**Constitution of India.** No.GS/2024/13/ਪਰਤਪ/102005/1519/K :- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Gujarat hereby makes the following rules further to amend the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006, namely:-

1. (1) These rules may be called the Gujarat Civil Services Computer Competency Training and Examination (Amendment) Rules, 2024.

(2) They shall come into force on and from 1st August, 2024.

2. In the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006 (hereinafter referred to as "the said rules"), in rule-8, in sub-rule (1), for the figures and words "45 hours", the figures and words "60 hours" shall be substituted.

3. In the said rules, for APPENDIX-A and APPENDIX-B, the following APPENDIX-A and APPENDIX-B shall be substituted, respectively namely:-

## "APPENDIX-A
### (*See rule 3*)
### Course on Computer Concepts "CCC" Syllabus

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**Introduction to Computer**

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2 hours

1. Introduction.
2. Objectives.
3. What is Computer?
    3.1. History of Computer.
    3.2. Characteristics of Computer System.
    3.3. Basic application of computer.
4. Components of Computer System .
    4.1. Central Processing Unit (CPU).
    4.2. Input devices.
    4.3. Output devices.
    4.4. Computer Memory.
5. Concept of Hardware and Software.

5.1. Hardware.

5.2. Software.

    5.2.1. Application Software.

    5.2.2. System Software.

5.3. Programming Language.

6. Representation of Data/Information.

7. Concept of Data processing.

8. Installing a Printer.

9. Summary.

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## Introduction of Operating System (Windows 10)

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**1 hour Theory + 2 hours Practical**

1. Introduction.

    1.1. Objectives.

    1.2. Basic of Operating System.

        1.2.1. Operating System.

        1.2.2. Basic of popular operation system (WINDOWS).

    1.3. The User Interface.

        1.3.1. Task Bar.

        1.3.2. Icons.

        1.3.3. Start Menu.

        1.3.4. Running an Application.

    1.4. Operating System simple setting.

        1.4.1. Changing system Date and Time.

        1.4.2. Changing display properties.

        1.4.3. To Add or Remove a Windows components.

        1.4.4. To Add or Remove a Program.

        1.4.5. Adding and Removing Printers.

    1.5. File Management.

    1.6. Types of files.

    1.7. Antivirus Softwares.

    1.8. Summary.

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## MS Word (MS Office 2019)

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**4 hours Theory + 8 hours Practical**

1. Introduction.

2. Objectives.

3. Word Processing Basics.

    3.1. Opening Word Processing Package.

    3.2. Menu Bar.

    3.3. Using the Help.

    3.4. Using the Icons below Menu Bar.

4. Opening and closing Documents.

    4.1. Opening Documents.

    4.2. Save and Save as.

    4.3. Page Setup.

14.2. Wrap Text.

        14.3. Align.

        14.4. Rotate.

15. Make a Mail Merge.

        15.1. Letters.

        15.2. E-Mail Massages.

        15.3. Envelops.

        15.4. Labels.

        15.5. Directory.

        15.6. Step-by-Step Mail Merge Wizard.

16. Spelling and Grammar (F7).

17. Thesaurus.

18. Track Change.

        18.1 Track Change.

        18.2. Lock Tracking.

19. Macros.

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## MS Excel (MS Office 2019)

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**4 hours Theory + 10 hours Practical**

1. Introduction.

2. Objectives.

3. Elements of Electronic Spread Sheet.

        3.1. Opening of Spread Sheet.

        3.2. Addressing of Cells.

        3.3. Printing of Spread Sheet.

        3.4. Saving Workbooks.

4. Manipulation of Cells.

        4.1. Entering Text, Numbers and Dates.

        4.2. Creating Text, Number and Date Series.

        4.3. Editing Worksheet Data.

        4.4. Formatting Worksheet Data.

        4.5. Inserting and Deleting Rows, Column.

        4.6. Changing Cell Height and Width.

        4.7. Cut, Copy, Paste and Move Cell value.

5. Formulas and Function.

        5.1. Using Formulas.

        5.2. Using difference Function.

6. Charts.

        6.1. Column Chart.

        6.2. Pie Chart.

        6.3. Line Chart.

        6.4. Bar Chart.

7. Use of Filter function.

        7.1. Auto Filter.

        7.2. Advance Filter.

8. Pivot.

        8.1. Pivot Table.

8.2. Pivot Chart.

9. Summary.

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## MS Power Point (MS Office 2019)

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**4 hours Theory + 10 hours Practical**

1. Introduction.
2. Objectives.
3. Basics of Power Point.
    3.1. Using PowerPoint.
    3.2. Opening a PowerPoint Presentation.
    3.3. Saving a Presentation.
4. Creation of Presentation.
    4.1. Creating a Presentation Using a Template.
    4.2. Creating a Blank Presentation.
    4.3. Entering and Editing Text.
    4.4. Inserting and Deleting Slides in a Presentation.
5. Preparation of Slides.
    5.1. Inserting Word Table or an Excel Worksheet.
    5.2. Adding Clip Art Pictures.
    5.3. Inserting Other Objects.
    5.4. Resizing and Scaling an Object.
6. Providing Aesthetics.
    6.1. Enhancing Text Presentation.
    6.2. Working with Color and Line Style.
    6.3. Adding Movie and Sound.
    6.4. Adding Headers and Footers.
7. Presentation of Slides.
    7.1. Viewing A Presentation.
    7.2. Choosing a Set Up for Presentation.
    7.3. Printing Slides And Hand-outs.
8. Slide Show.
    8.1. Running a Slide Show.
    8.2. Transition and Slide Timings.
    8.3. Automating a Slide Show.
9. Summary.

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## Internet Access and Web Browser

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**1 hour Theory + 3 hours Practical**

1. Introduction.
2. Objectives.
3. Basics of Computer Networks.
    3.1. Local Area Network (LAN).
    3.2. Wide Area Network (WAN).
4. Internet.
    4.1. Concept of Internet.
    4.2. Basics of Internet Architecture.

5. Services on Internet.
      5.1. World Wide Web and Websites.
      5.2. Communication on Internet.
      5.3. Internet Services.
6. Preparing Computer for Internet Access.
      6.1. Internet Access Techniques.
7. Web Browsing Software.
      7.1. Popular Web Browsing Software.
8. Configuring Web Browser.
9. Search Engines.
      9.1. Popular Search Engines/Search for content.
      9.2. Accessing Web Browser.
      9.3. Using Favourites Folder.
      9.4. Downloading from Web Pages.
      9.5. Add Bookmarks.
      9.6. Printing Web Pages.
10. Using FTP for uploading and downloading data from the internet.
11. Understand Firewalls and different Types of Virtual Private Networks.
12. Understand DNS and Uniform Resources Locators.
13. Summary.

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## Indic Keyboard (Gujarati typing)

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**1 hour Theory + 4 hours Practical**

1. Installation of the Indic.
2. Installing or adding Fonts.
3. Switching of Key Board.
4. On fly help.

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## Communication and Collaboration

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**2 hours Theory + 4 hours Practical**

1. Introduction.
2. Objectives.
3. Basics of E-mail.
      3.1. What is an Electronic Mail.
      3.2. Make a new E-mail ID.
      3.3. Email Addressing.
      3.4. Configuring Email Client.
4. Using E-mails.
      4.1. Opening Email Client.
      4.2. Mailbox: Inbox and Outbox.
      4.3. Creating and sending a new E-mail.
      4.4. Replying to an E-mail message.
      4.5. Forwarding an E-mail message.
      4.6. Sorting and Searching emails.
5. Advance email features.
      5.1. Sending document by E-mail.

5.2. Activating Spell checking.

5.3. Using Address book.

5.4. Sending Softcopy as attachment.

5.5. Manage SPAM mail.

6. Instant Messaging and Collaboration.

6.1. Using Smiley.

6.2 Internet etiquettes.

7. Information on Scanner and scanner software usage/configuration.

8. Summary.

# APPENDIX-B
## (*See rule 3*)
## Course on Computer Concepts "CCC+" Syllabus

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### Introduction to Computer

.......................................................................................................................

1. Introduction.                                                   2 hours

2. Objectives.

3. What is Computer?

3.1. History of Computer.

3.2. Characteristics of Computer System.

3.3. Basic application of computer.

4. Components of Computer System.

4.1. Central Processing Unit (CPU).

4.2. Input devices.

4.3. Output devices.

4.4. Computer Memory.

5. Concept of Hardware and Software.

5.1. Hardware.

5.2. Software.

5.2.1. Application Software.

5.2.2. System Software.

5.3. Programming Language.

6. Representation of Data/Information.

7. Concept of Data processing.

8. Installing a Printer.

9. Summary.

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### Introduction of Operating System (Windows 10)

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1. Introduction.                                    1 hour Theory + 2 hours Practical

1.1. Objectives.

1.2. Basic of Operating System.

1.2.1. Operating System.

1.2.2. Basic of popular operation system (WINDOWS).

1.3. The User Interface.
        1.3.1. Task Bar.
        1.3.2. Icons.
        1.3.3. Start Menu.
        1.3.4. Running an Application.
1.4. Operating System simple setting.
        1.4.1. Changing system Date and Time.
        1.4.2. Changing display properties.
        1.4.3. To Add or Remove a Windows components.
        1.4.4. To Add or Remove a Program.
        1.4.5. Adding and Removing Printers.
1.5. File Management.
1.6. Types of files.
1.7. Antivirus Softwares.
1.8. Summary.

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## MS Word (MS Office 2019)

........................................................................................

                    4 hours Theory + 8 hours Practical

1. Introduction.
2. Objectives.
3. Word Processing Basics.
        3.1. Opening Word Processing Package.
        3.2. Menu Bar.
        3.3. Using the Help.
        3.4. Using the Icons below Menu Bar.
4. Opening and closing Documents.
        4.1. Opening Documents.
        4.2. Save and Save as.
        4.3. Page Setup.
        4.4. Print Preview.
        4.5. Printing of Documents.
5. Text Creation and manipulation.
        5.1. Document Creation.
        5.2. Editing Text.
        5.3. Text Selection.
        5.4. Cut, Copy and Paste.
        5.5. Paste with Format Painter.
        5.6. Font and Size selection.
        5.7. Alignment of Text.
6. Formatting the Text.
        6.1. Paragraph Indenting.
        6.2. Bullets and Numbering.
        6.3. Changing case.
7. Table Manipulation.
        7.1. Draw Table.
        7.2. Changing cell width and height.
        7.3. Alignment of Text in cell.

# MS Excel (MS Office 2019)

**4 hours Theory + 10 hours Practical**

1. Introduction.
2. Objectives.
3. Elements of Electronic Spread Sheet.
   3.1. Opening of Spread Sheet.
   3.2. Addressing of Cells.
   3.3. Printing of Spread Sheet.
   3.4. Saving Workbooks.
4. Manipulation of Cells.
   4.1. Entering Text, Numbers and Dates.
   4.2. Creating Text, Number and Date Series.
   4.3. Editing Worksheet Data.
   4.4. Formatting Worksheet Data.
   4.5. Inserting and Deleting Rows, Column.
   4.6. Changing Cell Height and Width.
   4.7. Cut, Copy, Paste and Move Cell value.
5. Formulas and Function.
   5.1. Using Formulas.
   5.2. Using difference Function.
6. Charts.
   6.1. Column Chart.
   6.2. Pie Chart.
   6.3. Line Chart.
   6.4. Bar Chart.
7. Use of Filter function.
   7.1. Auto Filter.
   7.2. Advance Filter.
8. Pivot.
   8.1. Pivot Table.
   8.2. Pivot Chart.
9. Summary.

# MS Power Point (MS Office 2019)

**4 hours Theory + 10 hours Practical**

1. Introduction.
2. Objectives.
3. Basics of Power Point.
   3.1. Using PowerPoint.
   3.2. Opening a PowerPoint Presentation.
   3.3. Saving a Presentation.
4. Creation of Presentation.
   4.1. Creating a Presentation Using a Template.
   4.2. Creating a Blank Presentation.
   4.3. Entering and Editing Text.

4.4. Inserting and Deleting Slides in a Presentation.
5. Preparation of Slides.
     5.1. Inserting Word Table or an Excel Worksheet.
     5.2. Adding Clip Art Pictures.
     5.3. Inserting Other Objects.
     5.4. Resizing and Scaling an Object.
6. Providing Aesthetics.
     6.1. Enhancing Text Presentation.
     6.2. Working with Color and Line Style.
     6.3. Adding Movie and Sound.
     6.4. Adding Headers and Footers.
7. Presentation of Slides.
     7.1. Viewing A Presentation.
     7.2. Choosing a Set Up for Presentation.
     7.3. Printing Slides And Hand-outs.
8. Slide Show.
     8.1. Running a Slide Show.
     8.2. Transition and Slide Timings.
     8.3. Automating a Slide Show.
9. Summary.

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## Internet Access and Web Browser

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**1 hour Theory + 3 hours Practical**

1. Introduction.
2. Objectives.
3. Basics of Computer Networks.
     3.1. Local Area Network (LAN).
     3.2. Wide Area Network (WAN).
4. Internet.
     4.1. Concept of Internet.
     4.2. Basics of Internet Architecture.
5. Services on Internet.
     5.1. World Wide Web and Websites.
     5.2. Communication on Internet.
     5.3. Internet Services.
6. Preparing Computer for Internet Access.
     6.1. Internet Access Techniques.
7. Web Browsing Software.
     7.1. Popular Web Browsing Software.
8. Configuring Web Browser.
9. Search Engines.
     9.1. Popular Search Engines/Search for content.
     9.2. Accessing Web Browser.
     9.3. Using Favourites Folder.
     9.4. Downloading from Web Pages.
     9.5. Add Bookmarks.
     9.6. Printing Web Pages.

10. Using FTP for uploading and downloading data from the internet.
11. Understand Firewalls and different Types of Virtual Private Networks.
12. Understand DNS and Uniform Resources Locators.
13. Summary.

## Indic Keyboard (Gujarati typing)

**1 hour Theory + 4 hours Practical**

1. Installation of the Indic.
2. Installing or adding Fonts.
3. Switching of Key Board.
4. On fly help .

## Communication and Collaboration

**2 hours Theory + 4 hours Practical**

1. Introduction.
2. Objectives.
3. Basics of E-mail.
   3.1. What is an Electronic Mail.
   3.2. Make a new E-mail ID.
   3.3. Email Addressing.
   3.4. Configuring Email Client.
4. Using E-mails.
   4.1. Opening Email Client.
   4.2. Mailbox: Inbox and Outbox.
   4.3. Creating and sending a new E-mail.
   4.4. Replying to an E-mail message.
   4.5. Forwarding an E-mail message.
   4.6. Sorting and Searching emails.
5. Advance email features.
   5.1. Sending document by E-mail.
   5.2. Activating Spell checking.
   5.3. Using Address book.
   5.4. Sending Softcopy as attachment.
   5.5. Manage SPAM mail.
6. Instant Messaging and Collaboration.
   6.1. Using Smiley.
   6.2 Internet etiquettes.
7. Information on Scanner and scanner software usage/configuration.
8. Summary.

## Technology Track

**7 hours Theory + 8 hours Practical**

1. Google Utilities.
2. Artificial Intelligent Chatbot(i.e. Chat GPT).
3. Video Conferencing (Google Meet/ WebEx/ Zoom Application/ Bharat VC etc.) (Online Meeting App).

4. Digital Safety, Security, Cyber security, Cyber fraud, Financial fraud, Financial Security.
5. Email, Social Media Management Etiquette.
6. Manage your task (App).
7. Voice Tool.
8. Basic troubleshoot skill.
9. E-Governance.
10. Digital Signature/Certificate, Public Interface ( Kiosk).
11. Open Source Free Software.".


By order and in the name of the Governor of Gujarat,

(H K Thakar)
Joint Secretary to Government.

To,

- The Secretary to the Hon. Governor.
- The  Principal Secretary to the Hon. Chief minister.
- The Personal Secretaries to Hon. Ministers /Hon. Ministers of State.
- The Personal Secretaries to Hon. Leader of Opposition Party.
- The Secretary, Gujarat Legislative Secretariat, Gandhinagar.
- The Secretary, Gujarat Public Service Commission, Ahmedabad.
- The Secretary, Gujarat vigilance Commission, Gandhinagar.
- The Registrar, Gujarat High Court, Ahmedabad.
- The Secretary, Gujarat Civil Services Tribunal, Gandhinagar.
- The Secretary, Gujarat Subordinate Service Selection Board, Gandhinagar.
- The Secretary, Gujarat Panchayat Service Selection Board, Ahmedabad.
- The Accountant General, Gujarat, Ahmedabad/Rajkot.
- The Pay and Accounts Officer, Ahmedabad/Gandhinagar.
- The Resident Audit Officer, Gandhinagar.
- Director General, Sardar Patel Institute of Public Administration, Ahmedabad.
- All Departments of Secretariat.
- Computer Cell, General Administration Department, Sachivalaya, Gandhinagar
  For uploading the orders on Govt. Network/GR Book online.
- The Manager, Government Press, Gandhinagar.
  with a request to publish the notification in Gujarat     Government Extra ordinary Gazette and send two hundred copies to this department.
- The  Legislative and Parliamentary  Affairs Department, Sachivalaya, Gandhinagar.
  With a request to publish Gujarati Translation of Notification and send two hundred copies to this department.
- All Branches of General Administration Department.
- The Select file.
- By letter.