

**DETAILED SYLLABUS FOR THE POST OF SECRETARIAT /**  
**KPSC ASSISTANT - MAIN EXAMINATION ± PAPER - II -**  
**(TOTAL : 100 MARKS)**

**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.**