

नोट:-यह एक RS-CIT का प्रस्तावित पाठ्यक्रम है |वर्तमान में VMOU द्वारा आयोजित की जाने वाली RS-CIT मुख्य परीक्षा में इससे प्रश्न नहीं पूछे जायेंगे| इस पाठ्यक्रम के मदद से आप लर्नर को अतिरिक्त प्रशिक्षण दे कर उन्हें डिजिटल सशक्त 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

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- 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

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## 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 (egyan.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

महेश शर्मा  
NK  
MR  
V

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- 7.2.2.4. Direct Benefit Transfer
  - 7.2.3.Rajasthan Sampark
    - 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 at E-Mitra/CSC
  - 7.2.5.Geographical information System (GIS)
    - 7.2.5.1. Introduction
  - 7.2.6.BhamashahSwasthyaBimaYojana (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. AvailingBenefits
  - 7.2.7.BhamashahRozgarSrujanYojana (BRSY)
    - 7.2.7.1. Introduction
    - 7.2.7.2. Eligibility
    - 7.2.7.3. Applying for BRSY
- 8. Accessing Citizen Services in Rajasthan**
- 8.1. Single Sign On (SSO) Facility
    - 8.1.1.Purpose of SSO Facility
    - 8.1.2.Creation of Citizen login
    - 8.1.3.Application Tracking
  - 8.2. AvailingCitizen Services
    - 8.2.1.eMitra Services through Web-Portal
      - 8.2.1.1. Electricity/Water Bill Payment
      - 8.2.1.2. Applying for Bonafied Certificate
      - 8.2.1.3. Register in Employment Department
      - 8.2.1.4. Paying fee in various University of Rajasthan
    - 8.2.2.Bhamashah Scheme
      - 8.2.2.1. Online Enrollment for Bhamashah Card
        - 8.2.2.1.1. Citizen Registration
        - 8.2.2.1.2. Citizen Enrollment
        - 8.2.2.1.3. Linking Bank Account
        - 8.2.2.1.4. Printing Acknowledgement Receipt
        - 8.2.2.1.5. Adding Family Member
        - 8.2.2.1.6. Uploading Document

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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. AadharServices

9.1.1.How to Enroll for Aadhar Card

9.1.2.AadharUpdation

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 Updation

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

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- 9.6.1.Refill Booking
- 9.6.2.Checking the past delivery data
- 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
    - 10.8.1.1.1. Installing Rajasthan Sampark Mobile App
    - 10.8.1.1.2. 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

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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

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#### 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/Trust 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 restore 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

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