

UNDERSTAND THE TERMINOLOGIES USED IN THE QUESTIONS

Generally you are at a loss to pin point your answers in response to prefixes and suffixes in questions. It is for your convenience, we are trying to make explicit what is meant by these words and what you will write.

CRITICALLY EXAMINE OR EXAMINE

You have to be critical from the word go. Be authentic and not casual. You have to give the positive aspects as well as negative aspects of the asked problem or proposition but an attempt should be made to critically negate the proposition or the statement.

EVALUATE

It is a related prefix or suffix to examine or critically examine. In this also you present the positive aspects as well as negative aspects but you remain neutral. No need to demolish the proposition.

COMMENT

Most questions carry a prefix of 'comment'. In this you are free to take sides. A comment gives you the freedom to go in for or against the proposition. The arguments must be logically arranged. Comment generally means you are expected to give your view. You have to present the facts and arguments systematically.

DISCUSS

It is also a very common prefix and suffix in social science questions. You are expected write both sides, pros and cons of a proposition. Discuss refers to an exposition of the whole problem. An attempt should be made to write all aspects of a proposition. Be elaborative I.e. give all points in brief but don't take any sides.

ANALYSE

It requires you to dissect the problem. This means you are trying to operate the whole problem like a surgeon on a body or a part there of. You give reasons and the causes under lying the phenomena.

EXPLAIN

It requires you to analyze first and then convince the examiner by examples, illustrations, and case studies. You want to make him/her understand the problem or the proposition thoroughly.

ILLUSTRATE/ENUMERATE/ELABORATE/DESCRIBE

They are almost identical terms. Normally in central services examinations `describe` is not given but other queries are there. In all these cases you state the facts or arguments in a straight forward manner. No criticisms should be attempted. Detailed description is required.

SUBSTANTIATE means you have to prove a particular proposition. You give only positive aspects. You present your arguments as a lawyer. You convince the examiner.

Sometimes the queries are straight like what a particular phenomenon is, why such things occurred, sometimes there is a question like `bring out the major features or write the main causes`. In all such cases you write in straight forward and simple manner. Sometimes you are asked to distinguish between two phenomena. In this you first write about the a) one phenomenon b) then you write about the other c) then you write the similarities d) next you write the differences and then you give e) a concluding remark. Sometimes despite all instructions you feel you are not able to write according to a plan then simply follow a set pattern a) introduction b) give main points c) explain the points with examples, scholar`s opinion, illustrations, case studies if possible and finally a conclusion. Conclusions must be written in very brief summary form.

We hope this precise instruction and exposition will help you in practising answer writing as well as the final exams.

GENERAL STUDIES : SUGGESTED READINGS

General Studies- I

INDIAN HERITAGE AND CULTURE, HISTORY AND GEOGRAPHY OF THE WORLD AND SOCIETY

INDIAN HERITAGE AND CULTURE: This Part will require appreciation of Indian art, sculpture, dance, architecture, music festivals, folklore, drama, literatures etc. One has to capture the evolution of Indian art and culture since ancient times. Out of 250 marks in this paper, it is expected that approximately 50-70 marks will be allotted to this section. Suggested readings:

- Gazetteer of India-volume II
- A. L Basham: The wonder that was India
- S.A.A Rizvi : The wonder that was India (volume II)
- Books on India Dance, painting, temples etc of Publications Divisions and National Book Trust (NBT)

MODERN HISTORY: It covers the period between the Revolt of 1857 and modern times. It will have the following components:

- Political History : British conquest of India
- Freedom Struggle: The moderates, the militants, the revolutionaries and the Gandhian Era.
- Important leaders of freedom movement, their ideologies and contributions.
- Social-Religious movements.
- British Economic policies and their consequences.
- Revolts: Tribal, peasant and popular revolts.
- Educational and Press policies.
- Important Governor Generals and the significant measures initiated by them.

It is expected that this section will account for 70-80 marks

POST-INDEPENDENT INDIA: This will have questions relating to the following areas:

- Integration of Indian States.
- Linguistic Reorganisation of States.
- Task of nation building.
- Secularism, communalism, backward classes and affirmative action.

Suggested Readings:

- Tarachand : History of Freedom Movement in India, Vol- I to IV, (Publications Division).
- Surendernath Sen: 1857 (Publications Division)
- Ancient India-Collection of Article (Publications Division)
- NCERT-Modern India.
- NBT- Freedom Struggle.
- Bipan Chandra-India's Struggle for Independence.
- Bipan Chandra-Post Independent India.
- Gazetteer of India- Volume II.

WORLD HISTORY: One can conceptualize and systematize the syllabus of the World History as follows:

Suggested Readings:

- NCERT: The Story of Civilization (2 Volumes)
- NCERT: Contemporary World History.
- L.Mukherji : A History of the World.

TOPICS RELATED TO INDIAN SOCIETY:

Suggested Readings

- SC Dubey- Indian Society
- Arjun Appadurai – Globalisation
- NCERT Books on Sociology

GEOGRAPHY OF THE WORLD: Applied aspects have been emphasized in both Indian and World Geography syllabus. NCERT books on Indian and world Geography continue to remain extremely relevant to the new syllabus. The following books can help in covering the new geography syllabus:

- Physical Geography: Savindra Singh
- Geomorphology : Savindra Singh
- Oceanography: Sharma and Vatal (NCERT)
- Economics and Social Geography: Rupa Publications
- Environmental Geography: Savindra Singh
- Survey of Indian Agriculture : The Hindu Publications.
- Survey of Indian Economy: The Hindu Publications
- India-2013: Publications Division
- Certificate Physical and Human Geography : G. C. Leon

GS Paper II

GOVERNANCE, CONSTITUTION, POLITY, SOCIAL JUSTICE AND INTERNATIONAL RELATIONS.

This paper is likely to find utmost favour with the aspirants because it contains interesting areas like Polity, Constitution and International Relations. The new polity syllabus is very well outlined this time and it emphasizes on the following:

- Structure of our polity i.e. the Constitutional framework of our political system.
- Operational aspects of our polity.
- Issues relating to governance.
- Public Administration.

The following source-material can be consulted on polity:

- D.D.Basu: Indian Constitution.
- P.M.Bakshi: Indian Constitution
- S.C. Kashyap : Encyclopaedia of Governance

- S.C.Kashyap: Our Parliament (NBT)
- S.C.Kashyap: Our Political System (NBT)
- M Laxmikant: Indian Polity

INTERNATIONAL RELATIONS: It covers three areas: Indian Foreign Policy, International affairs, and International Organizations. Since very contemporary issues will be asked in this section, one has to keep a close watch on day to day happenings on international affairs specially those which have a bearing on India. The following sources can be consulted:

- Rajiv Sikri: Challenge and Strategy- Understanding India's foreign policy
- C.Rajamohan: Crossing the Rubicon
- World Focus (Magazine) & The Economist (Magazine)

The best way to cover these areas is to read relevant articles in leading newspapers. Doordarshan News, Lok Sabha and Rajya Sabha TV presents excellent panel discussions on international issues. This gives a proper perspective and balanced approach and understanding of a particular issue.

GS Paper III

TECHNOLOGY, ECONOMIC DEVELOPMENT, BIO-DIVERSITY, ENVIRONMENT, SECURITY AND DISASTER MANAGEMENT.

TECHNOLOGY: Technology, questions will be framed on latest developments on the front of technology such as nano-technology, robotics, IT, space etc. Emphasis would be on India's advances and future programmes on Science and Technology. There is no single book available to include the vast theme under this section. An effort has to be made to collect material from a variety of sources.

Suggested Readings:

- India Yearbook-2014
- Annual Reports of the department of Space, Atomic Energy, Ministry of Environment etc.

- Down to Earth (Magazine)

INDIAN ECONOMY: The current syllabus under this section can be covered by referring to the following source materials.

- Mishra and Puri: Indian Economy
- NCERT: India's Economic Development
- Relevant Economic Survey
- 12th Five Year Plan Document
- Any one Economic Newspaper
- Yojana & Kurukshetra.

ENVIRONMENT AND BIO-DIVERSITY

- NCERT: India's Physical Environment
- Together, Towards a Safer India: CBSE Publication

INTERNAL SECURITY

Since internal security is the greatest threat to our country, a good number of questions can be expected from this section of the syllabus. The Home Ministry is responsible for internal security. Its website contains vital information on the internal security architecture including agencies, plans, mechanism. Therefore, one must visit this site and extract highly useful material relating to internal security.

Suggested Readings:

- Annual Reports of Ministry of Home Affairs, Defence and External Affairs.
- ARC II report on public order
- M M Punchhi Commission report

DISASTER MANAGEMENT

- ARC II report on crisis management

GS Paper-IV

ETHICS, INTEGRITY AND APTITUDE: This GS paper is a complete dark zone for the Civil Services aspirants because it has been introduced for the first time by UPSC. This paper aims to evaluate the candidate's attitude and approach to issues relating to integrity, probity in public life. Further, it also seeks to test his solving approach to various issues and conflicts while dealing with society as a civil servant.

ETHICS AND INTEGRITY: These two concepts have been borrowed from public administration. They deal with administrative ethics and integrity in public life. A regular study of Newspapers with focus on issues before society and issues raised by Civic Society groups will help. These two areas can be covered from the following sources.

Suggested Readings:

1. William Lillie – An Introduction to Ethics
2. ARC-II report on ethics in governance.

ATTITUDE, APTITUDE AND EMOTIONAL INTELLIGENCE: These topics belong to the realm of psychology. Its theoretical aspects can be comprehended by referring to any good text book of psychology.

Suggested Readings:

1. NCERT (Psychology 10+2)

PUBLIC/CIVIL SERVICE VALUES & PROBITY IN GOVERNANCE:

Suggested Readings:

1. ARC-II report on ethics in governance.
2. ARC-II report on Citizen Centric Administration
3. Nolan Committee Report
4. R. K. Arora – Ethical Governance in Business & Government
5. IGNOU Notes on Ethics