

**DETAILED SYLLABUS FOR THE POST OF
CONFIDENTIAL ASSISTANT GR II, LOWER DIVISION TYPIST etc.**

(CATEGORY NOS.: 093/2023, 250/2023, 256/2023, 684/2023, 698/2023)

I. General Knowledge & Current Affairs	10
II. Computer Application	40
III. Typewriting	10
IV. General English	10
V. Regional Language (Malayalam, Kannada, Tamil)	20
VI. Simple Arithmetic and Mental Ability	10

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 Computer Application (40 Marks)

MODULE I- COMPUTER FUNDAMENTALS & INFORMATICS

1) Components of a Computer system

- a) Hardware components-** Hardware-Definition, Components - Control unit, ALU,I/O devices, Memory, Motherboard-functions of each. Types of PCs – Desktop, Laptop, Note book, PDA, Special Purpose computers, Super computers – Characteristics and area of use. Memory – Comparison- Primary vs Secondary memory. RAM and ROM variations, Various Magnetic and Optical Storage Devices –examples. Input Devices – Keyboard, Mouse, trackball, joystick, scanners, Digital camera, OCR, OMR, MICR, Light pen, bar code readers, QR code, Voice recognition and touch screen-Characteristics. Output Devices - Monitors, Printers, Plotter, Sound cards and speakers-Characteristics. **(6 marks)**
- b) Software Concepts -** Types of software-system software and application software. System software-definition and examples. Functions of OS, Application software – definition and examples. Number systems – decimal, octal, hexadecimal and binary –Representation concepts only. Computer coding systems- EBCDIC, ASCII and Unicode-definitions. **(4 marks)**

MODULE II - OFFICE AUTOMATION

1) Introduction to MS-Office

a . Introduction to MS –WORD

Introduction to Word Processing, Introduction to MS Word: features, Creating, Saving and Opening documents in Word, Interface, Toolbars, Ruler, Different Menus, Keyboard Shortcut. Editing a Document. Opening Multi document windows, Editing Text – Selecting, Inserting, deleting, moving text, Previewing documents, Printing documents. Formatting Documents: Paragraph formats, Aligning Text and Paragraph, Borders and Shading, Headers and Footers, Multiple Columns. **(4 marks)**

b. Introduction to MS-Excel

Worksheet basics- Creating worksheet, Definition of cell, columns and rows.. Saving & protecting worksheet. Opening and moving around in an existing worksheet. Toolbars and Menus-Functions, keyboard shortcuts. Cell formatting, changing alignment, character styles, column width, date format, borders & colors.

Working with formulas & cell referencing. Functions .Previewing & Printing worksheet – Page setting, Print titles, Adjusting margins, Page break, headers and footers. **4 marks)**

c. Introduction to MS-PowerPoint

Purpose of PowerPoint. Working with different views and menus of power point. Working with slides – Make new slide, move, copy, delete, duplicate, designing and lay outing of slide. Editing and formatting text, Printing presentation – Print slides, notes, handouts and outlines. Inserting Objects – Drawing and inserting objects using Clip Art's pictures and charts. Adding graphics, multimedia and special effects. Custom Animation – slide transition effects and other animation effects. **(2 mark)**

MODULE III - PROGRAMMING LANGUAGES

1 OOP Concepts

a) Principles of Object-oriented Programming: Object-Oriented Programming Paradigm, Basic Concepts of Object Oriented Programming, Benefits of OOPs, Object-Oriented Languages, Essentials of OOP(Objects, Class, ,Encapsulation, Data Abstraction, Inheritance, Reusability, Polymorphism, Delegation, Message Communication), Structure of C++ Program, Creating the Source File, Compiling and Linking. **(2 mark)**

b) C++ Basics - Preprocessors, comments, Data types, Operators, Expressions, Identifiers, Key words, Symbolic constants, Variable declaration and dynamic initialization, C++ statements, Control structures, Arrays and string handling, Specifying a Class, Defining Member Functions, its scope **(2 mark)**

2 Visual Basic.Net

a) Introduction to .NET- .NET Framework features & architecture, CLR, Common Type System, MSIL, Assemblies and class libraries. Introduction to Visual studio, Project basics, types of project in . Net, IDE of VB.NET-Menu bar, Toolbar, Solution Explorer, Toolbox, Properties Window, Form Designer, Output Window, Object Browser. Visual development & event driven Programming -Methods and events. **(2 marka)**

b) The VB.NET Language- Variables -Declaring variables, Data Type of variables, Forcing variables declarations, Scope & lifetime of a variable, Constants, Arrays, types of array, control array, Collections, Subroutines, Functions, Passing variable, Number of Argument, Optional Argument, Returning value from function. Control flow statements: conditional statement, loop statement. GUI programming with Windows Forms, MsgBox & Inputbox, TextBox, Label, Button, Listbox, Combobox, Checkbox, Radio button etc

(2 marks)

MODULE IV - DATABASE MANAGEMENT SYSTEMS

1 Introduction to Database concepts

Need of database, Flat database, Database Management Systems, Characteristics of DBMS, Relational Database, Entity and Referential Integrity, Primary key, Foreign key, Database elements-Tables, records, Query, Form, Report, Client-server paradigm

(2 marks)

2 Database Query commands

Different DDL, DML, DCL commands, Creating, deleting, updating and manipulating tables using SQL commands, Applying constraints on tables, filtering using WHERE, LIKE etc. Joining tables, grouping data using Group By. Data aggregation functions

(4 marks)

MODULE V - WEB DESIGNING

1 World Wide Web (www) - History, Working, Web Browsers- functions, Concept of Search Engines, Searching the Web, HTTP, URLs, Web Servers, Web Protocols. HTML, Design tools, HTML editors, Image editors. **(2 marks)**

2 HTML - Concepts Of Hypertext, Versions of HTML, Elements of HTML, Syntax, Head & Body Sections, Building HTML Documents. Inserting Texts, Images, Hyperlinks, Backgrounds And Color Controls, Different HTML Tags, Table Layout and Presentation, Use of Font Size & Attributes, List Types and Its Tags, Use of Frames and Forms in Web Pages. **(2 marks)**

3 JavaScript Overview, syntax & conventions. Variables, Expressions, Branching & Looping statements, Functions, Arrays Objects, Events & Document Object

Model - onClick, onMouseOver, on Submit, on Focus, on Change, onBlur.
onLoad, onUnload. Alerts, Prompts & Confirms. (2 marks)

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, Officials abbreviation, Functions of Typewriter, Symbols.

Part IV

(20 Marks)

General English (10 Marks)

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, column)
- 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

V. REGIONAL LANGUAGE

(20 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 ചേർത്തെഴുതുക)

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

VI. 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

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