

DETAILED SYLLABUS FOR THE POST OF SECRETARIAT /
KPSC ASSISTANT - MAIN EXAMINATION ±
PAPER - I - 1½ Hours (OMR)
(TOTAL : 100 MARKS)

Detailed Syllabus and Distribution of Marks

SUBJECTS		MARKS
	1. History	7
	2. Geography	7
	3. Economics	7
	4. Life Science and Public Health	7
	5. Physics	7
	6. Chemistry	7
	7. Arts/ Literature/ Culture	8
	8. Sports	3
	9. Basics of Computer	6
	10. Simple Arithmetic, Mental Ability and Reasoning	15
	11. English	13
	12. Malayalam/Tamil/Kannada	13
	TOTAL	100

Detailed Syllabus

1) HISTORY (7 Marks)

- **KERALA** - Arrival of Europeans-Contributions of Europeans- History of Travancore from Marthanda Varma to Sree Chithirathirunna- 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 & Mahatma 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

2) **GEOGRAPHY** (7 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

3) **ECONOMICS** (7 Marks)

India : Economy, Five Year Plans, New Economic Reforms, Planning Commission and Niti Aayog, Financial Institutions, Agriculture – Major Crops, Green Revolution, Minerals. Direct and indirect taxes in India, GST in India- rationale and structure of GST, benefits of GST.

4) Life Science and Public Health (7 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

5) Physics (7 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.

6) Chemistry (7 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.

7) Arts/ Literature / Culture (8 Marks)

Arts

1. Important Audio Visual Art Forms of Kerala- Famous Places, Institutions, Personalities, Artistes and Writers related to origin, development, extension, and practice of these Art Forms.

Literature

1. Malayalam - Important Literary Movements – Icons and their first works.

2. Main works of Literature related to each movement and their authors.

3. Writers – Pen name and Nick name.

4. Famous Works and Characters.

5. Famous Quotes – Books and Authors.

6. Beginning of Journalism in Kerala – Pioneers, Journals and Publications.

7. Famous Awards/ Honours – Writers and their works.

8. Malayalam Writers who won the Jnanpith Award and related facts.

9. Malayalam Cinema - Origin, Development, Milestones, Pioneers, National Awards.

Culture

1. Kerala - Important Celebrations -Places associated with such Celebrations, Important Festivals.

2. Kerala – Cultural Centres, Worship Places, Cultural Leaders and their Contributions.

8) Sports (3 Marks)

1. Famous Sports personalities of Kerala, India and World – their Sports Events, achievements and awards.

2. Important Awards – Corresponding Fields , Winners

3. Famous Trophies – Related Events and Sports Items.

4. Number of Players in Important Sports Items.

5. Important Terms associated with various Sports and Games.

6. Olympics - Basic Facts, Venues / Countries, Famous Performances and Personalities- India in Olympics-Winter Olympics & Para Olympics.
7. Asian Games, Afro-Asian Games, Commonwealth Games, SAF Games – Venues, Countries, Performance of India, other facts.
8. National Games.
9. Games - Events, Players, Achievements.
10. National Sports / Games , Events of various Countries

9) Basics of Computer (6 Marks)

1. Hardware

- Input Devices (Names and uses)
- Output Devices (Names and uses/features)
- Memory devices - Primary and Secondary (Examples, Features)

2. Software

- Classification – System software and Application software
- Operating System – Functions and examples
- Popular Application software packages – Word processors, Spreadsheets, Database packages, Presentation, Image editors (Uses, features and fundamental concepts of each)
- Basics of programming – Types of instructions (Input, Output, Store, Control, Transfer) (*Languages need not be considered*)

3. Computer Networks

- Types of networks – LAN, WAN, MAN (Features and application area)
- Network Devices – Media, Switch, Hub, Router, Bridge, Gateway (Uses of each)

4. Internet

- Services – WWW, E-mail, Search engines (Examples and purposes)
- Social Media (Examples and features)
- Web Designing – Browser, HTML (Basics only)

10) Simple Arithmetic, Mental Ability and Reasoning (15 Marks)

(i). Simple Arithmetic

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

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

11) ENGLISH (13 Marks)

i. English Grammar

- 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

- 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

12) REGIONAL LANGUAGE (13 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
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PRINCIPLES OF ADMINISTRATION AND MANAGEMENT

Module 1: Principles of Administration (10 marks)

Administration-Definition and scope -Types of organizations: Public, private and non-profit-Principles of administration-Theories of administration: Classical, behavioural and contingency theories-Modern approaches to administration-Organisational structure and functions-Organizational culture and change management- Ethical principles in administration-Leadership-leadership styles-Traits of leadership-Communication in administration-Accountability and transparency-Role of technology in administration

Module 2: Principle of Management (10 marks)

Management-Definition and importance- Evaluation of management thought-management Vs administration-Management roles and skills- management functions: Planning, organizing, staffing, directing and controlling- Principles of management-Contemporary approach to management: system approach, contingency approach, TQM, lean management, agile management, technology and innovation-Organizational environment and culture-Ethical decision making in management- Corporate social responsibility (CSR)-Globalization and its challenges for managers

CONSTITUTION OF INDIA

Module 3: Constitutional Structure (12 Marks)

Salient features of the Indian Constitution - Preamble of the Constitution. Fundamental rights- meaning and limitations - Directive principles of state policy and Fundamental duties -their enforcement- Union Executive- President, Vice-president- Elections, Powers, and Functions- Prime Minister, Council of Ministers. Union Legislatures - Rajya Sabha and Lok Sabha - Composition, Powers, and Functions- Parliamentary privileges- Union Judiciary-Supreme Court of India – composition and powers and functions- Judicial Review- public interest litigation- State Executive- Governor, Chief Minister, Council of Ministers. State Legislature-State Legislative Assembly and State Legislative Council. State Judiciary-High Court and Subordinate Judiciary

Module 4: Centre-State Relations under the Constitution (8 Marks)

Relation between Union and States: Legislative Relations - Administrative Relations – Coordination between Centre and States- Financial Relations-Services under the Union and States: Doctrine of Pleasure- Local Government-

Panchayat raj system with special reference to 73rd and Urban Local Self Govt. with special reference to 74th Amendment- Election Commission of India- composition, powers and functions and electoral process. Types of emergency grounds, procedure, duration, and effects. Amendment of the Constitution- meaning, procedure, limitations.

KERALA MODEL ECONOMY AND DEVELOPMENT

Module .5 - Kerala's Economy (15 Marks)

Kerala's Economy since the formation of the state – State Gross Domestic Product - Economic Growth - Per Capita Income – Resource mobilisation – Tax and nontax revenue - Public Expenditure – Decentralised Planning - Policies - Development Programmes

Agriculture Crops -Land Use Pattern - Land Reforms – Food Security - Industry – MSMEs – Energy sectors - Infrastructure -Service sector – Health - Care economy – Migration – Tourism – Education - ICT

Module .6 - Kerala Model of Development (15 Marks)

Kerala model of Development - Evolution - Significance -Features: adult literacy, life expectancy, infant mortality, birth rate - Reasons – Challenges -Unemployment – Poverty – Inequality - Gender Gap – Ageing – Women Empowerment Programmes- Knowledge Economy -Startups-Brain Gain

ENVIRONMENT / CLIMATE / DISASTER MANAGEMENT

Module 7 – 10 Marks

Basic concepts of Eco System and Bio Diversity – Forests, desert, aquatic ecosystems; Rivers of Kerala, Environmental Pollution- water, air and soil; Contaminants – pesticides, metals, gaseous pollutants; Environmental Movements; International and National organisations for environmental protection; Wildlife sanctuaries, National Parks and Biosphere reserves in Kerala; Global environmental issues -global warming, Ozone depletion; Climate change; Environmental Impact Assessment and developmental projects, Environmental auditing, Green auditing; Environmental Laws in India

Module 8 – 10 Marks

Disasters – natural and anthropogenic; Disaster Management, The disaster management cycle- Mitigation (structural and non structural), mitigation goals, Preparedness (planning, training and exercises,Public awareness and education), Response (emergency operations centers, search and rescue operations, incident command system , medical care and shelter management) , Recovery (damage assessment , reconstruction and rehabilitation). National Policy on Disaster Management. International disaster management system, International disaster response laws, Disaster management act, NDMA(National Disaster Management Act), NIDM(National Institute of Disaster Management)

NDRF(National Disaster Response Force), SDMA(State Disaster Management Authority) and DDMA(District Disaster Management Authority).

Module 9 - E-GOVERNANCE - 10 Marks

Basic objectives of e-Governance - Challenges of e - Governance- Various e-Governance initiatives by the Central and the State Government- Incentivising e-Governance and its impact on corruption- Management Information System- Decision Support System- Expert Systems-Data Privacy- Information Security- IT Act 2000.

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.