

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO. 06/2013 (Item No. 15)
ADMINISTRATIVE OFFICER
VARIOUS DEPARTMENTS
(CATEGORY NO. 38/2011)**

1. (i) Kerala Public Services Act
(ii) Kerala Civil Service(Classification,Control&Appeal)Rules
(iii) Kerala State Subordinate Service Rules
(iv) Kerala Government Servants Conduct Rules
(v) Manual of Office Procedures
(vi) Manual of Disciplinary Proceedings

2. Malayalam (ഭരണ ഭാഷാ പരിചയം)

വ്യാകരണം- ഭാഷയിലെ ശരിയായ പ്രയോഗം- ശരിയായ പദം- ശൈലി-
അർത്ഥം- അർത്ഥവ്യത്യാസം- വിപരീതപദം- പദസംഭോഗം- തുടങ്ങിയവ

3. General English

Grammar- Agreement of Subject and Verb- Confusing Adjectives and Adverbs-
Comparison of Adjectives- Correct usage of Articles- Prepositions- Direct and
Indirect Speech- Active and Passive Voice- Correction in Sentences-Etc
Vocabulary- Gender- Singular and Plural- Synonyms- Antonyms- One word
Substitutes- Problem concerning words- Idioms and their meanings-Etc

4. Constitution of India

Basic Facts-Features-Citizenship- Fundamental Rights & Duties- Directive
Principle-Union Government- Legislature- State Executive - Union Territories-
Apex Courts- Comptroller and Auditor General- Public Service Commissions and
Other Important Offices- Important Amendments- Etc.

5. Civil Rights

Rights- Right to Education- Human Rights- Human Rights Commission- Right to
Information- Information Commission- Social Audit- Lokayukta- Ombudsman-
Women Empowerment- Women's Commission- Legislation against Child Labour
and Atrocities against women and Scheduled Castes and Scheduled Tribes- Etc.

6. Information Technology and Cyber Laws

Fundamentals of Computers- Internet Etc
Cyber Laws

7. National Movements

History of India- Period from 1857 to 1947- National Movement- Etc

8. Renaissance of 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

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.