



GOVERNMENT OF KARNATAKA

No.DPAR 49 SCR 2021

Karnataka Government Secretariat,
Vidhana Soudha,
Dr. B.R Ambedkar Veedi,
Bengaluru, dated: 20.02.2026

NOTIFICATION

Whereas, under rule 5 of the Karnataka Civil Services (Computer Literacy Test) Rules, 2012, the Government of Karnataka may notify the syllabus consisting of such number of papers, of such duration, with such maximum marks for the Computer Literacy Test.

Accordingly, the Government of Karnataka in supersession of earlier notification No: DPAR 43 SCR 2008, dated: 18.12.2012, hereby notifies the syllabus, as specified in the following schedule for the Computer Literacy test conducted under the Karnataka Civil Services (Computer Literacy Test) Rules, 2012, namely:-



SCHEDULE
Computer Literacy Test Syllabus

(Total Marks: 100)
Time: 120 Minutes

PART-1

Marks:60

1. Introduction to Computer:-

- (a) What is Computer
- (b) Broad Categories of Computers
- (c) Language of Computer
- (d) Basic applications of Computer
- (e) Components of Computer, Memory, CPU, I/O Devices

2. Introduction to Windows and Windows Concepts:-

- (a) Operation System and basic of Windows
- (b) The user interface
- (c) Windows setting
- (d) Advanced Windows

3. MS Word:-

- (a) Word Processing of Documents
- (b) Opening and closing of Documents
- (c) Moving around in a document
- (d) Using a Document / Help Wizard
- (e) Text creation and manipulation
 - Paragraph and Tab setting
 - Text selection
 - Cut, Copy and Paste
 - Font and size selection
 - Bold, Italic and Underline
 - Alignment of Text - Center, Left, Right and Justify
- (f) Formatting text
- (g) Table Manipulation
- (h) Printing



4. MS Excel:-

- (a) Elements of Electronic Spread Sheet- MS Excel
 - Application/usage of Spread sheet
 - Opening of MS Excel
 - The Menu bar
 - Work Book and Sheets
 - Creation of cell and addressing
 - Cell inputting
 - Edit features

(b) Manipulation of cells

- Enter text, numbers and dates
- Insertion of cells, rows and columns
- Formatting of cells, rows and columns
- Creation of tables
- Cell height and widths
- Copying and moving cells

(c) Use of formulas

(d) Data Manipulation

(e) Window - Freeze pans, Split, Hide

(f) Charts

- Chart and its usage
- Different types of Charts- Column, Bar, Line, Pie etc.
- Creation of chart
- Customization



(g) Spread sheet for small accounting

- Maintaining invoices / budget
- Totaling of various transactions
- Preparing monthly salary bills
- Preparing statistical reports with charts.

5. Power point:-

(a) Basics

- Difference between and Presentation
- Using Power Point
- Opening Power Point Presentation

(b) Creation of Presentation

(c) Preparation of slides

- Selection type of slides
- Importing text from documents
- Moving to next slide
- The slide Manager

- (d) Providing aesthetics
- (e) Slide manipulation and slide show
- (f) Presentation of slides
- (g) Tips for creation Impactful Presentation.

6. Computer Communication and Internet:-

- (a) Basic Computer networks
 - LAN, WAN, MAN
- (b) Internet
 - Concept of Internet
 - Application of Internet
- (c) Service on Internet
 - WWW and web sites
 - Communication on Internet
- (d) Web browsing software
- (e) Surfing the Internet
 - Giving URL address
 - Search
 - Moving around website
 - Printing or saving portion of web pages
 - Downloading
- (f) Chatting on internet
- (g) Remote Work Productivity
- (h) Social Media Etiquette



7. Important Computer Abbreviations:-

- (a) Computer Abbreviations for Basic Components
- (b) Computer Sort Forms Related to Internet and Network

8. Cyber Security Fundamentals & Awareness:-

- (a) Computer Virus & Impact of Viruses
- (b) Detection and prevention
- (c) Cyber Threats
- (d) Common Threats and Mitigation
- (e) Cyber Security Safety tips

9. e-Mails and communication:-

- (a) What is email, Email Drafting
- (b) Team communication
- (c) Project Communication
- (d) Email Security
- (e) Feedback and recognition



10. Information & Data Management:-

- (a) Data Privacy and Data Protection
- (b) IP, Copy Rights
- (c) Different DBMS- Files, Cloud, Databases

11. Application used in Government:-

- (a) e-office
- (b) IPGRS
- (c) CCMS
- (d) Mahithi Kanaja
- (e) Pada Kanaja/e Kannada
- (f) RTI ONLINE
- (g) KUTUMBA
- (h) HRMS
- (i) Khajane

12. Emerging Technologies:-

Artificial Intelligence (AI) & Generative AI

PART -2

Marks:40

1. Typing Test.

- (a) English-
 - Home Row Keys
 - Common Keyboard Shortcuts
 - Word Processing Skills

(b) Kannada

-Kannada Script Basics.

- Nudi

-Unicode



By Order and in the name of the
Governor of Karnataka,

(PRATHIBHA.K)

Under Secretary to Government
Department of Personnel and
Administrative Reforms
(Service Rules-3).

Copy to: -

1. The Accountant General (G & S S A)/ (E & R S- A)/(A & E), Karnataka, Bengaluru.
2. The Chief Secretary to Government.
3. The Additional Chief Secretary to Government.
4. The Additional Chief Secretary to Government, Development Commissioner and Agricultural Production Commissioner.
5. All Additional Chief Secretaries/Principal Secretaries/Secretaries to Government.
6. The Additional Chief Secretary/Secretary to Hon'ble Chief Minister.
7. Special Secretary to Hon'ble Governor.
8. All Heads of Departments.
9. All Regional Commissioners.
10. All Deputy Commissioners/Chief Executive Officers of Zilla Panchayats /Superintendent of Police.
11. *The Secretary, Karnataka Legislative Assembly/ Legislative Council, Bengaluru.
12. *The Registrar General, High Court of Karnataka, Bengaluru.
13. *The Registrar, Karnataka State Administrative Tribunal, Kandaya Bhavana, Bengaluru.
14. *The Registrar, Karnataka Lokayukta, M.S. Building, Bengaluru.
15. *The Registrar, Karnataka Appellate Tribunal, Bengaluru.
16. * The Secretary, Karnataka Public Service Commission, Bengaluru.
17. Private Secretary to all Ministers / State Ministers.
18. Resident Commissioner, Karnataka Bhavan, Kautilya Marg, Chanakyapuri, New Delhi-110011.
19. All Special/Additional/Joint/Deputy/Under Secretaries to Government.
20. All Sections of the Secretariat.
21. President, Karnataka State Government Employees Association, Cubbon Park, Bengaluru.
22. Section Guard File.

(*with a covering letter)