

नोट:-यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। वर्तमान में VMOU द्वारा आयोजित की जाने वाली RS-CIT मुख्य परीक्षा में इसका प्रश्न नहीं पूछे जायेंगे। इस पाठ्यक्रम के अंतर्गत से आप लर्नर को अनिश्चित प्रशिक्षण दे कर उन्हें डिजिटल मशीन बनाने में सक्षम कर सकते हैं।

Annexure - I

## Proposed RS-CIT Syllabus

### Table of Content

1. Introduction to Computers
  - 1.1. Introduction of Computer
  - 1.2. Benefit of Computer System
  - 1.3. Hardware & Software
  - 1.4. Uses of Computers
2. Computer System
  - 2.1. Starting a Computer
  - 2.2. Major Components of a Computer System
  - 2.3. Input Devices
  - 2.4. Output Devices
  - 2.5. Input / Output Devices
  - 2.6. Storage Devices/Media
  - 2.7. Checking a Computer System configuration
3. Exploring your computer
  - 3.1. Type of Desktop Operating System
  - 3.2. Graphical User Interface (GUI) - Desktop
  - 3.3. Windows/File Explorer
    - 3.3.1. Directory structure and paths
    - 3.3.2. Working with Files/Folders/Shortcuts
  - 3.4. Starting an Application
    - 3.4.1. WordPad
    - 3.4.2. Microsoft Paint
    - 3.4.3. Typing Practice
  - 3.5. Copy/Paste/Rename a File or Folder
  - 3.6. Scan a File/Folder with antivirus
4. Introduction to Internet
  - 4.1. What is Internet?
  - 4.2. How to connect/access Internet
    - 4.2.1. Modem
    - 4.2.2. ISP
  - 4.3. Type of Internet connectivity
    - 4.3.1. Wi-Fi
    - 4.3.2. Dialup
    - 4.3.3. Broadband

*[Handwritten signatures and initials]*

नोट: यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। वर्तमान में UVOU द्वारा अज्ञेयित भी जाने वाली RS-CIT मुख्य परीक्षा में हमारे प्राथमिक प्रश्न (प्रश्न) इस पाठ्यक्रम के मध्य में आय (अनंत) को अतिरिक्त प्रशिक्षण के रूप में डिजिटल सशक्त कर मानते हैं।

- 4.4. Opening a Website
  - 4.4.1. Uniform Resource Locator
  - 4.4.2. Domain Name System
  - 4.4.3. Web Browser
- 4.5. Searching the WEB
  - 4.5.1. Search Engines
  - 4.5.2. Wikipedia
- 4.6. E-Mail Creation
  - 4.6.1. Accessing E-Mail
  - 4.6.2. Sending E-Mail
  - 4.6.3. Various E-Mail Options (CC, BCC, Attachments etc.)
- 4.7. Some useful websites (In Rajasthan)
  - 4.7.1. State Government Portal
  - 4.7.2. RPSC Website application filing
  - 4.7.3. RTE Portal
- 5. Digital Payments and Platforms
  - 5.1. Online Banking
    - 5.1.1. Benefit of opening account
    - 5.1.2. Various services through online banking
    - 5.1.3. Process of opening account
      - 5.1.3.1. Jan Dhan Account
      - 5.1.3.2. Bhamashah Enabled Account
  - 5.2. Online payment Modes
    - 5.2.1. Credit Card Payment
    - 5.2.2. Debit Card Payment
    - 5.2.3. RuPay Card Payment
    - 5.2.4. Use of POS Machine
  - 5.3. Mobile Wallets
    - 5.3.1. Benefit of Mobile Wallets
    - 5.3.2. Mobile Wallet Service Providers
    - 5.3.3. BHIM
    - 5.3.4. SBI Buddy
    - 5.3.5. Unified Payment Interface (UPI)
    - 5.3.6. PayTM
    - 5.3.7. Free Charge

Handwritten signatures and initials: A, NB, FR, NR, Janda, Rana, WH, and others.

नोट-यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। चतुर्मान में VMOU द्वारा आयोजित की जाने वाली RS-CIT मूल्य परीक्षा में इससे प्रश्न नहीं पूछे जायेंगे, दश पाठ्यक्रम के माध्यम से आप जनता को अतिरिक्त प्रशिक्षण दे कर उन्हें डिजिटल सशक्त बन सकते हैं।

## 6. Internet Applications

### 6.1. E-Commerce

6.1.1. Rajasthan Online Store (eBazaar)

6.1.2. Online Shopping Websites

### 6.2. Social Networking Sites

6.2.1. Facebook

6.2.2. Twitter

### 6.3. E-Learning/Online Educations

6.3.1. MOOC

6.3.2. Livelihood Portal, Govt. of Rajasthan (livelihoods.rajasthan.gov.in)

6.3.3. eGyaan (egyaan.rajasthan.gov.in)

6.3.4. HTE Portal (hte.rajasthan.gov.in)

6.3.5. Free course available on IIT Websites

### 6.4. Other Open Resources Cloud Based Storage

6.4.1. Raj eVault

6.4.2. Google Drive / One Drive

### 6.5. Job Search and Registration

6.5.1. Employment Department

6.5.2. Private Websites (Naukri / Times Job etc.)

### 6.6. Online Application Submission

6.6.1. RPSC

6.6.2. RSMSSB

### 6.7. Digital Signing

6.7.1. e-Sign (Rajasthan)

6.7.2. Digital Signature

## 7. Digital Services for Citizens of Rajasthan

### 7.1. eGovernance in Rajasthan

### 7.2. Major eGovernance Initiatives – Program Details

#### 7.2.1. eMitra

7.2.1.1. Overview

7.2.1.2. List of Services through SSO

7.2.1.2.1. Through kiosk (Including ATAL SEWA KENDRA)

7.2.1.2.2. From Home

#### 7.2.2. Bhamashah Scheme

7.2.2.1. Introduction

7.2.2.2. Enrolment Process

7.2.2.3. Bhamashah Card

7.2.2.3.1. Family Card

7.2.2.3.2. Individual Card

नोट:-यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। वर्तमान में PMOU द्वारा आयोजित की जाने वाली RS-CIT मूक परीक्षा में इसमें प्रश्न नहीं पूछे जायेंगे। इस पाठ्यक्रम के मदद से आप लगे-लगे को अतिरिक्त प्रशिक्षण दे कर उन्हें डिजिटल मजदूर बन सकते हैं।

- 7.2.2.1. Direct Benefit Transfer
  - 7.2.3. Rajasthani Sam park
    - 7.2.3.1. Objectives
    - 7.2.3.2. Key Benefits
    - 7.2.3.3. Grievance redressal and monitoring mechanism process
  - 7.2.4. E-Public Distribution System (ePDS)
    - 7.2.4.1. Introduction
    - 7.2.4.2. How to avail benefit - Citizens
    - 7.2.4.3. Applying for Ration Card & E-Mitra/CSC
  - 7.2.5. Geographical information System (GIS)
    - 7.2.5.1. Introduction
  - 7.2.6. Bhamashah Swasthya Bima Yojana (BSBY)
    - 7.2.6.1. Objectives
    - 7.2.6.2. Benefits of BSBY
    - 7.2.6.3. Beneficiary of the Scheme
    - 7.2.6.4. Availing Benefits
  - 7.2.7. Bhamashah Rozgar Srujan Yojana (BRSY)
    - 7.2.7.1. Introduction
    - 7.2.7.2. Eligibility
    - 7.2.7.3. Applying for BRSY
- 8. Accessing Citizen Services In Rajasthan**
- B.1. Single Sign On (SSO) Facility
    - B.1.1. Purpose of SSO Facility
    - B.1.2. Creation of Citizen login
    - B.1.3. Application Tracking
  - B.2. Availing Citizen Services
    - B.2.1. E-Mitra Services through Web-Portal
      - B.2.1.1. Electricity/Water Bill Payment
      - B.2.1.2. Applying for Ration Card
      - B.2.1.3. Register in Employment Department
      - B.2.1.4. Paying fee in various University of Rajasthan
    - B.2.2. Bhamashah Scheme
      - B.2.2.1. Online Enrollment for Bhamashah Card
        - B.2.2.1.1. Citizen Registration
        - B.2.2.1.2. Citizen Enrollment
        - B.2.2.1.3. Linking Bank Account
        - B.2.2.1.4. Printing Acknowledgement Receipt
        - B.2.2.1.5. Adding Family Member
        - B.2.2.1.6. Uploading Document

Handwritten signatures and initials are present at the bottom of the page, including "AN", "MM", "Raj", "Raj", and "W".

नोट:-यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। वर्तमान में VMQOU द्वारा आयोजित की जाने वाली RS-CIT प्रथम परीक्षा में इससे प्रश्न नहीं पूछे जायेंगे। इस पाठ्यक्रम के पढ़ने से आप अनुर को आंतरिक शिक्षण ले कर उन्हें डिजिटल सक्षम बन सकते हैं।

- 8.2.2.1.7 Checking Card Status
- 8.2.2.1.8 Safety Concerns about Bhamashah
- 8.2.3. Rajasthan Sampark
  - 8.2.3.1. Lodging a Grievance
  - 8.2.3.2. Viewing Status of a Grievance
  - 8.2.3.3. Submit Feedback about Grievance
- 8.2.4. ePublic Distribution System (ePDS)
  - 8.2.4.1. Finding Ration Card Details
  - 8.2.4.2. Tracking Application Status
- 9. Exploring Common Citizen Centric Services
  - 9.1. AadarServices
    - 9.1.1. How to Enroll for Aadhar Card
    - 9.1.2. Aadhar Update
    - 9.1.3. How to link Aadhar with a Bank Account
    - 9.1.4. Safety concerns around Aadhar
  - 9.2. Income Tax Department Services
    - 9.2.1. Pan Card Application and Update
    - 9.2.2. Online ITR Filing
    - 9.2.3. Retrieving OLD ITR Filed
  - 9.3. Passport Seva Services
    - 9.3.1. Passport Application
  - 9.4. Ticket Booking Services
    - 9.4.1. Indian Rail
      - 9.4.1.1. Registration and Sign-in
      - 9.4.1.2. PNR Status Tracking
      - 9.4.1.3. Enquiry about Arrival/Departure of Ticket
      - 9.4.1.4. IRCTC Ticket Booking
      - 9.4.1.5. Cancelling a Ticket
    - 9.4.2. RSRTC
      - 9.4.2.1. Registration and Sign-In
      - 9.4.2.2. View bus schedule
      - 9.4.2.3. Ticket Booking
      - 9.4.2.4. Cancelling a Ticket
  - 9.5. National Voter's Service Portal
    - 9.5.1. Search for name in electoral roll
    - 9.5.2. Know your booth, AC and PC
    - 9.5.3. Apply online for registration of new voter
    - 9.5.4. Correction of entries in electoral roll
  - 9.6. LPG Services and subscriptions

सह: रिजल

मि

मि

मि

मि

NO

नोट: यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। वर्तमान में VMOU द्वारा आयोजित की जाने वाली RS-CIT मूल्य परीक्षा में इससे प्रश्न नहीं पूछे जायेंगे। इस पाठ्यक्रम के पढ़ने से आप चर्चर को आंतरिक प्रशिक्षण दे कर उन्हें डिजिटल ग्राहक कर सकते हैं।

- 9.6.1. Refill Booking
- 9.6.2. Checking the next delivery date
- 9.6.3. Online request for Distributor Change/ Closure of Connection

## 10. Working With Mobile Devices/Smartphones

- 10.1. Handheld Device Types
  - 10.1.1. CDMA
  - 10.1.2. GSM- GPRS/Edge/3G/VOLTE/4G
  - 10.1.3. Tablet
  - 10.1.4. Smartphone
  - 10.1.5. Phablets
- 10.2. Type of popular Mobile Operating System
  - 10.2.1. Android
  - 10.2.2. Windows
  - 10.2.3. iOS
- 10.3. Configuring Google Play on smartphone
  - 10.3.1. Install/Uninstall an APP on Android Phone
  - 10.3.2. Exploring App world
- 10.4. Checking Mobile specifications and Configuring essentials
- 10.5. Sharing files between Mobiles (Share it)
- 10.6. Using Google Map to find the path
- 10.7. Setting Panel
  - 10.7.1. Bluetooth/GPS/Mobile Data/Wi-Fi etc.
  - 10.7.2. Setting a screen lock/App lock
  - 10.7.3. Configuring a Mobile Hot Spot
- 10.8. Useful Apps for Rajasthan Citizens
  - 10.8.1. Rajasthan Sampark
    - 10.8.1.1. Installing Rajasthan Sampark Mobile App
    - 10.8.1.2. Services in Mobile App
  - 10.8.2. eMitra
    - 10.8.2.1. Installing eMitra Mobile App
    - 10.8.2.2. Services in Mobile App
  - 10.8.3. Bhamashah
    - 10.8.3.1. Installing Bhamashah Mobile App
    - 10.8.3.2. Services in Mobile App
  - 10.8.4. ePDS
    - 10.8.4.1. Installing ePDS Mobile App
    - 10.8.4.2. Services in Mobile App
  - 10.8.5. RajApp Center
    - 10.8.5.1. Installing RajApp Center Mobile App

नोट:-यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। वर्तमान में VMOU द्वारा आयोजित की जाने वाली RS-CIT मध्य परीक्षा में इसमें प्रश्न नहीं पूछे जायेंगे। इस पाठ्यक्रम के मदद से आर लर्नर को अतिरिक्त प्रशिक्षण दे कर उन्हें डिजिटल सक्षम बन सकते हैं।

#### 10.8.5.2. Apps in in RajApp Center

#### 10.9 Popular Apps

##### 10.9.1. WhatsApp

##### 10.9.2. File Manager

### 11. MS - Word

#### 11.1 Introduction to Word Processing and MS-Word

#### 11.2. Working with document

##### 11.2.1 Starting MS Word 2010 Application

##### 11.2.2 Creating & Saving a New File in MS Word 2010

##### 11.2.3. Opening MS Word file using GUI and Shortcuts

##### 11.2.4. Typing In MS-Word 2010

##### 11.2.5. Introduction to Font, Style, Color and Other Options

#### 11.3. Insert Menu

##### 11.3.1 Tables and Word Art

##### 11.3.2. Inserting Header & Footer

##### 11.3.3 Inserting Bookmark and Hyperlink

#### 11.4. Introduction to Paragraphs, Alignment, Bullets and Numbering

#### 11.5 Working with Graphics & Charts

#### 11.6. Working with various Tabs and options

### 12. MS - Excel

#### 12.1. Introduction to Excel

#### 12.2. Concept of Sheet and Workbook

#### 12.3. Basic Excel

#### 12.4. Sort & Filter

#### 12.5. Basic Formulas and Functions

#### 12.6. Creating Charts

### 13. MS PowerPoint

#### 13.1. Introduction to MS PowerPoint

#### 13.2. Creating Slides via Templates, Wizard, Blank Slide

#### 13.3. Insert Menu

#### 13.4. Changing Background of a Presentation

#### 13.5. Building a Presentation

#### 13.6. Slide Show

#### 13.7. Various Tabs and Options

नोट -यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है। वर्तमान में VMOU द्वारा अधीनस्थ की जाने वाली RS-CIT मुख्य परीक्षा में इससे प्रश्न नहीं पूछे जायेंगे। इस पाठ्यक्रम के माध्यम से आप लर्नर को अनिश्चित प्रशिक्षण दे कर उन्हें डिजिटल मशकत कर सकते हैं।

#### 14. Cyber Security and Awareness

- 14.1. Type of Cyber Threats
- 14.2. How to Identify Safe Websites/Portals/APPs
- 14.3. Secure Seals (Verisign/Frust pay etc.)
- 14.4. Secure Browsing Habits and Mailing Etiquettes
- 14.5. Social, Legal and ethical aspect of IT

#### 15. Managing Your Computer

- 15.1. Creating a User Login for windows
- 15.2. Setting up a rescue point
- 15.3. Installing/Uninstalling a program
- 15.4. Installation of a Network Printer
- 15.5. Configuring Microsoft Outlook with your E-Mail
- 15.6. Hiding a file/Folder, viewing Hidden files
- 15.7. Locking a file/folder with a password

#### 16. Getting More from your computer

- 16.1. CD/DVD Writing/Burning
- 16.2. Printing a file using your computer
- 16.3. Saving data to/from Pen-drive/USB
- 16.4. Screen Projection using LCD Projector/Screen
- 16.5. Transfer of data between PC and Mobile
- 16.6. Image Editing using inbuilt software
- 16.7. Saving MS Office document into PDF format

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left and several smaller initials and signatures in the center and right.