



ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು
ವಿಶೇಷ ರಾಜ್ಯ ಪತ್ರಿಕೆ

ಭಾಗ - ೪ಎ Part - IVA	ಬೆಂಗಳೂರು, ಶುಕ್ರವಾರ, ೨೦, ಫೆಬ್ರವರಿ, ೨೦೨೬ (ಫಾಲ್ಗುಣ, ೦೧, ಶಕವರ್ಷ, ೧೯೪೭) BENGALURU, FRIDAY, 20, FEBRUARY, 2026 (PHALGUNA , 01, SHAKAVARSHA, 1947)	ನಂ. ೧೬೭ No. 167
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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).

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂಖ್ಯೆ: ಸಿಆಸುಇ 49 ಸೇವನೆ 2021

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ವಿಧಾನ ಸೌಧ,
ಡಾ|| ಬಿ. ಆರ್. ಅಂಬೇಡ್ಕರ್ ವೀದಿ,
ಬೆಂಗಳೂರು, ದಿನಾಂಕ:20.02.2026

ಅಧಿಸೂಚನೆ.

ಕರ್ನಾಟಕ ಸರ್ಕಾರವು, ಕರ್ನಾಟಕ ನಾಗರಿಕ ಸೇವೆಗಳು (ಕಂಪ್ಯೂಟರ್ ಸಾಕ್ಷರತಾ ಪರೀಕ್ಷೆ) ನಿಯಮಗಳು, 2012ರ ನಿಯಮ 5ರ ಅನ್ವಯ ಕಂಪ್ಯೂಟರ್ ಸಾಕ್ಷರತಾ ಪರೀಕ್ಷೆಗೆ ಇಂತಿಷ್ಟು ಸಂಖ್ಯೆಯ ಪತ್ರಿಕೆಗಳನ್ನು, ಅವುಗಳಿಗೆ ಅವಧಿ ಹಾಗೂ ಗರಿಷ್ಠ ಅಂಕಗಳನ್ನು ನಿರ್ದಿಷ್ಟ ಪಡಿಸಿರುವ ಪಠ್ಯಕ್ರಮವನ್ನು ಅಧಿಸೂಚಿಸಬಹುದು.

ಅದರಂತೆ, ಕರ್ನಾಟಕ ಸರ್ಕಾರವು ಈ ಹಿಂದೆ ಹೊರಡಿಸಿದ್ದ ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ: ಡಿಪಿಎಆರ್ 43 ಎಸ್‌ಸಿಆರ್ 2008, ದಿನಾಂಕ: 18.12.2012ನ್ನು ರದ್ದುಪಡಿಸಿ, ಕರ್ನಾಟಕ ನಾಗರಿಕ ಸೇವೆಗಳು (ಕಂಪ್ಯೂಟರ್ ಸಾಕ್ಷರತಾ ಪರೀಕ್ಷೆ) ನಿಯಮಗಳು, 2012ರ ಅಡಿಯಲ್ಲಿ ನಡೆಸಲಾಗುವ ಕಂಪ್ಯೂಟರ್ ಸಾಕ್ಷರತಾ ಪರೀಕ್ಷೆಗೆ ಈ ಕೆಳಕಂಡ ಅನುಸೂಚಿಯಲ್ಲಿ ನಿರ್ದಿಷ್ಟಪಡಿಸಿದ ಪಠ್ಯಕ್ರಮವನ್ನು ಅಧಿಸೂಚಿಸುತ್ತದೆ, ಎಂದರೆ:-

ಅನುಸೂಚಿ

ಕಂಪ್ಯೂಟರ್ ಸಾಕ್ಷರತಾ ಪರೀಕ್ಷೆಯ ಪಠ್ಯಕ್ರಮ

(ಒಟ್ಟು ಅಂಕಗಳು: 100)
ಸಮಯ: 120 ನಿಮಿಷಗಳು

ಭಾಗ-1

ಅಂಕಗಳು: 60

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PART -2

ಅಂಕಗಳು 40

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- Unicode

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆದೇಶಾನುಸಾರ
ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ,

(ಪ್ರತಿಭಾ.ಕೆ)

ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಸಿಬ್ಬಂದಿ ಮತ್ತು ಆಡಳಿತ ಸುಧಾರಣೆ ಇಲಾಖೆ
(ಸೇವಾ ನಿಯಮಗಳು-3).