

**FURTHER DETAILS REGARDING MAIN TOPICS OF
PROGRAMME NO. 07A/2015 (Item No. 1 TO 4)**

**MUNICIPAL SECRETARY GRADE III
&
SECRETARY, BLOCK PANCHAYAT**

URBAN AFFAIRS & RURAL DEVELOPMENT

(CATEGORY NO. 625/2014 TO 627/2014 & 629/2014)

1. Quantitative Aptitude

Numbers-Test of Divisibility- H.C.F& L.C.M- Simplification - Ratio & Proportions- Percentage-Interest-Time& Work- Time& Distance- Area- Volume- Calendar – Clocks – Trains - Problems on Age - Etc.

2. Mental Ability and Test of Reasoning

Calculation & Logic -Coding & Decoding- Classification-Synonym-Antonym- Letter & Number Series- Odd Man Out-Analogy- Common Sense Test- Alphabetical Arrangement of Words- Date and Calendar- Sense of Direction-Etc.

3. General Science

Common Scientific Facts- Important Scientific Phenomena- Other basic facts in the field of Science.- Etc

4. Current Affairs

Important World, National and Regional Events related to the Political and Scientific fields, Sports, Cinema and Literature etc.

5. 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- Etc.

6. Facts about Kerala

Geographical Facts- Physical Features- Climate-Soils- Rivers- Famous Sites – Etc
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

7. Constitution of India and Civil Rights

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.

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.

8. 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

9. Social Welfare Schemes & Measures

Andyodaya Anna Yojana, Balika Samridhi Yojana, Bharat Nirman, Indira Awaas Yojana, Integrated Child Development Scheme, Jawahar Rozgar Yojana, Kudumbasree, Mahila Samridhi Yojana, National Food for Work Programme, NRDP, NREGP, Prime Minister's Rozgar Yojana, Rural Development Pradhan Mantri Adharsh Gram Yojana, Samagra Awaas Yojana, Sampoorna Grameen Rozgar Yojana, Valmiki Ambedkar Awaas Yojana, Rural Landless Employment Guarantee Programme etc;

10. Information Technology and Cyber Laws

Fundamentals of Computers- Internet Etc - Cyber Laws

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.