

purchasing policies, budgets, methods of purchasing, buying factors, source selection, source development, make or buy decision.

Module VIII: (6 Marks)

Legal aspects of purchasing, imports and exports policy, lead time analysis, purchasing and quality assurance. International purchasing, Purchasing procedures and records: Requisition, purchases order follow up and expediting systems, receipt and inspection.

Module IX: (6 Marks)

Stores management and Control: Stores and Stores organization: Organization of stores location and layout of stores, Relevant factors in design of stores. Functions of stores keeping, stores records and procedures

Module X: (6 Marks)

Types of stores-Stock verification-types, process. Obsolete, surplus and scrap management. Standardization and variety reduction- Classification, coding and codification system

PART II : COMPUTER APPLICATIONS (20 Marks)

Module 1: Computer fundamentals and Operating Systems

Basic components of computers and computer terminology – Applications of computer, e-governance, multimedia etc. Concept of Hardware and Software - Block diagram - functional units - Input, Output, Memory, CPU. (1 Mark)

IO-Devices - Familiarization of IO-Devices - Keyboard, mouse (optical, wireless), scanners – Monitor - Type of monitors(LED,TFT)-Pixel, Resolution - LCD projector – Printers -Type of printers - Dot matrix, Inkjet, Laser, Thermal. Memory - Primary memory - RAM, ROM, Flash memory - Secondary Storage - Hard disk - concept of track, sector, cylinder, Storage capacity, SMART(concept only), Hard disk types - SATA,SCSI, SAS - Optical storage devices - CD, DVD - Flash disk.

CPU – Microprocessor - concept of ALU and control unit - familiarization of latest processors (Intel, AMD etc.), Multi core processors – Wordlength , Clock Speed,Concept of Cache memory. (2 Marks)

Windows - GUI based operating system - File Management

Operating system Overview – Definition - Functions-as a resource manager, as an Interface - CUI,GUI - Structure of OS - Kernel, Shell - POST and Bootstrapping.

Windows - Shell commands - (DATE, TIME, DIR, COPY, REN, DEL,MD, CD, RD, TYPE), Files and Folder manipulation - create, copy, move, rename, delete - Sharing of folder and printer - Managing user accounts. (1 Mark)

Linux-Concept of open source software –GNU/Linux – Different distribution of Linux - Features of Linux - login, Shell commands in linux (ls, date, cp, mv, rm, mkdir, rmdir, cd, cat, man, who) - Files and folder manipulation in Linux GUI - User management - Concept of Linux directory structure. Comparison of Windows and Linux operating systems.

(1 Mark)

(5 Marks)

Module 2: Office Automation Packages

Elements of Word Processing - Document creation saving, editing, insertion of tables etc. in document

Introduction – Menu – Tool bar – Document – creation, editing, saving, opening- Text – editing , deleting, inserting, selection, moving, copying, converting case, find & replace, redo/undo - Formatting document – paragraph formatting – applying styles , header and footer, bullets and numbering, format painter ,line spacing – page layout – numbering pages - inserting section break – spell check - news paper column - Printing Document - page setup, inserting picture

Tables - creation, editing, formatting, insertion, merging, splitting rows and columns, document with tables. Mail merge and template creation.

Malayalam computing -Familiarization of Malayalam fonts, Malayalam Transliteration, Enabling Malayalam in Windows and Linux. (2 Marks)

Spreadsheets -Office Packages - Create, save, and effectively work with Spreadsheets including formulae and chart - Cell manipulation, Insertion and deletion of rows, columns, chart, graphs, function etc.

Electronic spreadsheet features, work book, work sheet, menu, cells - entering data, text, functions – selecting cell – ranges- saving work sheet- editing work sheet data – copying , cut & paste - inserting , deleting rows, columns, cell ranges- find and replace data – Formatting work sheet – Changing column width, row height , aligning data – controlling text within a cell - changing font size, style - applying border, pattern styles.

Charts - different types - titles and legend, saving , moving and copying between sheets.

Formulas, functions - entering formulas- cell references –functions (sum, average, if, count, max, min, sin, sumif, hyperlink) - working with range names

Printing – print preview - setting print area - headers and footers- inserting, removing page break - cell protection, freezing columns - data - auto filter, sorting - hiding and displaying data .

(1

Mark)

Presentation Software -Create, save and work on presentation software -Demonstrate Presentation Software like Power Point

Create presentation with back ground – inserting pictures and images - change position or lay out of pictures – Apply 3D effect, shadows, back ground fill colors, textures and pattern. – multimedia – insert sounds and movies - slide transition - introduce animated objects.

Slide show set up - insert navigation to slides- presentations and URL's – apply and edit timings – create a customized slide show.

(1 Mark)

DTP -Desktop publishing software and its functionality - working with publication, new publication, opening a publication, drawing tools- grouping and ungrouping, control palette, power pasting, paste multiple, Importing graphics, place commands, cropping tools, text tools – adding, changing and manipulating text – importing text– placing text, threaded text, master pages, character specification and paragraph specification. (1

Mark)

(5 Marks)

Module 3 : Networking and Internet

Concepts of computer network - need and advantages -concept of LANs & WANs - serial & parallel data transmission – networking components-wired & wireless - Transmission media-bounded and unbounded media - UTP cables, fiber optic, microwave & satellite link -NIC cards, Ethernet port ,switches, Modems –

Concept of IP addresses , subnet mask.

Infrastructure - Awareness on LAN, WAN Infrastructure and its components - Installation and configuration of peripherals such as printers, scanners, projectors etc. - Awareness on Installation of software, virus scan -Awareness on Data Centre, BCP, DR and its major components

(1

Mark)

Internet -Introduction to Internet, WWW and Web browsers, searching content etc - Cookies, caches, history etc.

Internet Basics - URL, Domain - concept of DHCP, DNS, router & gateway. Internet Access methods (DSL, Cable, wireless[WiFi], FTTH) - WWW - Web protocols (HTTP, HTTPS, FTP) – Internet configuration – Linux & Windows - Concept of firewall, Proxy server, Web server.

Introduction to Hyper Text Mark-up Language - Concepts of HTML, The structure of a HTML page.

(1 Mark)

Email & Search Engines - Browsers - different browsers, managing web browser , Options and settings , plugins - Search engines - search techniques (site, type, date, range, domain, country etc) - downloading and saving web documents - download managers - Instant messengers - ftp client software(Cute FTP, FileZilla etc)

Email - email id creation,compose,attach,send,inbox,spam,trash,CC,BCC,addressbook,reply& forward ,

searching - Blog creation.

Introduction to Web Forms (Familiarization of Online Forms like PSC application, E-grantz, Keralapsc.org,mvd.org)

(1

Mark)

WEB Utilities-Communication and collaboration tools like Skype, Google docs/sheets etc. - Emails, messaging,

Use of Calendars and meeting management using Calendars - Awareness on Cyber Security Act and IT Act

Font Installation in windows and Linux (including Malayalam) - Concept of Unicode.

File formats (html,Jpeg,GIF,tiff,bmp,avi,mp3,mp4,3gp,doc,zip,tar,swf,flv etc.) - File conversion utilities

(eg:-DOC to PDF, HTML to DOC, RTF to PDF etc) - Web Documents – PDF document creation ,Google Docs.

Video conferencing - WEB Cam & Microphone, Concept of Web Casting - Anti virus software - DVD Burning using software like Nero , CD/DVD creator in Linux etc.

Concept of Cyber security (phishing, id theft, spoofing, Denial of Service etc) and Cyber laws.

Image Editing - image resize, crop, rotate etc using paint/GIMP/Photoshop or any other software.

Mobile Technology- Mobile Operating Systems-Android,ios,windows-Different versions, Mobile Apps

Online Store- Google Play store, Apple play store, Microsoft store etc

Online Products- calendar, Docs, Drawings, Drive, Forms, Groups, Sheets, Slides

(2

Marks)

(5 Marks)

Module 4: PC Hardware, Database and Tally

PC Hardware -Identification of Hardware components - motherboard, processor, memory (DDR3,DDR4), HDD, DVD writer, Graphic system(AGP,PCI Express) - SMPS - NIC Ports - parallel, USB, PS/2, audio ports, Ethernet. Device Driver installation (Printers, scanners)

Device connectivity - Ethernet, Bluetooth, wireless, mobile connectivity, modem.Sample system specification for home, office and special purpose computers. (2 Marks)

OS Installation -Configuring system - Hard disk Partitioning – formatting - CMOS setup – Display and audio configuration. Case study of OS installation (windows, Ubuntu Linux) - Service pack - OS updation - concept of boot loader - software installation (1 Mark)

Database Concepts-Introduction to database, tables, data types, fields, rows, columns ,tuples, attributes– Introduction to mysql - creation of a database and tables - adding , editing, deleting and saving data , displaying data. (1 Mark)

Tally.ERP9 based Accounting -Accounting basics-Familiarisation of tally menus-configuring tally – Ledger creation/editing – Voucher Entry – corrections –Voucher types – report generation - Printing - Bank reconciliation. (1 Mark)

Introduction to Digital Financial Services - Introduction to Internet based financial services and awareness of various schemes of Govt. of India. Awareness of various Digital Financial services modes (like net banking, mobile banking etc.) (1 Mark)

(5 Marks)

PART III : GENERAL ENGLISH (10 Marks)

i. English Grammar (10 Marks)

1. Types of Sentences and Interchange of Sentences.
2. Different Parts of Speech.
3. Agreement of Subject and Verb.
4. Articles - Definite and Indefinite Articles.
5. Uses of Primary and Modal Auxiliary Verbs
6. Question Tags
7. Infinitive and Gerunds
8. Tenses
9. Tenses in Conditional Sentences
10. Prepositions
11. The Use of Correlatives
12. Direct and Indirect Speech
13. Active and Passive voice
14. Correction of Sentences
15. Degrees of Comparison

ii Vocabulary (10 Marks)

1. Singular & Plural, Change of Gender, Collective Nouns
2. Word formation from other words and use of prefix or suffix
3. Compound words
4. Synonyms
5. Antonyms
6. Phrasal Verbs
7. Foreign Words and Phrases
8. One Word Substitutes
9. Words often confused
10. Spelling Test
11. Idioms and their Meanings
12. Expansion and meaning of Common Abbreviations

PART IV : GENERAL KNOWLEDGE & CURRENT AFFAIRS

(10 Marks)

I. RENAISSANCE IN KERALA

TOWARDS A NEW SOCIETY

Introduction to English education - various missionary organisations and their functioning- founding of educational institutions, factories, printing press etc.

EFFORTS TO REFORM THE SOCIETY

(A) Socio-Religious reform Movements

SNDP Yogam, Nair Service Society, Yogakshema Sabha, Sadhu Jana Paripalana Sangham, Vaala Samudaya Parishkarani Sabha, Samathwa Samajam, Islam Dharma Paripalana Sangham, Prathyaksha Raksha Daiva Sabha, Sahodara Prasthanam etc.

(B) Struggles and Social Revolts

Upper cloth revolts. Channar agitation, Vaikom Sathyagraha, Guruvayoor Sathyagraha, Paliyam Sathyagraha. Kuttamkulam Sathyagraha, Temple Entry Proclamation, Temple Entry Act .Malyalee Memorial, Ezhava Memorial etc.

Malabar riots, Civil Disobedience Movement, Abstention movement etc.

ROLE OF PRESS IN RENAISSANCE

Malayalee, Swadeshbhimani, Vivekodayam, Mithavadi, Swaraj, Malayala Manorama, Bhashaposhini, Mathnubhoomi, Kerala Kaumudi, Samadarsi, Kesari, AI-Ameen, Prabhatham, Yukthivadi, etc

AWAKENING THROUGH LITERATURE

Novel, Drama, Poetry, *Purogamana Sahithya Prasthanam, Nataka Prashtanam*, Library movement etc

WOMEN AND SOCIAL CHANGE

Parvathi Nenmenimangalam, Arya Pallam, A V Kuttimalu Amma, Lalitha Prabhu.Akkamma Cherian, Anna Chandi, Lalithambika Antharjanam and others

LEADERS OF RENAISSANCE

Thycaud Ayya Vaikundar, Sree Narayana Guru, Ayyan Kali.Chattampi Swamikal, Brahmananda Sivayogi, Vagbhadananda, Poikayil Yohannan(Kumara Guru) Dr Palpu, Palakkunnath Abraham Malpan, Mampuram Thangal, Sahodaran Ayyappan, Pandit K P Karuppan, Pampadi John Joseph, Mannathu Padmanabhan, V T Bhattathirippad, Vakkom Abdul Khadar Maulavi, Makthi Thangal, Blessed Elias Kuriakose Chaavra, Barrister G P Pillai, TK Madhavan, Moorkoth Kumaran, C. Krishnan, K P Kesava Menon, Dr.Ayyathan Gopalan, C V Kunjuraman, Kuroor Neelakantan Namboothiripad, Velukkutty Arayan, K P Vellon, P K Chathan Master, K Kelappan, P. Krishna Pillai, A K Gopalan, T R Krishnaswami Iyer, C Kesavan. Swami Ananda Theerthan , M C Joseph, Kuttippuzha Krishnapillai and others

LITERARY FIGURES

Kodungallur Kunhikkuttan Thampuram, KeralaVarma Valiyakoyi Thampuram, Kandathil Varghesc Mappila. Kumaran Asan, Vallathol Narayana Menon, Ulloor S Parameswara Iyer, G Sankara Kurup, Changampuzha Krishna Pillai, Chandu Menon, Vaikom Muhammad Basheer. Kesav Dev, Thakazhi Sivasankara Pillai, Ponkunnam Varky, S K Pottakkad and others

II. GENERAL KNOWLEDGE AND CURRENT AFFAIRS

Salient Features of Indian Constitution

Salient features of the Constitution - Preamble- Its significance and its place in the interpretation of the Constitution.

Fundamental Rights - Directive Principles of State Policy - Relation between Fundamental Rights and Directive Principles - Fundamental Duties.

Executive - Legislature - Judiciary - Both at Union and State Level. - Other Constitutional Authorities.

Centre-State Relations - Legislative - Administrative and Financial.

Services under the Union and the States.

Emergency Provisions.

Amendment Provisions of the Constitution.

Social Welfare Legislations and Programmes

Social Service Legislations like Right to Information Act, Prevention of atrocities against Women & Children, Food Security Act, Environmental Acts etc. and Social Welfare Programmes like Employment Guarantee Programme, Organ and Blood Donation etc.

CURRENT AFFAIRS

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.