

**DETAILED SYLLABUS FOR THE POST OF
CLERK (KANNADA AND MALAYALAM KNOWING) NCA-SCCC
IN VARIOUS DEPARTMENT
(Preliminary Examination)
(Category Nos.: 672/2025)**

(100 MARKS)

PART I

(A) SIMPLE ARITHMETIC AND MENTAL ABILITY

1. ലഘു ഗണിതം (Simple Arithmetic) (05 മാർക്ക്)

1. സംഖ്യകളും അടിസ്ഥാന ക്രിയകളും (Numbers and Basic Operations)
2. ഭിന്നസംഖ്യകളും ദശാംശ സംഖ്യകളും (Fraction and Decimal Numbers)
3. ശതമാനം (Percentage)
4. ലാഭവും നഷ്ടവും (Profit and Loss)
5. സാധാരണ പലിശയും കൂട്ടുപലിശയും (Simple and Compound Interest)
6. അംശബന്ധവും അനുപാതവും (Ratio and Proportion)
7. സമയവും ദൂരവും (Time and Distance)
8. സമയവും പ്രവൃത്തിയും (Time and Work)
9. ശരാശരി (Average)
10. കൃത്യയങ്കങ്ങൾ (Laws of Exponents)
11. ജ്യാമിതീയ രൂപങ്ങളുടെ ചുറ്റളവ്, വിസ്തീർണ്ണം, വയാപ്തം തുടങ്ങിയവ (Mensuration)
12. പ്രോഗ്രഷനുകൾ (Progressions)

2. മാനസിക ശേഷി (Mental Ability) (05 മാർക്ക്)

1. ശ്രേണികൾ സംഖ്യാ ശ്രേണികൾ, അക്ഷര ശ്രേണികൾ (Series)
2. ഗണിത ചിഹ്നങ്ങൾ ഉപയോഗിച്ചുള്ള പ്രശ്നങ്ങൾ (Problems on Mathematics Signs)
3. സ്ഥാന നിർണ്ണയ പരിശോധന
4. സമാന ബന്ധങ്ങൾ (Analogy- Word Analogy, Alphabet Analogy, Number Analogy)
5. ഒറ്റയാനെ കണ്ടെത്തുക (Odd man out)

6. സംഖ്യാവലോകന പ്രശ്നങ്ങൾ
7. കോഡിംഗും ഡീകോഡിംഗും (Coding and De Coding)
8. കുടുംബ ബന്ധങ്ങൾ (Family Relations)
9. ദിശാവബോധം (Sense of Direction)
10. ക്ലോക്കിലെ സമയവും കോണളവും (Time and Angles)
11. ക്ലോക്കിലെ സമയവും പ്രതിബിംബവും (Time in a clock and its reflection)
12. കലണ്ടറും തീയതിയും (Date and Calendar)
13. ക്ലറിക്കൽ ശേഷി പരിശോധിക്കുന്നതിനുള്ള ചോദ്യങ്ങൾ (Clerical Ability)

((B) General Knowledge (10 Marks))

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

Facts about Kerala

Geographical Facts – Physical features – Climate – Soils – Rivers – Famous sites – etc.

Current Affairs

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

(C) Kannada Grammar, Usage & Vocabulary (20 Marks)

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 II

(A) General Science (10 Marks)

(i) Life Science and Public Health (4 Marks)

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

(ii) Physics (3 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.

(iii) Chemistry (3 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.

(B) Indian National Movement and Renaissance in Kerala (10 Marks)

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.

(c) Malayalam Grammar, Usage and Vocabulary (20 Marks)

മലയാളം

- 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) വിരിച്ചെഴുതൽ
- 13) ഘടക പദം (വാക്യം ചേർത്തൊഴുതുക)

PART III - GENERAL ENGLISH - (20 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

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 .
