



# IAS 100

A Civil Services Chronicle Initiative

# IAS PLANNER 2014

*Civil Services*  
**CHRONICLE**  
24yrs. of Guiding Success

Add : D/108, Sec-2, Noida (U.P.), Pin - 20 1301  
Email id : [helpdesk@campus100.in](mailto:helpdesk@campus100.in)  
Call : 09582948810, 09953007628, 0120-2440265

# IAS PLANNER

## UPSC SYLLABUS FOR PRELIMINARY EXAM

### Paper I - (200 marks)

Duration: Two hours

1. Current events of national and international importance
2. History of India and Indian National Movement
3. Indian and World Geography - Physical, Social, Economic geography of India and the World
4. Indian Polity and Governance - Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc
5. Economic and Social Development - Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc
6. General issues on Environmental ecology, Bio-diversity and Climate Change - that do not require subject specialization
7. General Science.

### Paper II- (200 marks)

Duration: Two hours

1. Comprehension
2. Interpersonal skills including communication skills;
3. Logical reasoning and analytical ability
4. Decision making and problem solving
5. General mental ability
6. Basic numeracy (numbers and their relations, orders of magnitude etc) (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc. -Class X level)
7. English Language Comprehension skills (Class X level)

## SYLLABUS FOR GS MAINS (COMPULSORY PAPERS)

### PAPER-I

#### **General Studies-I: Indian Heritage and Culture, History and Geography of the World and Society.**

- Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
- Modern Indian history from about the middle of the eighteenth century until the present-significant events, personalities, issues

- The Freedom Struggle - its various stages and important contributors /contributions from different parts of the country.
- Post-independence consolidation and reorganization within the country.
- History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc.- their forms and effect on the society.

- Salient features of Indian Society, Diversity of India.
- Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies.
- Effects of globalization on Indian society
- Social empowerment, communalism, regionalism & secularism.
- Salient features of world's physical geography.
- Distribution of key natural resources across the world (including South Asia and the Indian subcontinent); factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India)
- Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water bodies and ice-caps) and in flora and fauna and the effects of such changes.
- Statutory, regulatory and various quasi-judicial bodies
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- Development processes and the development industry- the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources. Issues relating to poverty and hunger.
- Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures.
- Role of civil services in a democracy.
- India and its neighborhood- relations.
- Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests
- Effect of policies and politics of developed and developing countries on India's interests, Indian diaspora.
- Important International institutions, agencies and fora- their structure, mandate.

## **PAPER-II**

### ***General Studies- II: Governance, Constitution, Polity, Social Justice and International relations.***

- Indian Constitution- historical under pinnings, evolution, features, amendments, significant provisions and basic structure.
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- Separation of powers between various organs dispute redressal mechanisms and institutions.
- Comparison of the Indian constitutional scheme with that of other countries
- Parliament and State Legislatures - structure, functioning, conduct of business, powers & privileges and issues arising out of these.
- Structure, organization and functioning of the Executive and the Judiciary Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- Salient features of the Representation of People's Act.
- Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.

## **PAPER-III**

### ***General Studies-III: Technology, Economic Development, Bio diversity, Environment, Security and Disaster Management.***

- Indian Economy and issues relating to planning, mobilization of resources, growth, development and employment.
- Inclusive growth and issues arising from it.
- Government Budgeting.
- Major crops cropping patterns in various parts of the country, different types of irrigation and irrigation systems storage, transport and marketing of agricultural produce and issues and related constraints; e-technology in the aid of farmers.

- Issues related to direct and indirect farm subsidies and minimum support prices; Public Distribution System- objectives, functioning, limitations, revamping; issues of buffer stocks and food security; Technology missions; economics of animal-rearing.
- Food processing and related industries in India- scope and significance, location, upstream and downstream requirements, supply chain management.
- Land reforms in India.
- Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.
- Infrastructure: Energy, Ports, Roads, Airports, Railways etc.
- Investment models.
- Science and Technology- developments and their applications and effects in everyday life.
- Achievements of Indians in science & technology; indigenization of technology and developing new technology.
- Awareness in the fields of IT, Space, Computers, robotics, nano-technology, bio-technology and issues relating to intellectual property rights.
- Conservation, environmental pollution and degradation, environmental impact assessment
- Disaster and disaster management.
- Linkages between development and spread of extremism.
- Role of external state and non-state actors in creating challenges to internal security.
- Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention.
- Security challenges and their management in border areas; linkages of organized crime with terrorism.
- Various Security forces and agencies and their mandate.

#### **PAPER-IV**

##### ***General Studies- IV: Ethics, Integrity, and Aptitude***

This paper will include questions to test the candidates' attitude and approach to issues relating to

integrity, probity in public life and his problem solving approach to various issues and conflicts faced by him in dealing with society. Questions may utilise the case study approach to determine these aspects. The following broad areas will be covered.

- Ethics and Human Interface: Essence, determinants and consequences of Ethics in human actions; dimensions of ethics; ethics in private and public relationships. Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.
- Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
- Aptitude and foundational values for Civil Service , integrity, impartiality and non-partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker sections.
- Emotional intelligence-concepts, and their utilities and application in administration and governance.
- Contributions of moral thinkers and philosophers from India and world.
- Public/Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.
- Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
- Case Studies on above issues.



# GS: INTEGRATED APPROACH

## GS: Integrated Approach

Since 2011 UPSC has changed the number of questions, patterns, issues, in prelims paper. The paper concentrates more on concepts related to general awareness i.e. what we see around us. The question that arises now is - "How to prepare?"

First of all, you need to give up traditional approach in order to take fresh challenges. More time should be devoted to current affairs. Vastness of General Studies is like an ocean. It cannot be measured merely on the basis of topics or sections. Anything that exists in the universe can be a part of General Studies, especially if that is in the news. Aspirants for Civil Services Examination must be aware of this fact. Its vastness often leads to directionless preparation. But understanding of the trend helps in carving proper focus. To tame the dreaded Demon of GS, candidates must, first of all, select important areas and then go for extensive study. Reason behind this argument is the vastness of the syllabus and changing configuration of questions.

General Studies (GS) in the Civil Services Examination has always been a difficult portion to handle for the aspirants - for the Preliminary Test (PT) and the Main Examination, both. Changing landscape of the exam has given more weightage to the GS. The new syllabus has made things even more difficult. Poor performances in the PT and low marks in the Main are the general complaints among the aspirants. An attempt is being made here to pinpoint the reasons behind it along with the possible remedies for the same:

1. **Syllabus:** The basic problem that aspirants' face is about the syllabus. The GS syllabus provided by the commission is not in detail as only hints have been given and the devil lies in details. Thus, aspirants need to make out the real syllabus from the previous years' questions; it is the only way out. One caution needs to be taken here - one

must not depend hundred per cent on the trends of the questions asked in previous examinations as it might be disastrous.

2. **Being selective:** One very important aspect of GS preparation that every aspirant should know is that the approach to GS is quite different from the approach while preparing for Optionals for mains.
3. **Understanding of concepts:** The pattern of paper has become quite conceptual, the superficial knowledge of topics or current headings will not work until you understand the basic concept behind that topic. Facts along with concepts can help in IAS paper as for example instead of asking 'who is the head of any committee' they ask about its recommendations. Thus overall knowledge about topic is needed.
4. **The Integrated Plan:** Integrated approach to prepare GS is highly helpful and effective for CSAT. But what this "integrated approach" is all about? The integrated approach to GS is a way of preparing for GS in such a manner that the same facts and information are used by the aspirants four times - in PT, Main, Essay and the Interview. Usually, aspirants think to prepare for all the above-cited schemes of the examination, separately and finally, they end-up in utter confusion. Two important things every aspirant should know are—
  - (i) G.S., though it contains many sections, should not be taken as a fragmented scheme- they are highly inter-connected. GS is all about the fundamentals of life for an aware human being living in any society and who is a Graduate. Relevant aspects of such fundamentals constitute general studies.
  - (ii) Same facts and information can be utilized in different manner - when they are used with objective clarity, it is PT; when used with

subjective understanding plus writing skill and preciseness, it is Main; if the Main examination is repeated in detail but in a systematic way and on any one topic it becomes the Essay; and if spoken with art of good personality traits they become the Interview.

This is why an integrated approach to GS should be followed by the aspirants. This does not only save the precious time of the aspirants but also enables them to have the proper understanding of the GS, Essay and Interview besides keeping them away from the confusion that GS usually creates. The recent introduction of negative marking puts premium on precision and originality. Dumped-down information kills your creativity and blunts your preparation and mars your chances of success. Practice as many Multiple Choice Questions as possible. But there are not too many authentic practice papers around and this makes the task tougher.

## Geography

When it comes to getting through IAS exams, Geography, as a part of General Studies, does play a great role. The reason is that it has high weightage in Mains exam and is also extremely important for Prelims. But furthermore, it can make GS extremely high scoring if prepared according to a judicious plan.

### How to study Geography for Prelims?

The syllabus notified by UPSC states that paper I of the CSAT will comprise of **Physical, Social and Economic Geography of India and the World**. More emphasis will be on Geography of India. Questions on Geography of India may include the main features of Indian agricultural and natural resources.

The emphasis, during the studies, should be on strengthening the basic knowledge. As Geography (particularly physical geography) is quite close to being a physical science, students must try to look for proper understanding of different phenomena.

From Indian Geography, there are some key areas to focus upon. These include the Physical Geography of India, Agriculture, Irrigation, Demography, Census, Industries and Mineral Resources of India.

Questions from Indian rivers have become a habit of the UPSC. In past three to four years questions from

rivers have been asked without any gap. **Here are a few questions from them:**

1. Consider the following pairs:

<b>National Park</b>	<b>River flowing through the Park</b>
----------------------	---------------------------------------

- |                                  |          |
|----------------------------------|----------|
| I. Corbett National Park         | : Ganga  |
| II. Kaziranga National Park      | : Manas  |
| III. Silent Valley National Park | : Kavari |

Which of the above pairs is/are correctly matched?

- (a) I and II                      (b) III only  
(c) I and III                     (d) None

2. The Narmada river flows to the west, while most other large peninsular rivers flow to the east. Why?

1. It occupies a linear rift valley.
2. It flows between the Vindhya and the Satpuras.
3. The land slopes to the west from Central India.

Select the correct answer using the codes given below.

- (a) 1 only                        (b) 2 and 3  
(c) 1 and 3                      (d) None

3. Rivers that pass through Himachal Pradesh are:

- (a) Beas and Chenab only  
(b) Beas and Ravi only  
(c) Chenab, Ravi and Sutlej only  
(d) Beas, Chenab, Ravi, Sutlej and Yamuna

4. Which one of the following rivers does not originate in India?

- (a) Beas                        (b) Chenab  
(c) Ravi                        (d) Sutlej

5. At which of the following places do two important rivers of India originate; while one of them flows towards north and merges with another important river flowing towards Bay of Bengal, the other one flows towards Arabian Sea?

- (a) Amarkantak                (b) Badrinath  
(c) Mahabaleshwar            (d) Nasik

6. Consider the following pairs:

<b>Tributary River</b>	<b>Main River</b>
1. Chambal	: Narmada
2. Sone	: Yamuna
3. Manas	: Brahmaputra

Which of the pairs given above is/are correctly matched?

- (a) 1, 2 and 3                      (b) 1 and 2 only  
(c) 2 and 3 only                      (d) 3 only

Students should also study maps/atlas. Whenever you read any news, try to look for the associated place in the atlas. Map study should also include looking for important geographical points pertaining especially to the map of India. A recent example is:

1. The latitudes that pass through Sikkim also pass through

- (a) Rajasthan                      (b) Punjab  
(c) Himachal Pradesh (d) Jammu & Kashmir

Passage of important geographical lines like Tropic of Cancer, Tropic of Capricorn and Equator through important places should be known with respect to both India and World. The question about the river crossing the equator twice has been asked but the Indian River crossing the tropic of Cancer twice has not been asked. So these aspects must be kept in mind.

**After analyzing six years questions including 2013; new emerging trends are:**

**A. Number of questions from the demographic and cultural perspective has increased a lot**

**For example:**

Q. Consider the following pairs:

Tribe	State
1. Limboo (Limbu)	: Sikkim
2. Karbi	: Himachal Pradesh
3. Dongaria Kondh	: Odisha
4. Bonda	: Tamil Nadu

Which of the above pairs are correctly matched?

- (a) 1 and 3 only                      (b) 2 and 4 only  
(c) 1, 3 and 4 only                      (d) 1, 2, 3 and 4

**B. There is larger emphasis on the physical geography, Resources (in particular Minerals) and Agricultural Geography of India.**

**For example:**

Q. Which of the following statements regarding laterite soils of India are correct?

- (1) They are generally red in colour.  
(2) They are rich in nitrogen and potash.

- (3) They are well-developed in Rajasthan and UP.  
(4) Tapioca and cashew nuts grow well on these soils.

Select the correct answer using the codes given below.

- (a) 1, 2 and 3                      (b) 2, 3 only 4  
(c) 1 and 4                      (d) 2 and 3 only

Q. Consider the following statements:

- (1) Natural gas occurs in the Gondwana beds.  
(2) Mica occurs in abundance in Kodarma.  
(3) Dharwars are famous for petroleum.

Which of the statements given above is/are correct?

- (a) 1 and 2                      (b) 2 only  
(c) 2 and 3 only                      (d) None

Q. Consider the following crops:

- (1) Cotton                      (2) Groundnut  
(3) Rice                      (4) Wheat

Which of these are Kharif crops?

Select the correct answer using the codes given below.

- (a) 1 and 4                      (b) 2 and 3 only  
(c) 1, 2 and 3                      (d) 2, 3 and 4

**C. Each year at least two questions are being asked based on Atlas.**

**For example:**

Q. Which one of the following pairs correctly matched?

Geographical Feature	Region
1. Abyssinian Plateau	: Arabia
2. Atlas Mountains	: North-Western Africa
3. Guiana Highlands	: South-Western Africa
4. Okayango Basin	: Patagonia

**D. Questions from the applied field and the current based questions are on an increase.**

It means that if a major event occurs at any place, students should be ready with the knowledge of the geography related to that place. For example, if any place, river, dam, etc. has been in news, students must be aware of it and he must give special heed to carefully cover the geographical aspects of such news matters.

**For example**, as the Tehri dam was in news so the question asked was:

- Q. On which one of the following rivers is the Tehri Hydropower Complex located?
- (a) Alaknanda (b) Bhagirathi  
(c) Dhauliganga (d) Mandakini

**For example**, water crisis is increasing day by day and it has become a primary concern so the question was asked.

- Q. On the planet earth, most of the glaciers. Out of the remaining freshwater, the largest proportion
- (a) is found in atmosphere as moisture and clouds  
(b) is found in freshwater lakes and rivers  
(c) exists as groundwater  
(d) exists as soil moisture

The important books that must be read to cover geography in order to crack the prelims are: NCERT (Class 6 to 12) and GC Leong. Apart from these an Atlas (Orient/Oxford/TTK) is a must.

## Environmental Issues

Environmental Sciences are not only getting attention by the environmentalists but they are becoming important in the realm of Civil Services Examinations too. General Studies turn out to be quite a decisive factor for achieving success in IAS exams and the recent inclination of UPSC towards environmental issues in GS questions is quite conspicuous.

The syllabus for prelims states that the Paper I will comprise of **General issues on Environmental Ecology, Bio-Diversity and Climate Change**.

The statement issued by the Ministry clearly states that the examination does not require subject specialization; the test is of the awareness of the student about his surroundings. So the main course of action for the preparation of this subject includes reading some journals like that of National Institute of Ecology and State of Environment Report. Apart from this surfing on the internet about recent developments in the field can help a lot.

**Below are some of the questions pertaining to environmental issues asked in recent years:**

- Q. Which one of the following terms describes not only the physical space occupied by an organism, but also its functional role in the community of organisms?
- (a) Ecotone (b) Ecological niche  
(c) Habitat (d) Home range

Q. With reference to food chains in ecosystems, consider the following statements:

1. A food chain illustrates the order in which a chain of organisms feed upon each other.
2. Food chains are found within the population of a species.
3. A food chain illustrates the numbers of each organism which are eaten by others.

Which of the statements given above is/are correct?

- (a) 1 only (b) 1 and 2 only  
(c) 1, 2 and 3 (d) None

Q. Photochemical smog is a resultant of the reaction among

- (a)  $\text{NO}_2$ ,  $\text{O}_3$ , and peroxyacetyl nitrate in the presence of sunlight.  
(b)  $\text{CO}$ ,  $\text{O}_2$  and peroxyacetyl nitrate in the presence of sunlight.  
(c)  $\text{CO}$ ,  $\text{CO}_2$ , and  $\text{NO}_2$  at low temperature.  
(d) High concentration of  $\text{NO}_2$ ,  $\text{O}_3$  and  $\text{CO}$  in the evening.

Q. Consider the following statements:

1. Biodiversity hotspots are located only in tropical regions.
2. India has four bio-diversity hotspots i.e. Eastern Himalayas, Western Himalayas, Western Ghats and Andaman and Nicobar Islands.

Which of the statements given above is/are correct?

- (a) 1 only (b) 2 only  
(c) Both 1 and 2 (d) neither 1 nor 2

Q. Consider the following statements:

1. The Taxus tree naturally found in the Himalayas.
2. The Taxus tree is listed in the Red Data Book.
3. A drug called 'taxol' is obtained from Taxus tree is effective against Parkinson's disease.

Which of the statements given above is/are correct?

- (a) 1 only (b) 1 and 2 only  
(c) 2 and 3 only (d) 1, 2 and 3

Q. Consider the following pairs:

Protected Area	Well Known for
----------------	----------------

- |                         |                        |
|-------------------------|------------------------|
| 1. Bhitarkanika, Orissa | - Salt Water Crocodile |
| 2. Desert National Park | - Great Indian Bustard |
| 3. Eravikulam, Kerala   | - Hoolak Gibbon        |

Which of the pairs given above is/are correctly matched?

- (a) 1 only (b) 1 and 2 only  
(c) 2 only (d) 1, 2 and 3



Q. India is a party to the Ramsar Convention and has declared many areas as Ramsar Sites.

Which of the following statements best describes as to how we should maintain these sites in the context of this Convention?

- (a) Keep all the sites completely inaccessible to man so that they will not be exploited.
- (b) Conserve all the sites through ecosystem approach and permit tourism and recreation only.
- (c) Conserve all the sites through ecosystem approach for a period without any exploitation, with specific criteria and specific period for each site, and then allow sustainable use of them by future generations.
- (d) Conserve all the sites through ecosystem approach and allow their simultaneous Sustainable use.

Q. Consider the following statements:

- 1. Salt-water crocodile is found in the Andaman and Nicobar Islands.
- 2. Shrew and tapir are found in the Western Ghats of the Malabar region.

Which of the statements given above is/are correct?

- (a) 1 only                      (b) 2 only
- (c) Both 1 and 2            (d) Neither 1 nor 2

Recent year questions indicate that biodiversity has gained an advantage over the core academic knowledge of ecosystems. The students must try to assimilate as much knowledge as possible about the species in endangered list with more emphasis on those belonging to the Indian Territory. Also wetlands of India under Ramsar convention should be known to the students. With these simple endeavours, you can score good score in GS.

## Polity and Governance

The candidate after clearing the Civil Services exam becomes a part and parcel of the administration. Thus, it is necessary that one should know how the system works and functions of its various institutions and their contribution to the society. Hence it is imperative that one should have a clear and deeper understanding of the subject as a whole.

Indian Polity is one of the important topics of the General Studies for Civil Services exam. In the new

syllabus since 2011 it is mentioned as polity and governance. So candidates have to follow proper strategy to prepare Indian Polity.

Earlier preparation for the Preliminary and Main Examinations were totally different, the former tested the factual premises and the later checked the analytical premises. But, the new syllabus demands an integrated approach for both Prelims and Mains. According to the new trends of UPSC there is a necessity to study Indian Polity along with overall governance of the country.

Of course Indian Constitutional topics like Preamble, Nature of Constitution, Fundamental Rights and DPSPs, Union Executive, Union Parliament, State Executive and Legislature, Judiciary, Centre-State Relations etc form the core of Indian Polity. Apart from this several challenges to Indian democracy are also becoming one of the preferred areas of UPSC, for example Communalism, Regionalism, Caste Politics, Internal Security, Criminalization of politics, Corruption, Population, Poverty, Unemployment, etc. In addition to this, contemporary issues like Good Governance, Role of IT in administration, Civil Society, Right to Information, Electoral Reforms, Role of Pressure Groups, Energy and Food Security, Environment and Sustainable development, etc. are also important.

Prelims examination not only requires conceptual clarity but also the applied part of it. **Some of the preparation tips for the Prelims exam are:**

- One should be thorough in facts and also the conceptual part of it.
- The conceptual clarity helps to solve the analytical question asked from this section.
- According to the earlier trends, it was easy to attempt maximum number of questions from this section because generally questions from this section were direct and based on factual information. Almost 90% of the questions are asked from the constitutional provisions and the remaining part usually covers the current affairs. But, now the nature of questions has changed. Along with factual information one should cover the current political developments. Therefore, one should be thorough with the current political developments in the country.

- Practicing previous year questions will help you to find out the areas where you commit mistakes.
- Atleast once read the bare act thoroughly to understand the small facts & concepts related to topic.

**Below are some question pertaining to polity and governance asked in UPSC exam in recent years:**

- Q. 'Economic Justice' as one of the objectives of the Indian Constitution has been provided in
- (a) the Preamble and the fundamental Rights
  - (b) the Preamble and the Directive Principles of State Policy
  - (c) the Fundamental Rights and the Directive Principles of State Policy
  - (d) None of the above
- Q. According to the Constitution of India, which of the following are fundamental for the governance of the country?
- (a) Fundamental Rights
  - (b) Fundamental Duties
  - (c) Directive Principles of State Policy
  - (d) Fundamental Rights and Fundamental duties
- Q. What will follow if a Money Bill is substantially amended by the Rajya Sabha?
- (a) The Lok Sabha may still proceed with the Bill, accepting or not accepting the recommendation of the Rajya Sabha
  - (b) The Lok Sabha cannot consider the Bill further
  - (c) The Lok Sabha may send the Bill to the Rajya Sabha for reconsideration
  - (d) The President may call a joint sitting for passing the Bill
- Q. Which one of the following statements is correct?
- (a) In India, the same person cannot be appointed as Governor for two or more States at the same time.
  - (b) The Judges of the High Court of the States in India are appointed by the Governor of the State just as the Judges of the Supreme Court are appointed by the President
  - (c) No procedure has been laid down in the Constitution of India for the removal of a Governor from his/her post
  - (d) In the case of a Union Territory having a legislative setup, the Chief Minister is

appointed by the Lt. Governor on the basis of majority support

- Q. Under the Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006, who shall be the authority to initiate the process for determining the nature and extent of individual or community forest rights or both?
- (a) State Forest Department
  - (b) District Collector/Deputy Commissioner
  - (c) Tahsildar/Block Development Officer/Mandal Revenue Officer
  - (d) Gram Sabha
- Q. The Government enacted the Panchayat Extension to Scheduled Areas (PESA) Act in 1996. Which one of the following is not identified as its objective?
- (a) To provide self-governance
  - (b) To recognize traditional rights
  - (c) To create autonomous regions in tribal areas
  - (d) To free tribal people from exploitation

**Some Important areas are:**

1. Fundamental Rights,
2. Directive Principles of State Policy,
3. President, Governor, Speaker,
4. Judiciary - Supreme Court, High Court and Judicial Activism
5. Constitutional Bodies - Election Commission, Comptroller and Auditor General, UPSC,
6. Centre-State Relations, President's Rule
7. Political developments in the Union and State
8. Local Self-Government,
9. All Non- Constitutional bodies - National Human Rights Commission, National Commission for Minorities, National Commission for Women, National Commission for SCs, National Commission for STs, etc.
10. Recent Constitutional Amendments,
11. Recent Bills passed in the Parliament.

## History

Indian history comprises of Ancient, Medieval and Modern India. It forms one of the important sections in the General Studies Preliminary Paper-1. If one scans through the last few years' papers, one will see

that out of 100 questions asked in GS; almost 15 questions were from Indian History. However, now more questions are being asked from Modern India. So, going by the trend, one needs to pay special attention on Modern India especially on the events after 1885, i.e., after the formation of the Congress.

Seeing the number of questions, an aspirant may think of skipping the History questions, but then this will be at high cost. It is because, firstly, an aspirant can be very selective. That is one can solely focus on Modern India. Secondly, the numbers of books to be read are less. An aspirant can just solve the History questions by referring NCERT of 12th Class and Spectrum's Modern India. Thirdly, the nature of the questions asked is more direct compared to other sections of GS Paper 1.

**For example**

- Q. The people of India agitated against the arrival of Simon Commission because
- (a) Indians never wanted the review of the working of the Act of 1919
  - (b) Simon Commission recommended the abolition of Dyarchy (Diarchy) in the Provinces
  - (c) There was no Indian member in the Simon Commission
  - (d) The Simon Commission suggested the partition of the country
- Q. Quit India Movement was launched in response to—
- (a) Cabinet Mission Plan
  - (b) Cripps Proposals
  - (c) Simon Commission Report
  - (d) Wavell Plan
- Q. During the Indian Freedom Struggle, who of the following has raised an army called 'Free Indian Legion'?
- (a) Lala Hardayal
  - (b) Rashbehari Bose
  - (c) Subhas Chandra Bose
  - (d) V.D.Savarkar
- Q. With reference to Indian freedom struggle, Usha Mehta is well-known for
- (a) Running the secret Congress Radio in the wake of Quit India Movement.
  - (b) Participating in the Second Round Table Conference.

- (c) Leading a contingent of Indian National Army.
- (d) Assisting in the formation of Interim Government under Pandit Jawaharlal Nehru.

However, some questions are more comprehensive in coverage, more logical and more analytical.

**For example:**

- Q. With reference to the period of colonial rule in India, "Home -Charges" formed an important part of drain of wealth from India. Which of the following funds constituted "Home Charges"?

1. Funds used to support the India Office in London.
2. Funds used to pay salaries and pensions of British personnel engaged in India.
3. Funds used for waging wars outside India by the British.

Select the correct answer using the codes given below:

- (a) 1 only
- (b) 1 and 2 only
- (c) 2 and 3 only
- (d) 1, 2 and 3

Nowadays Indian Art, Architecture and Culture have also become integral part of history. In 2013 exam more than 5 Question were related to this segment.

**For example:**

- Q. Some Buddhist rock-cut caves are called Chaityas, while the others are called Viharas. What is the difference between the two?
- (a) Vihara is a place of worship, while Chaitya is the dwelling place of the monks
  - (b) Chitya is a place of worship, while Vihara is the dwelling place of the monks
  - (c) Chaitya is the stupa at the far end of the cave, while Vihara is the hall axial to it
  - (d) There is no material difference between the two—
- Q. In the context of cultural history of India, a pose in dance and dramatics called 'Tribhanga' has been a favourite of Indian artists from ancient times till today. Which one of the following statements best describes this pose?
- (a) One leg is bent and the body is slightly but oppositely curved at waist and neck

- (b) Facial expressions, hand gestures and make-up are combined to symbolize certain epic or historic characters
- (c) Movements of body, face and hands are used to express oneself or to tell a story
- (d) A little smile, slightly curved waist and certain hand gestures are emphasized to express the feelings of love or eroticism.

Q. Which of the following statements is/are applicable to Jain doctrine?

- 1. The surest way of annihilating Karma is to practice penance.
- 2. Every object, even the smallest particle has a soul.
- 3. Karma is the bane of the soul and must be ended.

Select the correct answer using the codes given below.

- (a) 1 only                      (b) 2 and 3 only
- (c) 1 and 3 only            (d) 1, 2 and 3

Q. With reference to the history of Indian rock-cut architecture, consider the following statements:

- 1. The caves at Badami are the oldest surviving rock-cut caves in India.
- 2. The Barabar rock-cut caves were originally made for Ajivikas by Emperor Chandragupta Maurya.
- 3. At Ellora, caves were made for different faiths.

Which of the statements given above is/are correct?

- (a) 1 only                      (b) 2 and 3 only
- (c) 3 only                      (d) 1, 2 and 3

Q. With reference to the history of philosophical thought in India, consider the following statements regarding Sankhya school:

- 1. Sankhya does not accept the theory of rebirth or transmigration of soul.
- 2. Sankhya holds that it is the self-knowledge that leads to liberation and not any exterior influence or agent.

Which of the statements given above is/are correct?

- (a) 1 only                      (b) 2 only
- (c) Both 1 and 2            (d) neither 1 nor 3

## Economic & Social-Development

In the PT examination the weightage of Economy and Socio-economic development is increasing.

If you analyze 2013 year question paper you will find that about half of the questions on Economy and Social Development came from the basics like Inflation. Deficit financing and the other half came from the latest development.

Economics is such an inter-disciplinary faculty that to master this art you will have to know "something" of "everything". And this "something" cannot be taken trivially as it denotes the most important and latest development in the area of finance, world economy and how all that goes on to affect India. Economics is vast and there are similar other subjects that you have to be master-of.

Now, comes the logical question on how you can utilize your time in a most optimum manner so that the Return on Investment could be optimized (RoI, using economical lingo) i.e. here investment denotes the scarce commodity that you have and that being time?

India's growth motto is "inclusive growth" and if you analyse these two words you can get the answer to your question regarding the contours of syllabus. "Inclusive growth" means that you can expect questions from the entire important positive intervention programme that has been undertaken by this government. Surely it does not only include government terms that have become clichés like MNREGA, SSA, MMS but you should also be familiar to the some extent to the terms like Social audit, Outcome Budgeting, Zero Budgeting, Midterm survey, Baseline survey, etc.

In a nutshell now the domain of this faculty has become all the more interesting. Now rather than expecting 'evergreen' questions based on the definition of inflation (which will always be 'evergreen') you can expect questions like inflation affecting the real rate of return on "aam aadmi" asset. Certainly all that is related to sustainable development and carbon trading will gain ground as far as this year's question is concerned seeing the amount of coverage it is getting in the national and international media. Thus question will become more practically inclined which requires you to be up-to date with the latest happening in the area of national development.

Conclusively, we can say that a general approach of the subject is required and more important is the conceptual clarity as the questions particularly of economics are seldom straightforward. It is also important to know that some of the topics like inflation, WPI, Doha, GATT, questions related to budget (as budget is passed just two months prior to exam) and banking questions are evergreen topics for the question setters. And it will remain 'evergreen' without doubt.

**Below are some questions pertaining to Economy and social development asked in UPSC exam in recent years:**

- Q. The balance of payments of a country is a systematic record of
- all import and export transactions of a country during a given period of time, normally a year
  - goods exported from a country during a year
  - economic transaction between the government of one country to another
  - capital movements from one country to another
- Q. The Reserve Bank of India regulates the commercial banks in matters of
- Liquidity of assets
  - Branch expansion
  - Merger of banks
  - Winding-up of banks
- Select the correct answer using the codes given below.
- 1 and 4 only
  - 2, 3 and 4 only
  - 1, 2 and 3 only
  - 1, 2, 3 and 4
- Q. Priority Sector lending by banks in India constitutes the lending to
- Agriculture
  - micro and small enterprises
  - Weaker sections
  - All of the above
- Q. Which one of the following is likely to be the most inflationary in its effect?
- Repayment of public debt
  - Borrowing from the public to finance a budget deficit
  - Borrowing from banks to finance a budget deficit
  - Creating new money to finance a budget deficit
- Q. Which of the following grants/grant direct credit assistance to rural households?
- Regional Rural Banks
  - National Bank for Agriculture and Rural Development
  - Land Development Banks
- Select the correct answer using the codes given below:
- 1 and 2 only
  - 2 only
  - 1 and 3 only
  - 1, 2 and 3

## General Science

General Science, just by the virtue of being science, can enable anyone to get the extra margin required for being comfortable after the preliminary examination. General Science, in general, has more to do with the clarity of concepts and their understanding than with the rote memorization of the facts.

Questions under General Science would, like previous year trends, include Physics, Chemistry and Biology. Emphasis would be given on Biology especially on Human physiology, Nutrition and Diseases. The only change that seems is that the number of the questions from the field of science has increased as the new pattern is more inclined towards the application of knowledge.

Questions on General Science may cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. Among the branches of General Science, Chemistry gets least importance and Biology gets maximum importance. This trend is most likely to continue

In Physics, almost all the questions might be application oriented. Thus, understanding the basic principles is very important, since UPSC has a habit of asking questions which are backed by some basic principles. Areas like Newton's laws, Laws of thermodynamics, Heat, Sound, Law of Optics, and Nuclear Physics etc are important areas. One must be keen to know about the practical application of anything that one reads in the syllabus.

**For example, in previous years the questions asked from Physics were:**

- Q. Ball bearings are used in bicycles, cars, etc., because
- the actual area of contact between the wheel and axle is increased
  - the effective area of contact between the wheel and axle is increase
  - the effective area of contact between the wheel and axle is reduced
  - None of the above statements is correct

Q. Consider the following phenomena:

1. Size of the sun at dusk
2. Colour of the sun at dawn
3. Moon being visible at dawn
4. Twinkle of stars in the sky
5. Polestar being visible in the sky

Which of the above are optical illusions?

- (a) 1, 2 and 3      (b) 3, 4 and 5  
(c) 1, 2 and 4      (d) 2, 3 and 5

Q. Rainbow is produced when sunlight falls on drops of rain. Which of the following physical phenomena are responsible for this?

1. Dispersion
2. Refraction
3. Internal reflection

Select the correct answer using the codes given below.

- (a) 1 and 2 only      (b) 2 and 3 only  
(c) 1 and 3 only      (d) 1, 2 and 3

Q. What is the principle by which a cooling system (Radiator) in a motor car works?

- (a) Conduction only  
(b) Convection  
(c) Radiation only  
(d) Both Conduction and Radiation

Q. If a potato is placed on a pure paper plate which is white and unprinted and put in a microwave oven, the potato heats up but the paper plate does not. This is because:

- (a) Potato is mainly made up of starch whereas paper is mainly made up of cellulose.  
(b) Potato transmits microwaves whereas paper reflects microwaves.  
(c) Potato contains water whereas paper does not contain water.  
(d) Potato is a fresh organic material whereas paper is a dead organic material.

Q. Consider the following:

1. Bluetooth device
2. Cordless phone
3. Microwave oven
4. Wi-Fi device

Which of the above can operate between 2.4 and 2.5 GHz range of radio frequency band?

- (a) 1 and 2 only      (b) 3 and 4 only  
(c) 1, 2 and 4 only      (d) 1, 2, 3 and 4

All the above questions are based upon the scientific principles which are applied to the phenomena of daily use.

Many questions are asked from the field of space science, robotics and other fields of applied sciences especially related to current affairs.

**For example :**

Q. The efforts to detect the existence of Higgs boson particle have become frequent news in the recent past. What is/are the importance of discovering this particle?

1. It will enable us to understand as to why elementary particles have mass.
2. It will enable us in the near future to develop the technology of transferring matter from one point to another without traversing the physical space between them.
3. It will enable us to create better fuels for nuclear fission.

Select the correct answer using the codes given below.

- (a) 1 only      (b) 2 and 3 only  
(c) 1 and 3 only      (d) 1, 2 and 3

Q. Consider the following statements:

The satellite Oceansat - 2 launched by India helps in

1. Estimating the water vapour content in the atmosphere.
2. Predicting the onset of monsoons.
3. Monitoring the pollution of coastal waters.

Which of the statements given above is/are correct?

- (a) 1 and 2 only      (b) 2 only  
(c) 1 and 3 only      (d) 1, 2 and 3

Q. Which among the following do/does not belong/belongs to the GSM family of wireless technologies?

- (a) EDGE      (b) LTE  
(c) DSL      (d) Both EDGE and LTE

Q. With reference to the treatment of cancerous tumors, a tool called cyber knife has been making the news. In this context, which one of the following statements is not correct?

- (a) It is a robotic image guided system.
- (b) It delivers an extremely precise dose of radiation.
- (c) It has the capability of achieving sub - millimeter accuracy.
- (d) It can map the spread of tumour in the body.

Hence it is important that the student not only goes through the basic principles but also keeps a track of whatever is happening around him. The inquisitive nature of student is bound to give him an edge over others.

In Chemistry, Periodic tables, important minerals and their ores, etc. are important from prelims point of view. Maximum questions will be pertaining to chemicals which are of economic significance. Thus characteristics of different compounds like Plaster of Paris, bleaching powder, etc. are of quite importance. Also the characteristics of the organic families must be kept in mind.

**Let us take a look at the question asked in previous years:**

Q. Chlorination is a process used for water purification. The disinfecting action of chlorine is mainly due to

- (a) The formation of hydrochloric acid when chlorine is added to water.
- (b) The formation of hypochlorous acid when chlorine is added to water.
- (c) The formation of nascent oxygen when chlorine is added to water.
- (d) The formation of hydrogen when chlorine is added to water.

Biology, in general, will be the most important section in science. In Botany plant physiology, plant tissues, plants with economic significance and genetic model of Mendel are important. In Zoology, human physiology (especially digestive system, circulatory system and reproductive system), genetics, various diseases and their control measures occupy the most important place. For this too, students have to be quite update with the current affairs.

**The questions asked in recent years include:**

Q. Which of the following statements is/are correct?

- 1. Viruses lack enzymes necessary for the generation of energy
- 2. Viruses can be cultured in any synthetic medium.

- 3. Viruses are transmitted from one organism to another by biological vectors only.

Select the correct answer using the codes given below.

- (a) 1 only                      (b) 2 and 3 only
- (c) 1 and 3 only            (d) 1, 2 and 3

Q. Which of the following diseases can be transmitted from one person to another through tattooing?

- 1. Chikungunya            2. Hepatitis B
- 3. HIV-AIDS

Select the correct answer using the codes given below.

- (a) 1 only                      (b) 2 and 3 only
- (c) 1 and 3 only            (d) 1, 2 and 3

Q. Consider the following minerals

- 1. Calcium                      2. Iron
- 3. Sodium

Which of the minerals given above is/are required by human body for the contraction of muscles?

- (a) 1 only                      (b) 2 and 3 only
- (c) 1 and 3 only            (d) 1, 2 and 3

Q. Recombinant DNA technology (Genetic Engineering) allows genes to be transferred

- 1. across different species of plants
- 2. from animals to plants
- 3. from microorganisms to higher organisms

Select the correct answer using the codes given below.

- (a) 1 only                      (b) 2 and 3 only
- (c) 1 and 3 only            (d) 1, 2 and 3

Q. Consider the following statements:

- 1. Every individual in the population is equally susceptible host for Swine Flu.
- 2. Antibiotics have no role in the primary treatment of Swine Flu.
- 3. To prevent the future spread of Swine Flu in the epidemic area, the swine (pigs) must all be culled.

Which of the statement given above is/are correct?

- (a) 1 and 2 only            (b) 2 only
- (c) 2 and 3 only            (d) 1, 2 and 3.

Q. Which one of the following processes in the bodies of living organisms is a digestive process?

- (a) Breakdown of proteins into amino acids
- (b) Breakdown of glucose into CO<sub>2</sub> and H<sub>2</sub>O.

- (c) Conversion of glucose into glycogen.  
 (d) Conversion of amino acids into proteins.
- Q. Consider the following statements:
1. Hepatitis B is several times more infectious than HIV/AIDS.
  2. Hepatitis B can cause liver cancer.
- Which of the statement given above is/are correct?
- (a) 1 only                      (b) 2 only  
 (c) Both 1 and 2              (d) Neither 1 nor 2
- Q. Excessive release of the pollutant carbon monoxide (CO), into the air may produce a condition in which oxygen supply in the human body decreases. What causes this condition?
- (a) When inhaled into the human body, CO is converted into CO<sub>2</sub>.  
 (b) The inhaled CO has much higher affinity for hemoglobin as compared to oxygen.  
 (c) The inhaled CO destroys the chemical structure of hemoglobin.  
 (d) The inhaled CO adversely affects the respiratory centre in the brain.
- Q. With regard to the transmission of the Human Immunodeficiency Virus, which one of the following statements is not correct?
- (a) The chances of transmission from female to male are twice as likely as from male to female.  
 (b) The chances of transmission are more if a person suffers from other sexually transmitted infections.  
 (c) An infected mother can transmit the pregnancy, at childbirth and by breast feeding.  
 (d) The risk of contracting infection from transfusion of infected blood is much higher than an exposure to contaminated needle.

***The questions indicate following trends.***

1. More questions are being asked from the current developments.
2. Human physiology has a major say in the questions from biology.
3. The questions seek to judge the curiosity level of the students and whether or not they are updated with respect to their surroundings.
4. Questions from both theory as well as its application are important.

Thus all these aspects must be kept in mind while studying. This is the only way how even a mediocre student can perform wonders in UPSC. One thing must always be remembered that it is not the hard work but intelligent hard work which creates a difference between success and failure.

## Science & Technology

We are living in the age of technological revolution. Communication technology has been revolutionized through satellite-based information highways and other computerized information processing systems. Computers are now an integral part of our work processing technology. Such awe-inspiring high technology developments have enhanced the capacity and transformed the working of governments to e-governance which is in present context is central to every governmental organization.

Under such scenario, it is obvious that government requires such bureaucrats (or technocrats) who have firsthand knowledge of present gadgets and information in the field of science and technology as well as aptitude to understand future developments. All this has brought about change in the recruitment strategy of personnel agencies which can also be seen in the recent change of nature and syllabus by UPSC in the preliminary stage of civil services examination. Similar changes have been seen in mains stage where questions regarding science and technology have increased a lot in the past few years.

Present pattern highlights the increased weightage of science and technology in Paper-1 (general studies) of preliminary stage. Earlier, there was no clear cut mention of science and technology in the syllabus for PT stage. The only thing which was given was:

"General science i.e. questions on general science which will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline." Questions in the PT were asked relating to general application of principles of physics and chemistry and knowledge of biology. Major part was covered by biology questions. Very few or none of the questions were asked from S & T which were also more related to current affairs.



But since 2011 around 30 % of paper-1 is directly related to science and technology which perhaps is enough to decide success or failure of any student. Candidates who earlier used to cover this part in mains stage only now have to include it in their plans right from the initial stages. Thus a comprehensive strategy has to be followed by the students.

Each component of S & T has multiple dimensions which have to be dealt with by the aspirants. This requires a broad level of reading and understanding of each part. No boundaries or mindsets (presumptions) should be made and one should always be ready to take up new things. Science and technology is an ever changing, most dynamic part of this exam which makes it necessary for the students to always remain updated. Any topic, for example nuclear technology has two parts, that is, theory and application. Theory is the static part which should be conquered in the initial period and application which is dynamic in nature must be a regular part of the preparations.

Dealing with this section has always been a tough nut to crack for civil service candidates, majority of whom are from arts and commerce background. But interviews and discussions with successful candidates have shown that a proper strategy with correct attitude can lead to very high marks fetched from this segment of examination.

#### The questions asked in recent years include:

Q. Recombinant DNA technology (Genetic Engineering) allows genes to be transferred

1. across different species of plants
2. from animals to plants
3. from microorganisms to higher organisms

Select the correct answer using the codes given below.

- (a) 1 only                      (b) 2 and 3 only  
(c) 1 and 3 only              (d) 1, 2 and 3

Q. Mycorrhizal biotechnology has been used in rehabilitating degraded sites because mycorrhiza enables the plants to

1. resist drought and increase absorptive area
2. tolerate extremes of PH
3. Resist disease infestation

Select the correct answer using the codes given below:

- (a) 1 only                      (b) 2 and 3 only  
(c) 1 and 3 only              (d) 1, 2 and 3

## Interpersonal Skills Including Communication Skills

**Interpersonal skills** are the skills that a person uses to interact with other people. It is also sometimes called communication skills. Positive interpersonal skills increase the productivity of the organization since the number of conflicts are reduced. It also allows communication to be easy and comfortable.

Some ways to improve interpersonal skills are:

1. Think positive and maintain good relationship.
2. Do not criticize others or yourself and be patient.
3. Develop the practice of listening; 80% listening and 20% talking is excellent.
4. Be sensitive to others and treat others and their experience with respect.
5. Praise and compliment the people and subordinates when they deserve it.
6. Be cheerful and make the people smile.
7. Do not complain and look for solutions.
8. Treat your team members and colleagues as friends and not as strangers or subordinates.

**Communication:** Communication is the transfer of information from a sender to a receiver. Communication is generally understood as spoken or written words. But in reality, it is more than that. It is the sum total of directly or indirectly, unconsciously or consciously transmitted words, attitudes, feelings, actions, gestures and tones. A slight lift in the brow is often more expressive disapproval than hundreds of words put together.

The importance of communication in administration can be judged from the following points:

1. Communication is required to disseminate the goals and the objectives of the organization.
2. It helps the administration in arriving at vital decisions.
3. Communication helps in planning and coordination.
4. It is a tool of supervision and control.
5. It is a basic tool for motivation and an increase in the morale of the employees.

6. It bolsters the maintenance of good human relations in the organization.

## 2013 Questions

1. You are a teacher in a University and are setting a question paper on a particular subject. One of your colleagues, whose son is preparing for the examination on that subject, comes to you and informs you that it is his son's last chance to pass that examination and whether you could help him by indicating what questions are going to be in the examination. In the past, your colleague had helped you in another matter. Your colleague informs you that his son will suffer from depression if he fails in this examination. In such circumstances, what would you do?
  - (a) In view of the help he had given you, extend your help to him.
  - (b) Regret that you cannot be of any help to him.
  - (c) Explain to your colleague that this would be violating the trust of the University authorities and you are not in a position to help him.
  - (d) Report the conduct of your colleague to the higher authorities.
2. While travelling in a Delhi-registered commercial taxi from Delhi to an adjacent city (another State), your taxi driver informs you that as he has no permit for running the taxi in that city, he will stop at its Transport Office and pay the prescribed fee of Rs. forty for a day. While paying the fee at the counter you find that the transport clerk is taking an extra fifty rupees for which no receipt is being given. You are in a hurry for your meeting. In such circumstances, what would you do?
  - (a) Go up to the counter and ask the clerk to give back the money which he has illegally taken.
  - (b) Do not interfere at all as this is a matter between the taxi driver and the tax authorities.
  - (c) Take note of the incident and subsequently report the matter to the concerned authorities.
  - (d) Treat it as a normal affair and simply forget about it.

## Decision Making

It can be regarded as the mental processes resulting in the relation of a course of action among several alternative scenarios.

UPSC has not applied negative marking to the questions of decision making because decision making is based on

individual logical & verbal ability and can vary from person to person. Thus attempting them is the safest part in paper but proper understanding of the question is must.

## Decision Making Process

- (a) Objectives must be established first and placed in order of preference.
- (b) Alternative actions must be developed.
- (c) The alternative that is able to achieve all the objectives is the tentative decision.
- (d) The tentative decision is evaluated for more possible consequences.

## Decision making steps:

**1st Step :** Outline your goal and outcome.

**2nd Step :** Gather data. This will help the decision makers having actual evidence to help them come up with a solution.

**3rd Step :** Brainstorm to develop alternatives. Coming up with more than one solution enables you to see which one can actually work.

**4th Step :** List pros and cons of each alternative, with the help of which, you can eliminate the solutions that have more cons than pros, making your decision easier.

**5th Step :** Make the decision by picking the one that has many pros, and the one that everyone can agree with.

**6th Step :** Immediately take action. Once the decision is picked, you should implement it right away.

**7th Step :** Learn from and reflect on the decision making. This step allows you to gauge where you were right or wrong while implementing the decision.

## Sample Questions

1. You have been asked to give an explanation for not attending an important official meeting. Your immediate boss who has not informed you about the meeting is now putting pressure on you not to place an allegation against him/her. You would...
  - (a) Send a written reply explaining the fact.
  - (b) Seek an appointment with the top boss to explain the situation.
  - (c) Admit your fault to save the situation.
  - (d) Put the responsibility on the coordinator of the meeting for not informing.

2. A local thug (bad element) has started illegal construction on your vacant plot. He has refused your request to vacate and threatened you of dire consequences in case you do not sell the property at a cheap price to him. You would...
  - (a) Sell the property at a cheap price to him.
  - (b) Go to the police for necessary action.
  - (c) Ask for help from your neighbours.
  - (d) Negotiate with the goon to get a higher price.
3. You have to accomplish a very important task for your Headquarters within the next two days. Suddenly you meet with an accident. Your office insists that you complete the task. You would....
  - (1) Ask for an extension of deadline.
  - (2) Inform Headquarters of your inability to finish on time.
  - (3) Suggest alternate person to Headquarters who may to the needful.
  - (4) Stay away till you recover.

### 2013 Questions

1. A person lives in a far off village which is almost two hours by bus. The villager's neighbour is a very powerful landlord who is trying to occupy the poor villager's land by force. You are the District Magistrate and busy in a meeting called by a local Minister. The villager has come all the way, by bus and on foot, to see you and give an application seeking protection from the powerful landlord. The villager keeps on waiting outside the meeting hall for an hour. You come out of the meeting and are rushing to another meeting. The villager follows you to submit his application. What would you do?
  - a) Tell him to wait for another two hours till you come back from your next meeting.
  - b) Tell him that the matter is actually to be dealt by a junior officer and that he should give the application to him.
  - c) Call one of your senior subordinate officers and ask him to solve the villager's problem.
  - d) Quickly take the application from him, ask him a few relevant questions regarding his problem and then proceed to the meeting.
2. There is a shortage of sugar in your District where you are the District Magistrate. The Government has ordered that only a maximum amount of 30 kg sugar is to be released for wedding celebrations.

A son of your close friend is getting married and your friend requests you to release at least 50 kg sugar for his son's wedding. He expresses annoyance when you tell him about the Government's restrictions on this matter. He feels that since you are the District Magistrate you can release any amount. You do not want to spoil your friendship with him. In such circumstances, how would you deal with the situation?

- a) Release the extra amount of sugar which your friend has requested for
  - b) Refuse your friend the extra amount and strictly follow the rules.
  - c) Show your friend the copy of the Government instructions and then persuade him to accept the lower amount as prescribed in the rules.
  - d) Advise him to directly apply to the allotting authority and inform him that you do not interfere in this matter.
3. You are in-charge of implementing the Family Planning programme in an area where there is a strong opposition to the present policy. You want to convince the residents of the need for keeping small families. What would be the best way of communicating this message?
    - a) By logically explaining to the residents the need for family planning to improve the health and living standards.
    - b) By encouraging late marriages and proper spacing of children.
    - c) By offering incentives for adopting family planning devices.
    - d) By asking people who have been sterilized or are using contraceptives to directly talk to the residents.

### General Mental Ability

In the current scenario, one needs to master the art of General Mental Ability for cracking any good competition. We get good number of questions on Mental Ability in exams of Public Sector, Bank PO, big B-School entrance and now in IAS as well.

For mastering General Mental Ability, firstly we should know that what are the types of questions and what are the basics of the same. In mental ability, the prime thing which is being tested is your familiarity

with the numbers. The commonly asked questions are the basics of Number Theory, basic Arithmetic, Time & Distance, Ratio & Proportion, Permutation and Combination and Probability. Now, if we look at these topics, all of us have read and practiced these topics in good length at high school level. But because of our habit and obligations of using calculator after that has forced us to forget all those basic concepts of arithmetic and has deviated us from the basics of mathematics.

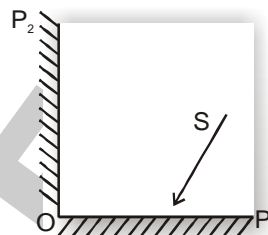
Regarding how to improve this, there is a very basic thing that we were taught by our parents was "practice makes a man perfect". This is very true about the Mental Ability at this stage. We just need to practice these basic concepts religiously to master these concepts. And believe me, there is no other way to success.

To sum up all, if we want to ensure a good score in mental ability and a better second paper of IAS this year then probably, we need to start practicing today and we need to clear all our basics and concepts. NCERT class sixth to tenth are the best books suited for these preparation. Last but not the least, practice as many sample papers as you can along with a proper feedback and doubt clearing of each and every paper.

### Sample Questions for General Mental Ability:

- There are four routes to travel from city A to city B and six routes from city B to city C. How many routes are possible to travel from the city A to C?
  - 24
  - 12
  - 10
  - 8
- A contract on construction job specifies a penalty for delay in completion of the work beyond a certain date is as follows: Rs. 200 for the first day, Rs. 250 for the second day, Rs. 300 for the third day etc., the penalty for each succeeding day being Rs. 50 more than that of the proceeding day. How much penalty should the contractor pay if he delays the work by 10 days?
  - Rs. 4950
  - Rs. 4250
  - Rs. 3600
  - Rs. 650

- Consider the following figure and answer the item that follows:



In figure shown above,  $OP_1$  and  $OP_2$  are two plane mirrors kept perpendicular to each other, S is the direction of a beam of light falling on the mirror  $OP_1$ . The direction of the reflected beam of light from the mirror  $OP_2$  will be...

- 0.6
- 0.7
- 0.9
- $1/3$

### 2013 Questions

- A train travels at a certain average speed for a distance of 63 km and then travels a distance of 72 km at an average speed of 6 km/hr more than its original speed. If it takes 3 hours to complete the total journey, what is the original speed of the train in km/hr?
  - 24
  - 33
  - 42
  - 66
- A thief running at 8 km/hr is chased by a policeman whose speed is 10 km/hr. If the thief is 100 m ahead of the policeman, then the time required for the policeman to catch the thief will be
  - 2 min
  - 3 min
  - 4 min
  - 6 min
- In a rare coin collection, there is one gold coin for every three non-gold coins. 10 more gold coins are added to the collection and the ratio of gold coins to non-gold coins would be 1: 2. Based on the information; the total number of coins in the collection now becomes
  - 90
  - 80
  - 60
  - 50

4. A sum of Rs. 700 has to be used to give seven cash prizes to the students of a school for their overall academic performance. If each prize is RS. 20 less than its preceding prize, what is the least value of the prize?

- a) Rs. 30                      b) Rs. 40  
c) Rs. 60                      d) Rs. 80

## Data Interpretation & Data Sufficiency

**Data Interpretation:** In these questions data is presented either in the form of a table or a bar chart or a pie chart or a line graph or as a combination of one of these formats. Following each of these data presentations, there will be 4 to 6 questions. You are expected to answer the questions by interpreting the data given in the table or graph.

The Data Interpretation section of C-SAT is probably closest in resemblance to the kind of problems one will be dealing in real life situations. It tests one's decision-making ability and speed using limited input. Start off with topical tests in the initial stage of preparation.

This is the calculation intensive portion of the section. It consists of a myriad of graphs, charts and tables from which you will have to glean and analyse data. The key to cracking this area is to quickly identify the key pieces of data that you will require to work on the questions asked. Sometimes questions are formed to try and bewilder students with a large amount of data, most of it unnecessary.

Another interesting feature of DI that you as a student can use to your advantage is that, usually, not all questions in a set are of equal difficulty. Specifically, most sets have a 'counting' type of question (How many companies have profits more than x%, how many people have incomes less than Rs. Y etc.). Most of these questions can be solved without calculation but by close inspection of the data presented.

**Data Sufficiency:** Data Sufficiency problems usually take the form of a logical puzzle, and are in the form of a question followed by two statements. You need to answer whether you can solve the problem using the statements individually, or using both, or

whether you cannot solve the problem using the information provided. The key to answering such problems is to pretend like one statement does not exist, try solving the problem, and then pretend like the other statement does not exist and try solving the problem again. These problems are generally tricky, and need lots of practice.

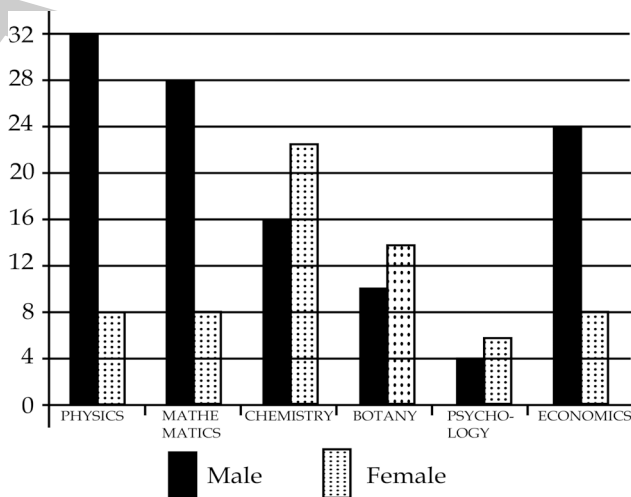
Example: What was John's average driving speed in miles per hour during a 15-minute interval?

- (1) He drove 10 miles during this interval.
  - (2) His maximum speed was 50 miles per hour and his minimum speed was 35 miles per hour during this interval.
- (a) Statement (1) ALONE is sufficient, but statement (2) alone is not sufficient.
- (b) Statement (2) ALONE is sufficient, but statement (1) alone is not sufficient.
- (c) BOTH statements TOGETHER are sufficient, but NEITHER statement ALONE is sufficient.
- (d) EACH statement ALONE is sufficient.
- (e) Statement (1) and (2) TOGETHER are NOT sufficient.

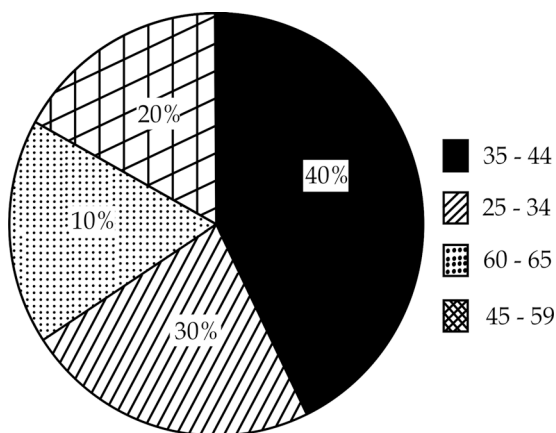
Ans. (a)

## 2013 Questions

Study the two figures given below and answer the five items that follow:



**Figure 1 :** Number of Professors in selected disciplines in University by sex



**Figure 2 : Age of Physics Professors**

- How many Physics professors belong to the age group 35 - 44?
  - 18
  - 16
  - 14
  - 12
- Which one of the following disciplines has the highest ratio of males to females?
  - Physics
  - Mathematics
  - Chemistry
  - Economics
- What percentage of all Psychology professors are females?
  - 40%
  - 50%
  - 60%
  - 70%
- If the number of female Physics professors in the age group 25 - 34 equals 25% of all the Physics professors in that age group, then what is the number of male Physics professors in the age group 25 - 34?
  - 9
  - 6
  - 3
  - 2
- If the Psychology professors in the University constitute 2% of all the professors in the University, then what is the number of professors in the University?
  - 400
  - 500
  - 600
  - 700

## English Language Comprehension Skills

Here the candidates knowledge of English language related to Grammar & Vocabulary will be

tested. The passages under this category don't have Hindi Version as these are to test the comprehension of English Language.

### 2013 Questions

#### Passage - I

Seven-year-old Jim came home from the park without his new bicycle. "An old man and a little boy borrowed it," he explained. "They are going to bring it back at four o'clock." His parents were upset that he had given his expensive new bicycle, but were secretly proud of his kindness and faith. Came four o'clock, no bicycle. The parents were anxious. But at 4:30, the door bell rang, and there stood a happy man and a boy, with the bicycle and a box of chocolates. Jim suddenly disappeared into his bedroom, and then came running out. "All right," he said, after examining the bicycle. "You can have your watch back!"

- When Jim came home without his bicycle, his parents
  - were angry with him.
  - were worried.
  - did not feel concerned.
  - were eager to meet the old man and the little boy.
- Jim returned the watch to the old man and the little boy because
  - they gave him chocolates.
  - his father was proud of him.
  - he was satisfied with the condition of his bicycle.
  - they were late only by 30 minutes.

#### Passage - 2

It was already late when we set out for the next town, which according to the map was about fifteen kilometres away on the other side of the hills. There we felt that we would find a bed for the night. Darkness fell soon after we left the village, but luckily we met no one as we drove swiftly along the narrow winding road that led to the hills. As we climbed higher, it became colder and rain began to fall, making it difficult at times to see the road. I asked John, my companion, to drive more slowly. After we had

travelled for about twenty kilometres, there was still no sign of the town which was marked on the map. We were beginning to get worried. Then without warning, the car stopped and we found we had run out of petrol.

1. The author asked John to drive more slowly because
  - a) the road led to the hills.
  - b) John was an inexperienced driver.
  - c) the road was not clearly visible.
  - d) they were in wilderness.
2. The travellers set out for the town although it was getting dark because
  - a) they were in a hurry.
  - b) the next town was a short distance away and was a hill-resort.
  - c) they were in wilderness.
  - d) the next town was a short distance away and promised a good rest for the night.
3. The travellers were worried after twenty kilometres because
  - a) it was a lonely countryside.
  - b) they probably feared of having lost their way.
  - c) the rain began to fall
  - d) it was getting colder as they drove.

Comprehension & English Language Comprehension are two different things.

Comprehension will check candidates assimilation power of contents whereas English Language Comprehension will check the basic knowledge of English of candidate in terms of vocabulary & grammar.

## Comprehension

Comprehension is the classic entry in CSAT syllabus as it is not to test your language skill, but to test your moral and ethical aptitude, understanding of government programmes and policies, social problems, ability to comprehend boring reports etc.

As an IAS aspirant you are expected to read, assimilate reason, draw inferences and apply your learning to different situations. As administrator you will have to read reports, infer, make strategies and plan. As the time you spend on these documents impacts the efficiency and productivity of your

division, you must find a way to work speedily and clear the tasks as per requirements and not be the bottleneck where work comes to a standstill.

You wonder how you can enhance your competence and reduce time spent, whether on deciphering reports, documents etc. the way to improve your reading comprehension is evidently making a habit of reading at least a few pages of editorials in daily newspapers such as the Hindu, the Economist or any other daily.

## 2013 Questions

- **Read the following passage and answer the items that follow. Your answers to these items should be based on the passages only.**

Malnutrition most commonly occurs between the ages of six months and two years. This happens despite the child's food requirements being less than that of an older child. Malnutrition is often attributed to poverty, but it has been found that even in households where adults eat adequate quantities of food, more than 50 per cent of children-under-five do not consume enough food. The child's dependence on someone else to feed him/her is primarily responsible for the malnutrition. Very often the mother is working and the responsibility of feeding the young child is left to an older sibling. It is therefore crucial to increase awareness regarding the child's food needs and how to satisfy them.

1. According to the passage, malnutrition in children can be reduced
  - a) if the children have regular intake of food.
  - b) after they cross the age of five.
  - c) if the food needs of younger children are known.
  - d) if the responsibility of feeding younger children is given to adults.
2. According to the author, poverty is not the main cause of malnutrition, but the fact that
  - I. taking care of younger ones is not a priority for working mothers.
  - II. awareness of nutritional needs is not propagated by the Public Health authorities.Select the correct answer using the code given below:
  - a) I only
  - b) II only
  - c) Both I and II
  - d) Neither I nor II

## Logical Reasoning & Analytical Ability

Logical Reasoning candidates ability to analyze the logical foundation of a given argument. Where as Analytical ability is the ability to visualize, articulate & solve problems & make decisions that make some based on available information.

### 2013 Questions

- Examine carefully the following statements and answer the three items that follow:

Out of four friends A, B, C and D,

- I. A and B play football and cricket,
- II. B and C play cricket and hockey,
- III. A and D play basketball and football,
- IV. C and D play hockey and basketball.

1. Who does not play hockey?

- a) D                      b) C
- c) B                      d) A

2. Who plays football, basketball and hockey?

- a) D                      b) C
- c) B                      d) A

3. Which game do B, C and D play?

- a) Basketball              b) Hockey
- c) Cricket                  d) Football

- A, B, C, D and E belong to five different cities P, Q, R, S and T (not necessarily in that order). Each one of them comes from a different city. Further it is given that:

I. B and C do not belong to Q.

II. B and E do not belong to P and R.

III. A and C do not belong to R, S and T.

IV. D and E do not belong to Q and T.

Which one of the following statements is not correct?

- a) C belongs to P              b) D belongs to R
- c) A belongs to Q              d) B belongs to S

Regular practice of questions can help the student in analyzing & depicting the data in the figure. Mostly Students think that these questions has to be solved on the spot based on situations but practice is must to score a good marks in these types of questions. Once the information has been depicted questions related to it can be solved easily.





