

KERALA PUBLIC SERVICE COMMISSION

DETAILED SYLLABUS FOR THE POST OF SCHEDULED CASTES DEVELOPMENT OFFICER GR.II IN SCHEDULED CASTES DEVELOPMENT DEPARTMENT CATEGORY NO.027/2026

(TOTAL 100 MARKS)

MODULE I: FOUNDATIONS OF SOCIOLOGY -3 MARKS

Sociology: Meaning, nature and scope; Sociology as a Social Science; Sociological Imagination. **Basic Sociological Concepts:** Society; Community; Association; Social Institution; Social Structure; Social System; Status and Role; Norms and Values; Culture and Subculture. **Socialisation:** Meaning and process; Agencies of Socialisation-Family, Peer Group, Educational Institutions, Media and Community. **Social Control:** Meaning; Formal and Informal Social Control. **Social Groups:** Primary and Secondary Groups; In-group and Out-group; Reference Group. **Social Processes:** Cooperation; Competition; Conflict; Accommodation; Assimilation.

MODULE II: SOCIOLOGICAL THINKERS AND PERSPECTIVES -3 MARKS

Auguste Comte: Positivism; Law of Three Stages; Social Statics and Social Dynamics. **Karl Marx:** Historical Materialism; Mode of Production; Class and Class Conflict; Alienation. **Émile Durkheim:** Social Facts; Division of Labour; Mechanical and Organic Solidarity; Anomie. **Max Weber:** Social Action; Ideal Type; Types of Authority; Bureaucracy. **Major Sociological Perspectives:** Functionalist Perspective; Conflict Perspective; Symbolic Interactionist Perspective; Feminist Perspective.

MODULE III: SOCIAL STRATIFICATION AND CASTE -4 MARKS

Social Stratification: Meaning and characteristics; Bases and forms of social stratification -Caste, Class, Gender, Race and Ethnicity. **Caste System:** Varna and Jati; Hierarchy; Endogamy; Hereditary Occupation; Purity and Pollution; Untouchability. **Sociological Perspectives on Caste:** G. S. Ghurye - Characteristics of Caste; M. N. Srinivas - Sanskritisation and Dominant Caste; Louis Dumont - Hierarchy and Purity- Pollution; André Bêteille-Caste, Class and Power; B. R. Ambedkar- Graded Inequality and Annihilation of Caste. **Social Mobility:** Meaning; Horizontal and Vertical Mobility; Inter-generational and Intra-generational Mobility; Structural Mobility.

MODULE IV: INDIAN SOCIAL STRUCTURE AND SOCIAL CHANGE -3 MARKS

Indian Social Structure: Unity and Diversity; Religion; Language; Region; Ethnicity and Tribe. **Family, Marriage and Kinship:** Joint and Nuclear Families; Forms of Marriage; Kinship Relations;

Patriarchy; Changing Family Patterns. **Processes of Social Change:** Westernisation; Modernisation; Secularisation; Industrialisation; Urbanisation; Globalisation. **Social Movements in India:** Peasant Movements; Labour Movements; Women's Movements; Tribal Movements; Environmental Movements; New Social Movements.

MODULE V: SCHEDULED CASTES: DEPRIVATION, EXCLUSION AND EMPOWERMENT- 4 MARKS

Scheduled Castes: Concept; Historical Background; Untouchability and Historical Disabilities; Changing Social Position of Scheduled Castes. **Dimensions of Deprivation:** Poverty; Landlessness; Housing Deprivation; Educational Disadvantage; Occupational Marginalisation; Unemployment; Health Inequalities. **Social Exclusion and Discrimination:** Social Segregation; Economic Exclusion; Educational Exclusion; Occupational Exclusion; Discrimination; Stigma and Social Marginalisation. **Scheduled Castes and Education:** Access; Enrolment; Retention; Dropout; First-generation Learners; Transition to Higher Education; Educational Mobility. **Scheduled Castes and Livelihood:** Employment; Skill Development; Self-employment; Entrepreneurship; Informal Labour; Livelihood Diversification. **Vulnerable Sections within Scheduled Castes:** Women; Children; Persons with Disabilities; Older Persons; Landless and Economically Vulnerable Households. **Empowerment of Scheduled Castes:** Social Empowerment; Educational Empowerment; Economic Empowerment; Political Participation; Community Participation and Collective Action.

MODULE VI: SOCIAL DEVELOPMENT, POLICY AND WELFARE ADMINISTRATION -4 MARKS

Social Development: Meaning and Objectives; Inclusive Development; Sustainable Development; Participatory Development. **Human Development:** Human Development Concept; Human Development Index; Social Indicators; Quality of Life; Capability Approach of Amartya Sen. **Poverty and Development:** Absolute Poverty; Relative Poverty; Multidimensional Poverty; Social and Economic Indicators of Deprivation. **Social Policy:** Meaning, Objectives and Scope; Social Justice; Social Welfare; Social Security; Affirmative Action. **Welfare Administration:** Meaning and Principles; **Participatory and Accountable Governance:** Social Audit; Transparency; Accountability; Grievance Redressal; Community Participation. **Decentralised Development:** Panchayati Raj Institutions; Gram Sabha; Local Self-Government Institutions; Participatory Planning; Role of Local Governments in Social Development.

MODULE VII: RURAL, URBAN AND COMMUNITY STUDIES -2 MARKS

Rural Society: Characteristics of Rural Society; Agrarian Social Structure; Land Relations; Rural Leadership; Rural Poverty and Rural Transformation. **Urban Society:** Urbanisation; Rural–Urban

Migration; Slums; Informal Sector; Urban Poverty; Housing and Basic Services. **Community Organisation:** Meaning and Objectives; Community Mobilisation; Community Participation; Leadership and Collective Action. **Participatory Methods:** Participatory Rural Appraisal; Social Mapping; Resource Mapping; Transect Walk.

MODULE VIII CONSTITUTIONAL AND LEGAL PROVISIONS FOR SCHEDULED CASTES -5 MARKS

Constitutional Principles: Preamble; Constitutional Basis of Social Justice and Equality. **Fundamental Rights and Scheduled Castes. Directive Principles and Special Constitutional Safeguards. National Commission for Scheduled Castes:** Composition; Functions; Duties; Powers; Investigation of Safeguards and Complaints; Reporting and Advisory Functions. **Reservation and Affirmative Action:** Constitutional Basis; Reservation in Education, Public Employment and Political Representation; Objectives and Principles of Affirmative Action. **Institutional and Administrative Mechanisms:** National and State-level Mechanisms for Protection of Scheduled Castes; District-level Vigilance and Monitoring; Role of District Administration; Role of Police; Special Courts; Role of Welfare and Development Departments in Protection, Rehabilitation and Development.

MODULE IX: SOCIAL RESEARCH METHODS AND STATISTICS -2 MARKS

Social Research: Meaning and Scientific Method. **Types of Research:** Exploratory; Descriptive; Explanatory; Evaluation Research; Action Research. **Research Approaches:** Quantitative; Qualitative; Mixed Methods. **Research Process:** Research Problem; Objectives; Research Design; Data Collection; Analysis; Interpretation and Reporting. **Sampling:** Probability and Non-probability Sampling. **Methods and Tools of Data Collection:** Questionnaire; Schedule; Interview; Observation; Case Study. **Basic Statistics:** Classification and Tabulation; Measures of Central Tendency-Mean, Median and Mode; Measures of Dispersion; Correlation. **Programme Evaluation:** Baseline and Endline; Indicators; Process Evaluation; Outcome Evaluation; Impact Evaluation.

MODULE X: KERALA SOCIETY AND SOCIAL REFORM -3 MARKS

Kerala Society: Major Characteristics; Traditional Social Organisation; Caste Relations and Social Transformation in Kerala. **Social and Developmental Change in Kerala:** Expansion of Education; Changes in Health and Social Development; Land Reforms; Migration; Social Mobility; Kerala Model of Development. **Kerala Renaissance and Social Reformers:** Sree Narayana Guru- Social Equality and Reform. Ayyankali- Anti-caste Struggles, Education and Rights of Oppressed Communities. Chattampi Swamikal- Social and Religious Reform. Sahodaran Ayyappan- Anti-caste and Rationalist Reform. Vakkom Abdul Khader Moulavi- Social and Educational Reform. **Major Social Reform and Anti-caste Movements in Kerala:** Struggles against Untouchability and Caste Disabilities; Temple-

entry Movements; Struggles for Access to Public Roads and Public Spaces; Struggles for Educational Access; Anti-caste Mobilisation; Movements for Civil and Social Rights.

MODULE XI – SOCIAL WORK IN GENERAL – 3 Marks

1. Concept, Nature and Scope of Social Work: Meaning, nature, purpose, goals and objectives of Social Work; social service, social welfare, social security, social reform, social development and social action; transition from charity and voluntary service to professional Social Work; Social Work as a profession and its scientific and humanistic foundations; basic and auxiliary methods of Social Work.
2. Historical Development of Social Work: Development of Social Work in the United Kingdom, United States of America and India; Elizabethan Poor Law; Charity Organisation Society; Settlement House Movement; development of social welfare and social reform movements in India; contribution of major social reformers and voluntary organisations; emergence and development of professional Social Work education in India.
3. Social Work as a Profession: Characteristics of a profession; professional identity, values, principles and ethics; professional competencies; person-in-environment perspective; objectivity, self-awareness, emotional maturity, interpersonal competence, cultural sensitivity, conscious use of self and professional responsibility; role of professional associations and professional accountability.

MODULE XII – SOCIAL CASE WORK – 6 Marks

1. Concept and Foundations of Social Case Work: Meaning, definitions, nature, objectives, scope and components of Social Case Work; Social Case Work as a primary method of Social Work; relationship with other Social Work methods; distinction between Social Case Work, counselling and psychotherapy; historical development and philosophical foundations of Social Case Work; Family Social Work, family functioning and common family problems; family life cycle and Duvall's model.
2. Principles, Professional Relationship and Ethics: Principles of acceptance, individualisation, purposeful expression of feelings, controlled emotional involvement, non-judgemental attitude, self-determination and confidentiality; professional relationship, rapport, empathy and trust; professional boundaries; transference and countertransference; professional ethics; supervision; personal and professional self.
3. Social Case Work Helping Process: Exploration, engagement, assessment, planning, intervention, evaluation, termination and follow-up; collection and analysis of information; multidimensional assessment of intrapersonal, interpersonal, family, social and environmental factors; identification of needs, strengths, risks, problems and resources; goal setting and case planning; intervention and goal attainment; relapse prevention, termination and follow-up.
4. Skills and Techniques: Communication, observation, listening, interviewing, networking and family intervention skills; empathy, congruence, paraphrasing, clarification, questioning, interpretation, reframing, suggestion, identification, insight development and motivational interviewing; counselling and supportive techniques; resource utilisation and environmental modification.
5. Assessment, Case Management and Recording: Case assessment tools and techniques; genogram and ecomap; assessment of needs, strengths, risks, resources and support systems; case management; resource mobilisation, service coordination, referral, monitoring and follow-up; case records including narrative, process, summary and other professional records; confidentiality and responsible documentation.
6. Models and Fields of Practice: Psychosocial, functional, problem-solving, general systems, crisis intervention, task-centred, solution-focused and family systems approaches; application of Social Case Work in child care, schools, hospitals, disability services, correctional settings, industry, elderly care, palliative care and community-based services.

MODULE XIII – SOCIAL GROUP WORK – 6 Marks

1. Concept and Foundations of Social Group Work: Meaning and definitions of social groups and Social Group Work; characteristics and types of groups; treatment, task and developmental groups; historical development, nature, objectives and scope of Social Group Work.
2. Principles, Values and Group Process: Values and principles of Social Group Work; H. B. Trecker's principles; associative and dissociative processes; bonding, acceptance, isolation, rejection and conflict; group interaction and communication; attraction, cohesion, integration and influence; group culture and norms; subgroups and group relationships.
3. Leadership and Group Development: Concept, theories and types of leadership; participatory leadership; role of the group worker in facilitation and decision-making; sociometry and sociograms; stages of group development including forming, storming, norming, performing and adjourning; factors influencing group development and functioning.
4. Group Work Process and Programme: Intake, study, assessment, goal setting, intervention, evaluation, termination and follow-up; programme planning, implementation and evaluation; selection and use of programme media; lecture, forum, brainstorming, guided discussion, case study, role play and demonstration; facilitation of participation and group decision-making.
5. Recording and Supervision: Importance and principles of Social Group Work recording; narrative, analytical, process and summary records; documentation of group processes and interventions; supervision in Social Group Work; developmental, task-oriented, integrative, reflective, collaborative and didactic approaches to supervision.
6. Models, Scope and Application: Social goals, remedial and reciprocal models of Social Group Work; educational, health, community, correctional and developmental applications; life skills development through groups; role, functions and professional competencies of the Social Group Worker.

MODULE XIV – COMMUNITY ORGANISATION AND SOCIAL ACTION – 5 Marks

1. Concepts and Foundations: Meaning, nature, objectives and scope of Community Organisation, Community Development and Social Action; concepts and types of community; relationship and distinction between Community Organisation and Community Development; Brint's concept of community; Hart's Community Triangle; historical development of Community Organisation and Social Action as Social Work methods.
2. Philosophy, Values and Principles: Social justice, equality, participation, self-help, self-reliance, empowerment, inclusion and collective responsibility; community building, leadership, participation, resilience and power structures; Gandhian approaches; participatory, rights-based and empowerment approaches to community practice.
3. Community Organisation Process: Community entry, rapport building, community study and assessment; identification of needs, problems, resources and priorities; planning, organising, mobilisation, implementation, monitoring and evaluation; community participation and leadership development; phase-out, termination and follow-up.
4. Social Action and Community Intervention: Identification and analysis of social issues; awareness generation, mobilisation, advocacy and collective action; negotiation, conflict management and coalition building; campaigns and strategies for social change; rights-based and empowerment-oriented Social Action; role of the Social Worker as facilitator, advocate, mediator, educator and change agent.
5. Skills, Approaches and Models: Participatory Rural Appraisal and participatory assessment; community mobilisation; capacity building; leadership development; communication and facilitation; networking, partnership and coalition building; resource mobilisation and volunteer management; Rothman's locality development, social planning and social action models; participatory, asset-based, rights-based and sustainable approaches; application in rural, urban, coastal, tribal and marginalised communities.

MODULE XV – RURAL AND TRIBAL COMMUNITY DEVELOPMENT – 4 Marks

1. Concept and Foundations of Community Development: Meaning, nature, objectives, principles and philosophy of Community Development; community participation, self-help, self-reliance, empowerment, inclusion and sustainability; relationship between Community Organisation and Community Development; role of Social Work in community development.
2. Rural Community Development: Rural community, social structure, institutions, leadership and power relations; rural poverty, unemployment, landlessness, indebtedness, migration and livelihood concerns; rural development strategies; livelihood promotion, self-help groups, cooperatives and social security; decentralisation and the role of Local Self-Governments; participatory planning, needs assessment, resource mapping and community participation.
3. Tribal Community Development: Tribal communities and their social, cultural and economic characteristics; tribal livelihood systems and dependence on land and forest resources; poverty, displacement, migration, educational and health concerns, livelihood insecurity and access to services; social exclusion and developmental challenges; culturally sensitive, participatory and rights-based approaches to tribal development; self-governance, livelihood promotion and community empowerment; role of Social Work in tribal community development.
4. Participatory and Sustainable Community Development: Participatory approaches and PRA techniques; community needs and resource assessment; asset-based community development; capacity building and leadership development; community resource mobilisation; convergence and inter-sectoral collaboration; planning, implementation, monitoring and evaluation of community development programmes; sustainable and inclusive development; role of the Social Worker as facilitator, enabler, educator, advocate, mediator and change agent.

MODULE XVI – SOCIAL WELFARE ADMINISTRATION – 4 MARKS

1. Social Work Administration and Administrative Process

Administration; types of administration; social administration and Social Work administration; Social Work administration as a method of Social Work; tasks, functions and responsibilities of a Social Work administrator; principles of Social Work administration; administrative process comprising **planning, organising, staffing, directing, coordinating, reporting, budgeting, monitoring and evaluation.**

2. Organisation and Management of Human Service Organisations

Organisation and types of organisations; characteristics of formal and informal organisations; role and benefits of informal organisations; bureaucratic and human relations approaches; Human Service Organisations (HSOs) - nature, characteristics and functioning;

Personnel functions in Human Service Organisations; recruitment, selection, induction, training and staff development; performance appraisal; promotion, transfer and staff welfare; compensation and service conditions; personnel grievance handling and disciplinary procedures; resource mobilisation; budgeting, accounting and auditing; financial accountability and transparency; office management; maintenance of files and records; databases and Management Information Systems (MIS); basic materials management, purchase procedures and inventory control.

3. Registration and Governance of Community-Based and Voluntary Organisations

Need and advantages of registering organisations; basic legal frameworks governing voluntary and community-based organisations including Society, Trust and Company forms; registration under the Societies Registration framework; Memorandum of Association, Constitution and Bye-laws; organisational structure and governance; Board, membership, committees and sub-committees; qualifications and functions of office bearers and members; principles of effective committee work; conduct of statutory meetings; preparation and maintenance of minutes, records and reports; statutory compliance and organisational accountability.

4. Social Welfare and Social Protection Administration

Concept, objectives and functions of social welfare administration; organisational structures and delivery mechanisms of welfare programmes; administration of social welfare, development and social protection programmes; social safety nets, social security and protection of vulnerable groups; inclusive growth and social protection strategies; welfare, housing and livelihood programmes; identification of beneficiaries and service delivery; interdepartmental convergence and coordination; collaboration with Local Self-Governments, community-based organisations, voluntary organisations and civil society institutions; monitoring, reporting, transparency, accountability and grievance redressal; role of the Social Work administrator in effective implementation of welfare and development programmes.

MODULE XVII – SOCIAL LEGISLATION, SOCIAL POLICY AND ADVOCACY – 3 Marks

1. Constitution, Law and Human Rights: Meaning and significance of law, rule of law and social legislation; Preamble, Fundamental Rights, Fundamental Duties and Directive Principles of State Policy; social legislation as an instrument of social change and social justice; human rights, equality and protection against discrimination; Universal Declaration of Human Rights.
2. Social Legislation and Legal Protection: Major social legislation relating to women, children, persons with disabilities, older persons, Scheduled Castes and other vulnerable groups; legal and institutional mechanisms for protection; Human Rights Commissions, National Commission for Scheduled Castes, legal aid, Public Interest Litigation, Lok Adalat and Legal Services Authorities; role of the Social Worker in legal awareness, protection, referral and access to justice.
3. Social Policy, Advocacy and Empowerment: Meaning, nature and scope of social policy; formulation, implementation and evaluation of social policies; advocacy, lobbying, representation and policy intervention; networking and coalition building; rights-based practice; empowerment and participation; role of Social Workers in advocacy, policy implementation and promoting access to welfare entitlements.

MODULE XVIII – SCHEDULED CASTE DEVELOPMENT AND SOCIAL WORK PRACTICE – 3 Marks

1. Scheduled Caste Development and Welfare Administration: Role and functions of the Scheduled Castes Development Department; institutional mechanisms for Scheduled Caste development; major national and Kerala initiatives for Scheduled Castes; educational support, scholarships, hostels and residential institutions; higher education support; skill development, employment, entrepreneurship and livelihood promotion; housing and social security measures.
2. Social Work Practice in Scheduled Caste Development: Identification of beneficiaries and assessment of individual, family and community needs; individual, family, group and community interventions; counselling and referral; awareness generation and rights-based intervention; community mobilisation and participation; livelihood and rehabilitation interventions; convergence with government departments, Local Self-Governments and other agencies; monitoring, follow-up and participatory evaluation.
3. Role and Functions of the Scheduled Castes Development Officer: Professional communication and coordination; identification of needs and service gaps; facilitation of access to schemes and entitlements; case management and referral; community-level intervention; grievance redressal and advocacy; programme implementation, monitoring and reporting; promoting participation, empowerment, social inclusion and social justice among Scheduled Caste communities.

Module XIX. Indian Social System

- 8 Marks

Caste and Hierarchical system, Social Structure, Caste and Social Stratification
Concept of Caste, Class, Tribe, Gender

Poverty, Inequality and social exclusion, Concept of Social Disabilities
Social Mobility and Change
Contributions of André Béteille, Louis Dumont, S C Dube, M.N Srinivas

Module XX. Scheduled Castes in Kerala

- 8 Marks

Scheduled Castes, Social and institutional discrimination, Social Stigma, Social Exclusion
Social Vulnerability and Marginalization, Untouchability and Structural Inequality
Constitutional provisions and safeguards for Scheduled Castes, Directives relating to Scheduled Caste Welfare, Social Reform Movements
Government Schemes, Institutions, and Grievance Mechanisms relevant to SC development
The Protection of Civil Rights Act 1955, The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, National Commission for Scheduled Castes, Scheduled Castes Sub Plan

Module XXI. Social Justice, Inclusivity and Fundamentals of Empowerment - 8 Marks

Caste based social movements
Caste dynamics, Reservation, Protective Discrimination and Affirmative action mechanisms
Social Justice and Human Rights, Rights of Women
Social inclusion as a development objective and disability considerations
Gender sensitivity, Rights-based approaches and ethical governance
Community engagement, partnerships with NGOs and Civil Society, Community Participation and Social Empowerment

Module XXII. Bias and Exclusion in Development

- 9 Marks

Equity, Equality and Social Justice, Participatory Rural Appraisal (PRA), Robert Chambers
Participatory Development, Decentralisation, Panchayati Raj
Bias and Exclusion. Putting the last first in Policy framework
Common biases in development work -Urban and institutional bias, Elite bias, Gender bias, Professional and disciplinary bias, Project-area bias, Seasonal bias
Development Approaches- Capability approach, Basic Needs Approach
Indicators of Human Development, Development Gaps
Human Development Index (HDI) and Gender Development Index (GDI), Inclusive Development

NOTE:-It may be noted that apart from the topic 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.