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Part I

- **Picture Stories Writing** 1–29

This is a natural phenomenon that when a person looks towards a picture, he reacts about the picture. The guide educates the candidate to make out a purposeful, optimistic and result oriented story. In the guide the writer has given 50 coloured, one blank picture and he has answered for each and every one for the training of the readers, so that confidence is developed to do well to write on similar or alike pictures successfully within the time frame.
- **Word Association** 31–42

Under this process the candidate has to see the word and make sentence within least time allowed to him. He has been guided that he has to make out purposeful sentences which show the quality for each and everyone. In the case of negative words he has to translate them into positive outcome. The writer has given 466 words and their model answers for the guidance of the readers.
- **Situations-Reactions** 43–53

It is basically about circumstances and situations in which the candidate finds problems and he reacts towards action and settlement. The writer has given 81 problems and their model answers for the training of the candidates. This training will be necessary, as the candidate has to answer a number of problems containing 4 to 5 sentences each within least time allowed.

Part II

- **Interview Techniques** 55–64

Interview techniques are important to make the interview successful. Everybody who is looking for visionary career has to appear before an Interview Board. In this guide all the requisite techniques and manners have been given for the candidate right from beginning till the end of interview. In addition to above a demonstration of complete interview has also been given in the guide to be followed by the candidate. This will improve performance and generate confidence to do the interview well.

Part III

- **Lecturate, Group discussion and Ground Test** 65–116

These tests are important to assess the personality, qualities and leadership aspects of the candidate. These traits are necessary for any administrative and managerial post whether in govt. or in the private.

- **Lecture** 65–70

Any candidate who is aspirant for any visionary career in administrative and management post needs ability to deliver effective, knowledgeable, mannered, forceful and impressive speech. The candidate should have the ability to arrange the points of lecture in a systematic order within the least time allowed. All relevant guidance has been given to train the candidates. The writer has given 101 topics for guidance and practice of the readers.
 - **Group Discussion** 71–110

Group discussion is very important for any candidate who is an aspirant for any visionary career whether in Armed Forces, Civil Services or in Private sector. In this guide 25 topics of Group Discussion with answers as model with relevant points have been given. The writer has given points for both sides, i.e., positive as well as negative aspect for the discussion against each topic. The writer has also given techniques to make the discussion effective, to show his leadership qualities and prove himself as a best speaker amongst the candidates of the group.
 - **Ground Test** 111–116

This part is exclusively for the candidates who are the aspirants for visionary career in Armed Forces. Through this system the performance of the candidate is screened physically as shown on the ground in the presence of the testing officer. This guide educates about techniques as to how to make the candidate skilled to show his best performance, and his leadership qualities during the test. The following are the items of tests through which the candidate is screened. The writer has explained all the items separately in the guide and he has explained the techniques in their totality :

 - (a) Group Discussion
 - (b) Snake Race
 - (c) Group Task
 - (d) Half Group Task
 - (e) Final Group Task
 - (f) Command Task
 - (g) Indoor Planning
 - (h) Individual Obstacles
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