

**SCHEME AND SYLLABUS FOR RECRUITMENT TO THE  
POSTS OF GROUP-IV SERVICES  
SCHEME OF EXAMINATION**

| <b>Paper</b>       | <b>Subject</b>        | <b>No. of Questions</b> | <b>Duration (Minutes)</b> | <b>Maximum Marks</b> |
|--------------------|-----------------------|-------------------------|---------------------------|----------------------|
| I                  | GENERAL STUDIES       | 150                     | 150                       | 150                  |
| II                 | SECRETARIAL ABILITIES | 150                     | 150                       | 150                  |
| <b>TOTAL MARKS</b> |                       |                         |                           | <b>300</b>           |

**SYLLABUS  
PAPER-I: GENERAL STUDIES**

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.