBAL
WELFARE OFFICER IN A.P. TRIBAL WELFARE SERVICE
(General Recruitment)

1. Applications are invited online through the Commission's Website (<https://psc.ap.gov.in>) from eligible candidates **from 09/10/2026 to 29/10/2026 up to 11:59 P.M** for Recruitment to the post of Assistant Social Welfare Officer in A.P. Social Welfare Service and Assistant Tribal Welfare Officer in A.P. Tribal Welfare Service.
2. The eligible candidates desirous of applying shall apply online after satisfying themselves with regard to the terms and conditions of this Recruitment Notification. The details of provisional vacancies are notified hereunder and the number of vacancies is subject to variation upon confirmation being received from the concerned Department.

Post Code	Name of the Post	No. of vacancies	Scale of pay Rs
01	Assistant Social Welfare Officer in A.P. Social Welfare Service.	11	48,440 – 1,37,220
02	Assistant Tribal Welfare Officer in A.P. Tribal Welfare Service	06	48,440 – 1,37,220

3. Educational Qualification:

Applicants must possess the requisite Educational Qualification as on the date of Detailed Notification.

Must possess a Bachelor's Degree of any recognised University in India established or incorporated by or under a Central Act or a State Act or a provincial Act or an institution recognized by the University Grants Commission or an equivalent qualification.

4. Detailed Notification with breakup of vacancies, Scale of pay, Age, Community, Educational Qualifications and any other information with instructions will be available on the Commission's Website (<https://psc.ap.gov.in>) on or before **09/10/2026**.

5. The date of Detailed Notification will be reckoned as the crucial date in all aspects.

IMPORTANT:

- (i) Applicants/Candidates should read the Commission's Detailed Notification and other instructions carefully before applying for this Recruitment and enter the particulars properly in the Online Application Form.
- (ii) Applicants/Candidates have to submit applications only through online mode. Any application sent through any mode other than the prescribed online mode will not be entertained under any circumstances.
- (iii) Applicants/Candidates are advised to submit their applications through online well in advance of the last date to avoid last-minute rush.

6. The examination for this recruitment shall consist of a single-level examination only, and no Screening Test shall be conducted, irrespective of the number of applications received. The examination shall be conducted in online (CBRT) mode. In case the single-level examination is conducted in multiple sessions, the Commission will adopt a process of normalisation of marks, wherever considered necessary and applicable, in accordance with the methodology and procedure decided by the Commission. The details of such normalisation, if applicable, shall be notified by the Commission in due course.

7. The detailed Scheme and Syllabus for this Examination is annexed to this Notification to facilitate the candidates.

Date:15/09/2026
Place: Vijayawada

Sd/-
SECRETARY

ANNEXURE

SCHEME AND SYLLABUS TO THE POST OF ASSISTANT SOCIAL WELFARE OFFICER IN A.P. SOCIAL WELFARE SERVICE AND ASSISTANT TRIBAL WELFARE OFFICER IN A.P. TRIBAL WELFARE SERVICE

SCHEME FOR EXAMINATION

(Annexure-III of G.O.Ms.No.141, Finance (HR-I Plg,&Policy) Dept., Dt: 01/08/2016

read with G.O.Ms.No.100, GA (Ser-A) Department, dt: 30/09/2022)

WRITTEN EXAMINATION (OBJECTIVE TYPE) Degree Standard				
PAPER	Subject	No. of Questions	Duration Minutes	Maximum Marks
PAPER-I	General Studies & Mental Ability	150	150	150
PAPER-II	Subject	150	150	150
PAPER-III	Subject	150	150	150
TOTAL				450
<u>NEGATIVE MARKS:</u> As per G.O.Ms. No.235, Finance (HR-I, Plg & Policy) Dept.,Dt.06/12/2016, for each wrong answer will be penalized with 1/3rd of the marks prescribed for the question.				

SYLLABUS

GENERAL STUDIES AND MENTAL ABILITY

1. Major Current Events and Issues pertaining to International, National and State of Andhra Pradesh.
2. General Science and its applications to the day to day life
Contemporary developments in Science & Technology and Information Technology.
3. History of India – emphasis will be on broad general

understanding of the subject in its social, economic, cultural and political aspects with a focus on AP and Indian National Movement.

4. Geography of India with focus on Andhra Pradesh.
5. Indian polity and Governance: constitutional issues, public policy, reforms and e-Governance initiatives.
6. Indian Economy and planning.
7. Sustainable Development and Environmental Protection
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster
9. Logical reasoning, analytical ability and logical interpretation.
10. Data Analysis: Tabulation of data Visual representation of data
Basic data analysis (Summary Statistics such as mean, median, mode and variance)

PAPER-II

SOCIAL AND CULTURAL HISTORY OF ANDHRA PRADESH AND WELFARE PROGRAMMES

1. Social and Cultural History of Andhra Pradesh: Geographical Features of Andhra – Its Impact on History and Culture – Pre-History – The Satavahanas, Ikshvakus – Socio- Economic and Religious Conditions – Literature, Art and Architecture – The Eastern Chalukyas of Vengi – Society, Religion, Telugu Language, Literature, Art and Architecture.
2. Various kingdoms that ruled Andhra Pradesh between 11th and 16th Centuries A.D Socio- Cultural and Religious conditions in Andhradesa between 11th to 16th Centuries A.D, Growth of Telugu Language, literature, Art, Architecture and Painting.
3. Advent of Europeans- Trade centers- Andhra under the Company– 1857 Revolt and its impact on Andhra- Establishment

of British Rule- Socio-Cultural awakening, Justice party/self respect movements- Growth of Nationalist Movement in Andhra between 1885 to 1947- Role of Socialists-Communists- Anti-Zamindari and Kisan Movements. Growth of Nationalist poetry.

4. Origin and growth of Andhra movement- Role of Andhra Mahasabhas- Prominent Leaders- Events leading to the formation of Andhra State 1953. Role of News Papers in the Andhra Movement.

5. Events leading to the Formation of Andhra Pradesh State – Visalandhra Mahasabha – States Reorganization Commission and Its Recommendations – Gentlemen Agreement – Important Social and Cultural Events between 1956 and 2014.

6. Priorities of State Government for the welfare and Economic Development of SC/ST's

PAPER-III

GENERAL OVERVIEW OF THE INDIAN CONSTITUTION AND WELFARE AND PROTECTION

MEASURES FOR WEAKER SECTIONS

1. Nature of the Indian Constitution – Constitutional Development – Salient features of Indian Constitution – Preamble – Fundamental Rights, Directive Principles of State Policy and their relationship - Fundamental Duties, Distinctive features – Unitary and Federal.

2. Structure and functions of Indian Government- Legislative, Executive and Judiciary- Types of Legislatures- Unicameral, Bicameral- Executive – Parliamentary, Judiciary- Judicial Review, Judicial Activism.

3. Distribution of Legislative and Executive Powers between the Union and the States; Legislative, Administrative and Financial relations between the Union and the States-Powers and the Functions of Constitutional Bodies- UPSC, State Public Service Commissions, CAG and Finance Commission.

4. Centre- State relations- Need for Reforms- Rajmannar Committee, Sarkaria Commission, M.M. Punchhi Commission - Unitary and Federal features of Indian Constitution.

5. Amendment Process to the Constitution - Centralization Vs Decentralization - Community Development Programs- Balwantray Mehta, Ashok Mehta Committees- 73rd and 74th Constitutional Amendment Acts and their Implementation.

6. Indian Political Parties- National, Regional- One Party, Bi-Party, Multi-Party Systems-Regionalism and Sub-Regionalism–Demand for New States - Sri Krishna Committee – National Integration- Threats to Indian Unity.
7. Constitutional provisions for the up-liftment of SC/ST. Welfare Mechanisms in India provisions for Scheduled Castes, Tribes & Minorities, Reservations for SCs, STs and Backward classes – Prevention of SCs and STs Atrocities Act- National & State SCs, STs & BCs Commissions, Women’s Commission, National and State Minorities Commissions – Human Rights Commission – RTI- Lokpal & LokAyukt.
8. Legislative Acts for eradication of Social evils and practices.

**SCHEME & SYLLABUS OF EXAMINATION OF THE COMPUTER
PROFICIENCY TEST (CPT)**

Scheme for Computer Proficiency Test

(As per G.O.Ms.No.26, G.A. (Ser.B) Dept., dt: 24.02.2023)

Scheme of the examination (Practical Type)					
Test	Duration (Minutes)	Maximum Marks	Minimum Qualifying Marks		
			SC/ST	B.C's	O.C's
Proficiency in Office Automation with usage of Computers and Associated Software.	60	100	30	35	40

Syllabus for Computer Proficiency Test

PART-A

- 1. INTRODUCTION TO COMPUTERS:** Introduction to Computers - Components and their classification - Peripheral devices and their purpose. Input Devices - Keyboard, Mouse, Scanner, Lighten, Touch screens, Joystick, Micro phone, Scanner, Digital camera, Bar code reader, Biometric sensor Output Devices: Display devices, Printers, Monitor, Speaker, Plotter, Secondary Storage Devices – Feature- Driven Development (FDD), Magnetic tape, Universal Serial Bus(USB), Pen Drives, Disks - The Role of input Processing / output processing devices - Computing Concepts - Data - Information – Random Access Memory (RAM) – Read-Only Memory(ROM) - Control Unit - Memory Unit – Arithmetic Logic Unit(ALU).
- 2. COMPUTER SOFTWARE TYPES:** System Software, Application Software, Embedded software, Proprietary Software, Open source software (their purpose and characteristics only).
- 3. OPERATING SYSTEM:** Purpose of operating system, Single User and Multi User Operating Systems with Examples.
- 4. WINDOWS OPERATING SYSTEM:** Interfacing Graphical User Interface (GUI), Differences between Character User Interface (CUI) and Graphical User Interface(GUI) - working With Files and Folders - More About Files - Running An Application Through the File Manager - Running an Application Through The Program Manager - Setting up of Printer, Webcam, Scanner and other peripheral devices,
- 5. LINUX/MAC OS (only basic concepts):** Introduction to Linux - Features and advantages of Linux, File handling commands, directory handling commands - User Management - File permissions Macintosh Apple Computer (MAC) OS - Introduction - Advantages of Macintosh Apple Computer (MAC) OS . Basics commands
- 6. INTERNET CONCEPTS (only basic concepts):** Minimum Hardware and Software Requirements for a system to use internet, Communication Protocols and Facilities - Various browsers - What is Internet Protocol(IP) Address - Steps required in connecting system to network - Uploading and Downloading Files from Internet

- 7. ELECTRONIC MAIL (only basic concepts):** Sending and receiving mails, Basic E-Mail Functions, Using your word processor for E-mail, Finding E-Mail Address, Mailing Lists and lists Servers.
- 8. WORLD WIDE WEB (only basic concepts):** WWW advantages of the Web - how to navigate with the Web - Web Searching.

PART – B

- 1. OFFICE SUITE:** MSOFFICE or any open source office like Libre Office /Apache Open Office Neo office for Windows/Linux/Media Access Control Address (MAC)OS.
- 2. GETTING STARTED WITH OFFICE:** Introduction to Office Software- Starting and Exiting the Office Applications - Introducing the Office Shortcut Bar - Customizing Office Shortcut Bar.
- 3. FILE OPERATIONS IN THE OFFICE:** Common Office Tools and Techniques - Opening An Application - Creating Files - Entering And Editing Text - Saving Files - Opening Files - Closing a File - Exiting The Application - Managing Your files With The Office Applications.
- 4. TOOLS IN THE OFFICE APPLICATIONS:** Key Combinations - Cut, Copy and Paste - Drag And Drop Editing - Menu Bars And Toolbars - Undo and - Redo - Spell Checking - Auto Correct - Find and Replace - Help And The Office Assistants - Templates and Wizards.
- 5. WORD PROCESSING (MS WORD or its equivalent in Libre office /Apache Open Office / Neo office for Windows/s/Linux/Mac OS):** Starting Word
 - Title Bar - Menu Bar - Format Bar - Standard Bar - Ruler - Workspace Area - Scroll Bar - Status Bar - Different Toolbars - Option a Menu Bar - Creating New Document When Word is Running - Opening Pre existing Documents When Word is Running - Designing Your Document - Typing Text - Selection text - Deleting Text - Formatting text and document - copying and moving - Saving Document - Page Setup - Properties of a document - Undo-Redo-Cut-Copy a Document - Pasting a Document - Print Preview - Printing - Select All - Find - Replace - Go To - Four Different View Of A Document - Normal, Web Layout, Print Layout, and Outline Layout- Document Map - Full

Screen - Zoom - Objects - Page Break - Header and Footer - Page Number - Auto Format - Auto Text - Inserting Date And Time - Working With Header, Footers-footnotes-Fields-Symbols-Caption Cross Reference-Index-Tabs-Table and Sorting - Working With Graphics - Inserting Pictures - Modifying Pictures - Word Art - Inserting Chart - Inserting Files - Hyper Linking - Bookmark - Using Different Fonts - Paragraph - Bullets Borders and Shading-Columns-Drop Cap-Theme-Change Case Background-Frames-Style-Spelling And Grammar - Set Language - Word Count - Auto Summarize - Auto Correct - Merge Document - Protect Document - Envelopes And Labels - - Templates, Wizards And Sample Documents - drawing Tables - Merge Cell - Spilt Cells - Spilt Table - Table Auto Format - Auto Fit - Sort - Formula - Arrange All-Split- Micro Soft Word Help - Macros - Custom Toolbars - Keyboard Shortcuts - Menus - Mail Merge.

6. SPREAD SHEET (MS Excel or its equivalent in Libre Office / Apache Open Office / Neo office for Windows/s/Linux/ Mac OS):

Features Of Excel - Excel worksheet - Selecting Cell - Navigating With The Mouse And Keyboard - Entering And Editing Text - Text Boxes - Text Notes - Checking Spelling - Undoing And Repeating Action - Entering And Editing Formulas - Referencing Cells - Order Of Evolution in Formulas - Copying Entries And Equations To Minimize Typing - More Auto Fill Examples - Creating Custom Fill Lists Protecting And Un Protecting Documents And Cell - Creating A New Worksheet - Excel Formatting Tips And Techniques - Moving cell - Copying Cells - Sorting Cell Data - Insertion Cells Inserting As You Paste - Deleting Parts Of Worksheet - Clearing Parts Of A Worksheet - Excel Page Setup - Changing Column Width And Row Heights - Auto Format - Manual Formatting - Using style - Format Code Alter A Number's Appearance - Format Painter Speeds-Up Format Copying - Changing Font Size And Attributes - Adjusting Alignments - Centering Text Across Column - Using Border Buttons And Commands - Changing Color And Shading - Inserting And Removing Page Breaks - Hiding Rows And Columns - Rearranging Worksheet - Entering Formula - Excel Functions - Inserting Rows And Columns - Saving A Worksheet - Printing A Worksheet - Printing Tips For Large Excel Project - Parts Of A

Function - Functions Requiring Add-ins - Function Wizard - Example Of Functions By Category - Organizing Your Data - Excel's Chart Features - Chart Parts And Terminology - Instant charts with The chart wizard - Creating Chart On Separating Worksheets - Resizing And Moving Charts - Adding Chart Notes And Arrows - Editing Charts - Rotating 3-D Charts - Printing Charts - Deleting Charts Setting The Default Chart Type - Creating Trend Lines Data Map - Working With Graphics in Excel - Creating And Pacing Graphic objects - Resizing Graphs - Possible Sources Of Excel Graphics - Creating and Running Macro - Sorting Excel Data - Adding Subtotals To Databases - Customizing Excel - Customizing Workspace – Comma Separated Value (CSV) File format - Using Worksheet As Databases.

- 7. PRESENTATION SOFTWARE (MS Power Point or its equivalent in Libre Office/Apache Open office/Neo office for Windows/s/Linux/Mac Os):** Introduction - Starting Presentation Software - Views in Presentation Software - Slides - Terminology - Color Schemes - Formatting Slides - Creating a Presentation - Using the Auto Content Wizard - Masters- - Using a Template - Creating a Blank Presentation - Working with Text in Power Point - Adding Slides Editing And Working Text - Working in Outlaying view – Spell checking - Finding And Replacing Text - Formatting Text - Aligning Text - Developing Your Presentation - Importing images From The Outside World - The Clipart Gallery - Drawing in Presentation software- Bringing A Presentation to Life - Inserting Objects in Your Presentation - Inserting A Picture - Working With Graphics - Multimedia in Power Point - Animating The Objects, Pictures, Graphics, - Enhancements to the Slide Show Showing Slides Out Of Order Printing Presentation Elements - Finalizing The Presentation - Assigning Transitions And Timings - Setting The Master Slide - Setting Up The Slide Show - Running The Slide Show.

Assessment Pattern:

Part-A: Test may be designed to assess the candidate by means of MCQs.

(20 %of Total Marks)

Part-B: A computer based assessment test where they need to:

1. Prepare a model document and organize the same in a formatted manner. This should cover evaluating the typing speed, organizing the document and covering several other aspects such as inserting tables, inserting Images/WordArt, mail merge, etc.)

2. Evaluating typing speed

(25% of Total Marks)

(This may be made mandatory for qualifying based on the norms existing)

3. Organizing and inserting different objects

(15% of Total Marks)

4. Prepare an Excel Sheet to fill with data and format the sheet, merging/splitting cells, formulae for calculation in the cells, conditional formatting, preparation of different graphs based on the data.

(20% of Total Marks)

5. Prepared a Power Point presentation using the standard layouts available and filling different slides with content (Formatted text, images, tables, transition effects, animation etc.).

(20% of Total Marks)

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