

**FURTHER DETAILS REGARDING MAIN TOPICS OF  
PROGRAMME NO. 07/2013 (Item No. 8)  
FINANCIAL ASSISTANT  
VARIOUS DEPARTMENTS  
(CATEGORY NO. 97/2012)**

**Part I** (a) - Kerala Service Rules  
(b) - Kerala Financial Code  
(c) - Kerala Treasury Code

**Part II** (a) - Kerala Account Code  
(b) - Indian Audit and Accounts  
(c) - Kerala Budget Manual

**Part III - Public Works Code**

**Part IV . മലയാളം (ഭരണ ഭാഷാ പരിചയം)**

വ്യാകരണം- ഭാഷയിലെ ശരിയായ പ്രയോഗം- ശരിയായ പദം- ശൈലി-  
അർത്ഥം- അർത്ഥവ്യത്യാസം- വിപരീതപദം- പദസംയോഗം- തുടങ്ങിയവ

**Part V. General English**

Grammar- Agreement of Subject and Verb- Confusing Adjectives and Adverbs-  
Comparison of Adjectives- Correct usage of Articles- Prepositions- Direct and  
Indirect Speech- Active and Passive Voice- Correction in Sentences-Etc  
Vocabulary- Gender- Singular and Plural- Synonyms- Antonyms- One word  
Substitutes- Problem concerning words- Idioms and their meanings-Etc

**Part VI. Constitution of India**

Basic Facts-Features-Citizenship- Fundamental Rights & Duties- Directive  
Principle-Union Government- Legislature- State Executive - Union Territories-  
Apex Courts- Comptroller and Auditor General- Public Service Commissions and  
Other Important Offices- Important Amendments- Etc.

**Part VII. Civil Rights**

Rights- Right to Education- Human Rights- Human Rights Commission- Right to  
Information- Information Commission- Social Audit- Lokayukta- Ombudsman-  
Women Empowerment- Women's Commission- Legislation against Child Labour  
and Atrocities against women and Scheduled Castes and Scheduled Tribes- Etc.

## **Part VIII. Civil Rights**

History of India- Period from 1857 to 1947- National Movement- Etc.

## **Part IX. Renaissance of Kerala**

Important Events/ Movements/Leaders

Brahmananda Swami Sivayogi, Chattampi Swami, Sree Narayana Guru, Vagbhatananda, Thycaud Ayya, Ayya Vaikundar, Poikayil Yohannan (Kumara Guru), Ayyankali, Pandit Karuppan, Mannathu Padmanabhan, V.T.Bhattathirippad, Dr. Palpu, Kumaranasan, Vakkom Moulavi, Blessed Kuriakose Elias Chavara, Etc

## **Part X. Information Technology and Cyber Laws**

Fundamentals of Computers- Internet Etc- Cyber Laws

***NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.***