



Kerala Devaswom Recruitment Board

Mode of Examination and Syllabus

Name of Post	:	Confidential Assistant in Kerala Devaswom Recruitment Board
Category No	:	14/2018
Mode of Test	:	Objective Type (OMR Valuation) Test
Medium of question	:	English
Total questions	:	100
Total Marks	:	100
Duration of Test	:	1 hour 15 minutes

Syllabus

Main Topics

- Part -I - General Knowledge, Current Affairs and Renaissance in Kerala
- Part-II - Simple Arithmetic and Mental Ability
- Part-III -General English
- Part-IV -മലയാള ഭാഷ പരിജ്ഞാനം
- Part-V - 1. Computer Word Processing
2. Questions on Type Writing
- Part-VI - Temples - Hindu culture - Customs and Traditions - Devaswom Boards- Basic facts

Detailed syllabus based on Main Topics

Part -I

General Knowledge, Current Affairs and Renaissance in Kerala

Important world, National and Regional events in the field of Politics- Economy- Science and Technology - Sports and Games - Cinema - Art and Culture- Geographical features of India with Special emphasis on Kerala- Soils- Climate-Rainfall-Rivers-River Projects -Bridges-Tourist Destinations-Institutions of national importance in the field of Health care, Education, Agriculture research, Science and Technology, Management studies, IT sector, Space Research and Space Exploration-

Salient features of Indian Constitution-Preamble -Fundamental Rights and Duties - Directive Principles - Constitutional Bodies - Important Constitution Amendments-

Social service, Social welfare, Social Security. Legislations and Schemes of the Central and State Governments - Right to information - Cyber laws - Food Security Act- Environmental Acts in India - Employment Gurantee Programmes- Pension Schemes. Women Rights in India - Constitutional Rights and Legal Rights. The National and State Womens Commission-National and State Human Rights Commission - Lok Pal - Ombudsman - Powers and Responsibilities - Akshaya Project - State Literacy Mission- Kerala Social Security Mission - Haritha Kerala Mission - Aardram- Karunya Suraksha - Akshara Sagaram -Vayo mithram-Nirbhaya etc.

Kerala's Contribution in the field Sports and Games - Famous Sports men and Women and their Achievements in International and National events- Olympians-Arjuna award winners etc.

Kerala Renaissance-Social Reformers women emencipation in Renaissance- Literary awakening Social Movements and revolts- Karshaka Sanhgam- Ezhava memorial- Malayali Memorial- Channar Agitation-Vaikom and Gururvayoor Sathyagraha-Temple Entry Proclamation- Formation of Travancore-Cochin State

Part-II

Simple Arithmetic and Mental Ability

1. Profit and Loss
2. Percentage
3. Fractions and Decimals
4. Average
5. Simple interest and Compound interest
6. Ratio and Proportion
7. Odd man out
8. Number series and Letter series

Part-III

General English

- 1) Tenses
- 2) Nouns, Pronouns, verbs and adjectives
- 3) Prepositions, Nouns followed by Prepositions
- 4) Singular, Plural
- 5) Gender
- 6) Spelling Test
- 7) Sentence Correction
- 8) Different meanings of same word

- 9) One word substitute
- 10) Words often confused
- 11) Active voice, Passive voice
- 12) Direct, Indirect speech
- 13) Correction of words, sentences

Part IV

മലയാള ഭാഷ പരിജ്ഞാനം

- 1) മലയാള അക്ഷരമാല- സ്വരങ്ങൾ, വ്യഞ്ജനങ്ങൾ, ഹ്രസ്വം, ദീർഘം, ചില്ലക്ഷരങ്ങൾ
- 2) നാമം, വിവിധ നാമ രൂപങ്ങൾ
- 3) ചിഹ്നങ്ങൾ
- 4) പദ ശുദ്ധി, വാക്യശുദ്ധി
- 5) വിപരീത പദം, പര്യായപദം
- 6) പദ- വാക്യാർത്ഥങ്ങൾ, നാനാർത്ഥം
- 7) തെറ്റ് തിരുത്തൽ
- 8) സ്ത്രീലിംഗം, പുല്ലിംഗം
- 9) കൂട്ടത്തിൽപ്പെടാത്തത്
- 10) വിവർത്തനം ഇംഗ്ലീഷ്/മലയാളം, മലയാളം/ഇംഗ്ലീഷ്

Part V

Computer Word Processing, Type Writing

A) Computer Word Processing

Computer Basics -word menu - Tool Bar/Ribbon - Document - creation, Editing, Saving, opening. Text editing, deleting, inserting, selection, moving, copying, change case, doing /undoing -fonts - Text Directon- Align Text. Formatting documents-Paragraph formatting-applying styles, Header and Footer, bullets and numbering, Borders and shading , Coloumns, tabs, line spacing. Page Layout -Margins, Orientation, Paper Size, Spacing numbering pages-inserting section break-spell check-zoom shapes-Tables -creating editing, formatting, insertion document with Tables, formulas, sorting-Mail merge. Printing-Print preview, printer setting, Printing multiple copies

B) Typewriting

Different types of correspondence and its formats-Tabular statements - manuscript and its corrections- mechanism of Type writers-Key Boards and different types of keys-Different parts of the Type writer.

Part VI

Temples, Hindu Culture-Customs and Traditions, Devaswom Boards- Basic Knowledge

Major Temples in India with special emphasis on Kerala- Deities-Peculiarities Locations- Temple Festivals- Hindu Culture, Customs and Traditions, - Basic facts- Great Indian Spiritual leaders - Temple administration- Various Devaswom Boards and Devaswom Managing Committies- General information. Formation of Kerala Devaswom Recruitment Board - Constitution - Objectives and Responsibilities -Heirarchial set up.

NOTE:- It may be noted that apart from the main topics in syllabus referred to above, questions from other topics related to the Educational Qualifications prescribed for the post may also appear in the question paper. There is no undertaking that all the topics mentioned under the sub-head "Main Topics" may be covered in the question paper.