

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO.5/2014 (Item No.21 & 22)**

**VOCATIONAL INSTRUCTOR IN
GENERAL INSURANCE**

VOCATIONAL HIGHER SECONDARY EDUCATION

(CATEGORY NO. 599/2012 & 600/2012)

Part I : Business Insurance & Commerce

1. Business - Meaning- Characteristics- Branches of business - Industry- Commerce- Types of Industry -Commerce- Trade- Aids to trade Functions of Commerce.
2. Service Sectors in Business - Banks - Types of Banks - Functions of Commercial Bank- Types of Deposits - Types of lending agency Service, General utility service- New trends in banking sector - e-banking- ATM - Debit Card- Credit Card etc.,
3. Risk in business- Meaning- Types of risks - Causes of Risk - Insurable and non insurable - Different types of Insurance Policies.
4. Principles of Insurance - Insurable interest, utmost good faith, Indemnity, subrogation, Contributions
5. Types of insurance- Motor- Life- Burglary- Motor- Marine Engineering - Rural etc.,
6. New trends in Commerce- Share, Debenture, Exchange rate, Reporate-Bull-Bear, Boom- Depression

Part II : Word Processing & Type writer mechanism

1. Word Processing:- Classification of Computer Systems, Data Processing, System Input Devices, Output Devices, Internet (Basic things)
2. Typewriter Mechanism:- Types of Typewriter, Parts of Typewriter, Functions of Typewriter, Keyboard (Keys) Movements of Typewriter.

Part III : General Knowledge , Current Affairs, India-National Movement and Renaissance in Kerala

General Knowledge

Geography of India- Physical Features- Climate-
Soils- Rivers- Famous Sites -Etc

Demography- Economic and Social Development-Poverty Alleviation-Economy and
Planning-Etc

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

Current Affairs

Important World, National and Regional Events related to the Political and Scientific
fields, Sports, Cinema and Literature etc.

Facts-about Kerala

Geographical Facts- Physical Features- Climate-Soils- Rivers- Famous Sites –
Etc.

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

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.