

**DETAILED SYLLABUS FOR THE MAIN EXAMINATION OF  
SECRETARY LOCAL SELF GOVERNMENT INSTITUTIONS IN  
LOCAL SELF GOVERNMENT (ERA) DEPARTMENT  
(Cat.No. 571/2023)**

<b>PAPER I – GENERAL STUDIES</b>	<b>100 Marks</b>
<b>PAPER II - FUNDAMENTALS OF LOCAL GOVERNANCE AND DEVELOPMENT</b>	<b>100 Marks</b>

## PAPER - I

### Distribution of Marks and Detailed Syllabus

I. General Knowledge		
i. History		10
ii. Geography		10
iii. Indian Constitution		15
iv. Life Science and Public Health		10
v. Physics		5
vi. Chemistry		5
II. Current Affairs		15
III. Simple Arithmetic, Mental Ability and Reasoning		10
IV. General English		10
V. Regional Language (Malayalam, Kannada, Tamil)		10

## Detailed Syllabus

### **I. GENERAL KNOWLEDGE**

#### **(i) HISTORY (10 Marks)**

- **KERALA** - Arrival of Europeans-Contributions of Europeans- History of Travancore from Marthanda Varma to Sree Chithirathirunnaal- Social and Religious Reform movement- National movement in Kerala- Literary Sources of Kerala History- United Kerala Movement- Political and Social History of Kerala after 1956.
  
- **INDIA** – Political History- Establishment of the British- First War of Independence – Formation of INC- Swadeshi Movement- Social Reform movement- Newspapers - Literature and Arts during the freedom struggle –Independence Movement & Mahathma Gandhi - India's independent – Post independent period - State reorganization – Development in Science, Education, and Technology – Foreign policy.
  
- **WORLD** – Great Revolution in England- American War of Independence – French Revolution- Russian Revolution – Chinese Revolution- Political History after Second World War- UNO and other International Organizations

#### **ii) GEOGRAPHY (10 Marks)**

Basics of Geography – Earth Structure – Atmosphere, Rocks, Landforms, Pressure Belt and Winds, Temperature and Seasons, Global Issues- Global Warming- Various forms of Pollution, Maps- Topographic Maps and Signs, Remote Sensing – Geographic Information System, Oceans and its various movements – Continents, – Nations and their specific features.

**INDIA** – Physiography- States and its features, Northern Mountain Region, Rivers, Northern Great Plain, Peninsular Plateau, Coastal Plain, Climate – Natural Vegetation - Agriculture – Minerals and Industries- Energy Sources, Transport system – Road- Water- Railways- Air.

**Kerala** – Physiography- Districts and its features - Rivers- Climate – Natural Vegetation - Wild life - Agriculture and research centers – Minerals and Industries - Energy Sources - Transport system – Road - Water- Railway- Air

**(iii) INDIAN CONSTITUTION (15 Marks)**

Constituent Assembly-Preamble-Citizenship- Fundamental Rights, Writs -Habeas Corpus, Mandamus, Prohibition, Certiorari and Quo warranto. Directive Principles of State Policy- Fundamental Duties- Structure of Governments- Union Executive, Parliament and Judiciary- State Executive, Legislature and Judiciary- Local Self Government Institutions (LSGIs)- Important Constitutional Amendments (42, 44, 52, 73, 74, 86, 91, 97, 101, 102, 103, 104)- Constitutional Authorities and their functions - Comptroller and Auditor General, Attorney General, Advocate General, Election Commission of India, State Election Commission, Union Public Service Commission, State Public Service Commission- Finance Commission- State Finance Commission- GST Council- Distribution of legislative powers- Union List- State List- Concurrent List- Services under the Union and the States- Tribunals-National Commission for Scheduled Castes- National Commission for Scheduled Tribes-National Commission for Backward Classes- Official Language- Regional Languages-Language of the Supreme Court, High Courts, etc-Special directives relating to languages

**(iv) Life Science and Public Health (10 Marks)**

1. Basic facts of Human Body
2. Vitamins and Minerals and their Deficiency Diseases
3. Communicable Diseases and Causative Organisms, Preventive and Remedial Measures
4. Kerala – Welfare activities in Health Sector
5. Lifestyle Diseases.
6. Basic Health Facts
7. Environment and Environmental Hazards

**(v) Physics (5 Marks)**

- 1) Branches of Physics –Matter - Units, Measurements - Physical Quantities.
- 2) Motion - Newton’s Laws of Motion - Third law – Momentum - Projectile Motion - Uses of Third Law - Achievements in space missions in India-ISRO.

- 3) Light- Lens, Mirrors - Problems based on  $r = 2f$  - Different phenomena of Light - Rainbow - Colours of different materials - Electromagnetic Spectrum – IR rays- UV rays - X rays - Photoelectric Effect.
- 4) Sound - Different types of Waves - Velocity of Sound in different media - Resonance – Reverberation.
- 5) Force - Different types of Forces – Friction - Advantages and disadvantages of Friction - Liquid Pressure - Buoyant Force – Archimedes Principle - Pascal’s law – Density - Relative density- Adhesive Cohesive forces- Capillarity - Viscous force - Surface tension.
- 6) Gravitation - Centripetal Force - Centrifugal Force - Escape Velocity, Satellites - Escape Velocity - Weight Mass - value of ‘g’- 'g' in different places.
- 7) Heat - Temperature - Different types of thermometers – Humidity - Relative Humidity.
- 8) Work - Energy - Power - Simple problems relating to Work, Energy, Power, Levers - Different types of Levers.

**(vi) Chemistry (5 Marks)**

1. Atom – Molecule - States of Matter – Allotropy - Gas laws - Aqua regia.
2. Elements - Periodic Table-Metals & Non metals-Chemical Physical changes- Chemical reactions-Solutions, Mixtures, Compounds.
3. Metals-Non metals – Alloys – Acids, Bases - pH value - Alkaloids.

**II. Current Affairs (15 Marks)**

**III. Simple Arithmetic, Mental Ability and Reasoning**

**(i). Simple Arithmetic (5 Marks)**

1. Numbers and Basic Operations
2. Fraction and Decimal Numbers
3. Percentage
4. Profit and Loss
5. Simple and Compound Interest
6. Ratio and Proportion
7. Time and Distance
8. Time and Work
9. Average
10. Laws of Exponents

11. Mensuration
12. Progressions

**(ii). Mental Ability & Reasoning (5 Marks)**

1. Series
2. Problems on Mathematical Signs
3. Verifying Positions.
4. Analogy- Word Analogy, Alphabet Analogy, Number Analogy
5. Odd man out
6. Numerical Ability
7. Coding and Decoding
8. Family Relations
9. Sense of Direction
10. Time and Angles
11. Time in a clock and its reflection
12. Date and Calendar
13. Clerical Ability

**IV. GENERAL ENGLISH**

**i. English Grammar (5 Marks)**

- Types of Sentences and Interchange of Sentences.
- Different Parts of Speech.
- Agreement of Subject and Verb.
- Articles - Definite and Indefinite Articles.
- Uses of Primary and Modal Auxiliary Verbs
- Question Tags
- Infinitive and Gerunds
- Tenses
- Tenses in Conditional Sentences
- Prepositions
- The Use of Correlatives
- Direct and Indirect Speech
- Active and Passive voice

- Correction of Sentences
- Degrees of Comparison

## ii Vocabulary (5 Marks)

- Singular & Plural, Change of Gender, Collective Nouns
- Word formation from other words and use of prefix or suffix
- Compound words
- Synonyms
- Antonyms
- Phrasal Verbs
- Foreign Words and Phrases
- One Word Substitutes
- Words often confused
- Spelling Test
- Idioms and their Meanings
- Expansion and meaning of Common Abbreviations

## V. REGIONAL LANGUAGE (10 Marks)

### Malayalam

1. പദശുദ്ധി
2. വാക്യശുദ്ധി
3. പരിഭാഷ
4. ഒറ്റപ്പദം
5. പര്യായം
6. വിപരീത പദം
7. ശൈലികൾ പഴഞ്ചൊല്ലുകൾ
8. സമാനപദം
9. ചേർത്തൊഴുതുക
10. സ്ത്രീലിംഗം പുല്ലിംഗം
11. വചനം
12. പിരിച്ചെഴുതൽ
13. ഘടക പദം (വാക്യം ചേർത്തൊഴുതുക)

### Kannada

1. Word Purity / Correct Word

2. Correct Sentence
3. Translation
4. One Word / Single Word / One Word Substitution
5. Synonyms
6. Antonyms
7. Idioms and Proverbs
8. Equivalent Word
9. Join the Word
10. Feminine Gender, Masculine Gender
11. Number
12. Sort and Write

## **Tamil**

- 1) Correct Word
- 2) Correct Structure of Sentence
- 3) Translation
- 4) Single Word
- 5) Synonyms
- 6) Antonyms / Opposite
- 7) Phrases and Proverbs
- 8) Equal Word
- 9) Join the Word
- 10) Gender Classification – Feminine, Masculine
- 11) Singular, Plural
- 12) Separate
- 13) Adding Phrases

**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.**



## **PAPER - II**

### **FUNDAMENTALS OF LOCAL GOVERNANCE AND DEVELOPMENT**

**(Total - 100 Marks)**

#### **Distribution of Marks and Detailed Syllabus**

<b>Indian Polity</b>	<b>15 Marks</b>
<b>Indian Economy</b>	<b>15 Marks</b>
<b>Rural Development in India</b>	<b>15 Marks</b>
<b>Democratic Decentralisation</b>	<b>15 Marks</b>
<b>Decentralized Planning</b>	<b>12 Marks</b>
<b>Concepts of Grassroots Level Development</b>	<b>12 Marks</b>
<b>Urban Governance</b>	<b>8 Marks</b>
<b>E- Governance</b>	<b>8 Marks</b>

#### **Indian Polity (15 Marks)**

Evolution of Indian polity- Features of British rule in India -Major events and leaders of the national movement-Administrative organisation under the British rule- Formation of the Indian government- Constituent Assembly- Architects of the Indian Constitution - Local Self Governance and Indian Constitution

#### **Indian Economy (15 Marks)**

Impact of colonisation-Indian economy during the British rule- Conditions of the Indian people and society under colonial rule- Planned economic development in India- Planning Commission- Five-year Plans-Economic Liberalisation-Impact of economic liberalisation- Growth of the Indian economy- Contribution of different sectors of the economy- Primary, secondary and tertiary sectors

#### **Rural Development in India (15 Marks)**

Principles of rural development- Rural development initiatives in India during pre-independence period-Experiments of Mahatma Gandhi, Rabindra Nath Tagore etc- Major rural development initiatives during post- independence period-Community Development, National Extension Scheme, Integrated Rural Development Programme, Employment programmes, Women and child development programmes, MGNREGS- Current rural development programmes

in India in sectors like housing, drinking water, rural connectivity, role of local government institution in rural development

### **Democratic Decentralisation (15 Marks)**

Concept and principles of democratic decentralisation- Importance of decentralised planning-Attempts towards democratic decentralisation in India- Structure of Panchayati Raj system in ancient India- Major legislations for democratic decentralisation-Constitutional amendments for democratic decentralisation- Features of the Constitutional Amendments for decentralisation- Structure and functions of Panchayati Raj Institutions and Urban Local Governments.

### **Decentralized Planning (12 Marks)**

Concepts and importance of decentralised planning - Principles of participatory planning- Participatory planning campaign in Kerala- Decentralized Planning Process followed in Kerala - Role of Gramasabhas- Process of formulating local level development plans- Functions of District Planning Committee - Sectoral Plans - Special Component Plans - Tribal plans- Achievements of decentralised planning in Kerala

### **Concepts of Grassroots Level Development (12 Marks)**

Concepts of sustainable development- Gender concerns in development- Gender equity- Gender budgeting- Inclusive development- Poverty alleviation- Development and welfare of differently abled persons-Geriatric care- Welfare economy- Women empowerment- Social capital development- Self Help Groups and thrift- Rural economy in India and Kerala- Local economic development- Rural enterprises- Rural data bases for development planning

### **Urban Governance (8 Marks)**

Urbanisation: Concepts -Trends of urbanization in India- Principles of urban planning and management- Emerging issues in urban development in India and Kerala - Structure and functions of urban local government- Urban development policies- Urban development programmes - Citizen services, citizen amenities- Principles of good urban governance

### **E- Governance (8 Marks)**

Concept of e- governance- computerisation of local governance- Major e-governance programmes in India- Advantages of e- governance- Management Information Systems- Decision Support Systems- Expert Systems

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