

**DETAILED SYLLABUS FOR SELECTION TO THE POST OF COMPUTER  
ASSISTANT GRADE II (KANNADA)  
LAW DEPARTMENT – KERALA GOVERNMENT SECRETARIAT  
(Category No.: 186/2022)**

I. General Knowledge & Current Affairs	10
II. Computer Wordprocessing	40
III. Typewriting	10
IV. Regional Language (Kannada)	20
V. General English	20

## **PART - I**

**( 10 Marks)**

### **General Knowledge**

#### **Facts about India**

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

Five Year Plans

#### **Facts about Kerala**

Geographical Facts – Physical features – Climate – Soils – Rivers – Famous sites – Economic and Social deve – Historical importance - etc.

#### **Renaissance in 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.

### **Current Affairs**

Important world, national and regional events related to the political and scientific fields, sports, cinema and literature etc.

## **Part II**

**(40 Marks)**

### **Computer Word Processing ( Word 2007, Excel2007, Powerpoint 2007)**

Basics of Computer – Input devices, Output devices, Hardware, Software, Memory, Storage devices, Latest Pheripherals, E-mail, Browsers, Search Engine, Social Networking, Antivirus Softwares, Unicode, Websites, Windows.

#### **MS Word**

Introduction, Word Window, Title bar, Ribbon, Status bar, Tool bar  
Document - Create, Open, Save, Print, Close  
Font – size, style, effects.  
Formatting Paragraph - Bold, Italics, Underline, Justify, Bullets and Numbering,  
Dropcap, Change case, Alignment, Tab setting, Line spacing, Character spacing,  
Styles and Editing, Cut, Copy, Paste.  
Shortcut keys & function keys  
Insert- Tables, Pictures, Cliparts, Shapes, Page number, Headers and Footers, Symbols, Links, word art.  
Page layout- Page size, Margin, Line spacing, Orientation, Indentation  
Creation of Table of contents, Index, Footnotes and endnotes  
Mail merge, proof reading , add or remove comments  
Views - different page views, guides, rulers

**Introduction of Excel** - Adding and Removing Workbook, Rows and Columns Formatting a Cell, Different functions in Excel, Charts, Pivot Table, Sort, Filter, Conditional Formatting, Creating formulas, Inserting date and time, Data validation. Shortcut keys.

### **Power point**

Inserting & Deleting a Slide, Views  
Inserting chart, diagram, SmartArt, Sound, Video, Slide number, Links, Date and Time, Page setup, Slide orientation, Slide show, Slide Layout , Arrange objects on the slide

## **Part III**

**( 10 Marks)**

### **Type Writing**

History of Typewriter, Keys of Typewriter, Parts of Typewriter, Cleaning a Typewriter, Rocker Mechanism, Dog block, Movements of Typewriter, Official abbreviation, Functions of Typewriter, Symbols.

## **IV. REGIONAL LANGUAGE**

**(20 Marks)**

### **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

## **Part V**

**( 20 Marks)**

### **General English**

#### **Module 1 : Comprehension Passage**

A comprehension Passage

A comprehension passage is useful (to test the accuracy and clarity) of the student.

- Synonyms and Antonyms can be asked from the passage.
- It can test the Past tense / Past participle of the Verb of given word from the passage.
- Different aspects of grammatical usages can be tested
- To give one word answers

#### **Module 2 : Editing**

This module aims at sentence correction and the correction of a given passage.

- Editing
- Capitalization
- Punctuation eg. (exclamation marks, comma)
- Sentence Correction
- Subject verb agreement (eg. Police are looking for the thief)

#### **Module 3 : English usage in day to day affairs.**

Incomplete sentence in dialogues are asked to complete them using question tags / usages such as had better, not only – but also, if clause etc. conditional clauses (eg. Unless)

#### **Module 4 : Idioms and Phrases**

Idioms that are commonly use can be asked by giving options.

eg: It is a red letter day for me.

#### **Module 5 : Word order and sentence order**

Jumbled sentences can be given, A given sentence is inverted so that different options may be given for selecting the correct answer.

#### **Module 6 : Basic Grammar**

- a. Article
- b. Preposition
- c. Tenses
- d. Clauses
- e. Phrasal Verbs

#### **Module 7 : Voice**

Change of Voice : Active and Passive

#### **Module 8 : Reported Speech**

#### **Module 9 : Spell Check**

Hattric, vaccum, accommodation, queue, tuition, enmity

**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**