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# Student Manual *Cum* Induction Document



**“Come and grow with us”**



### PATTERN OF EXAMINATION

This examination consists of 3 levels.

1. Preliminary examination.
2. Mains examination.
3. Interview.

There will be 02 papers for HPAS (Preliminary) Examination, one is General Studies and another is of General Aptitude Test. Both the papers will be of 200 marks each containing 100 questions of multiple choice objective type and time duration will be of 02 hours:-

#### PRELIMINARY:

Paper no.	Subject	Maximum marks
I	GENERAL STUDIES	200
II	APTITUDE	200

#### MAINS:

##### COMPULSORY PAPER

Paper no.	Subject	Maximum marks
I	ENGLISH	100
II	HINDI	100
III	ESSAY	100
IV	GENERAL STUDIES-I	200
V	GENERAL STUDIES-II	200
VI	GENERAL STUDIES-III	200

##### OPTIONAL PAPER

Paper no.	Subject	Maximum marks
I	PAPER-I	100
II	PAPER-II	100

#### INTERVIEW / PERSONALITY TEST 150 Marks

**Note:**— The marks obtained in the Compulsory Papers of English and Hindi will not be counted for overall ranking.

## Curriculum/syllabus

### **Paper –I General Studies (Code No.01)**

This paper shall be of 200 marks and there shall be 100 objective type (Multiple choice) questions from the syllabus of History, geography, political, art & culture and socio economic development of Himachal Pradesh. Current events of national and international importance. History of India and Indian national movement. Indian and World Geography physical, social, economic geography of India and the world. Indian polity and governance –Constitution, political system, Panchayati Raj, Public Policy, Rights issues, etc. Economic and social development – sustainable development poverty, inclusion, demographics, social sector initiatives, etc. General issues on environmental ecology, bio-diversity and climate Change that do not require subject specialization and General science.

### **Paper -II Aptitude Test (Code No.02)**

This paper shall be of 200 marks and in this paper there shall be 100 objective type (multiple choice) questions from the Comprehension, Interpersonal skills including communication skills, Logical reasoning and analytical ability, Decision making and problem solving, General mental ability, Basic numeracy (numbers and their relations, orders of magnitude etc. (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc. – Class X level).English Language comprehension skills (Class X level).

**NOTE:** PAPER-II i.e. aptitude test is of qualifying nature, & it would require 33% or 66/200 marks to qualify it.

## **DETAILED SYLLABUS FOR THE HIMACHAL PRADESH ADMINISTRATIVE MAINS COMPETITIVE EXAMINATION**

### COMPULSORY PAPERS

#### **PAPER-I: ENGLISH (100 MARKS)**

##### **Objectives:**

This paper is designed to test candidate's knowledge/aptitude in the following:—

1. Comprehension of English Language
2. Correct grammatical expression
3. Clarity and precision in expression

##### **Areas of Testing:**

Candidates will be tested in the following areas:

1. English Grammar - (20 Marks)
2. Usage and vocabulary - (20 Marks)
3. English Composition Letter / Application / Report / Note writing - (20 Marks)
4. Comprehension of unseen passages - (20 Marks)
5. Precis Writing - (20 Marks)

##### **Evaluation / Marking:**

Credit will be given for the following:-

1. Writing of précis, comprehension, composition and usage according to requirements of format.
2. Coherence and sequence in expression.
3. Correctness of grammatical structures.
4. Originality of thought and expression.

#### **PAPER-II: HINDI IN DEVNAGRI SCRIPT (100 MARKS)**

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- (i) Translation of an English passage into Hindi.
- (ii) Translation of Hindi passage into English.
- (iii) Explanation of Hindi passage in Prose and Poetry in the same language.
- (iv) Composition (Idioms, corrections etc.)

**PAPER-III: ESSAY (100 MARKS)**

**Objective:**

This paper is designed to test candidate's (i) knowledge / awareness of a variety of subjects and (ii) their ability to compose a sustained piece of writing in the form of an essay.

Contents:

A fair choice of topics covering (i) current affairs (ii) socio- political issues (iii) socioeconomic issues (iv) aspects of culture and history and (v) reflective topics will be given to test the candidates' understanding of these issues and their flair for expressing themselves in the English or in Hindi language. The candidates are required to attempt 2 Essays, choosing one each from Section A and B in about 900 words each.

**Areas of Testing:**

This paper would test the following:

1. Ability to compose a well-argued piece of writing
2. Ability to express coherently and sequentially
3. Awareness of the subject chosen

**Evaluation / Marking:**

Credit will be given for the following:

1. Observing established rules and format for essay writing
2. Grammatical correctness of expression
3. Originality of thought and expression

**PAPER-IV: GENERAL STUDIES-I (200 MARKS)**

UNIT-I

SUB UNIT-1

Historical perspective of Indian Cultural heritage:

Literature and Art forms from ancient times to 1947 (Major structural and rock-cut temple architecture, sculptural art and major schools of paintings). Modern Indian history from mid- 18th century to 1980.

Freedom Struggle: its various stages and the role of eminent personalities from different parts of India.

SUB UNIT-2

Industrial Revolution and the emergence of Capitalism. Fascist Ideology and its global implications.

World Wars and boundary settlements after the First and the Second World Wars. Concept of Decolonization, Nationalism and Socialism, Globalization and concept of Modernity.

SUB UNIT-3

Emergence and growth of early medieval states: Kangra, Kullu and Chamba. Hill States and their relations with the Mughals and the Sikhs. Gorkha invasion- its nature and consequences, Treaty of Segauli. Hill States under the Colonial power: Political and Administrative History. Grants, Sanads and territorial aggression. Social and Economic conditions under colonial period with special reference to social practices of Beth, Begar and Reet. Establishment of British Cantonments. National Movement with special reference to Praja Mandal movements in Himachal Pradesh, 1848-1948. Five Year Plans and vision for the developed Hill State. Survey of artistic and cultural Heritage (Temples, Buddhist Monasteries and Paintings).

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

UNIT-II

SUB UNIT-1

- Introduction to Disasters: Concepts, definitions, disaster classifications including natural and man-made disasters. Social and Environmental impacts of disasters. Disaster profile of the country. Approaches to Disaster Risk Reductions. Disaster management models. Roles and responsibilities of stakeholders including community, Concept of first responders. Interrelationship of disaster and development. Disaster management in India including Disaster Management ACT 2005, National and state policies, Plans and institutional mechanism in the country.

#### SUB UNIT-2

- Geographical Introduction to India, India as a unit of Geographical Study. Aspects of the Physical Geography of India – Structure and Relief, Climate, Soils and Vegetation, Geomorphic set up (Mountain Ranges and Rivers and other Water Bodies). Human Aspects – Population distribution, Urban Population, Internal Migration. Language and Literacy, Villages and Towns in India. Settlements, Industry and Transport.

#### SUB UNIT-3

Geography of Himachal Pradesh: Relief, Drainage, Vegetation cover and types. Climate and climatic zones in Himachal Pradesh. Geographical Regions of Himachal Pradesh (Shivalik, Doons and Low Valleys, Outer Valleys of Sub Himalaya, Mid Hill Tracts of High Himalaya, High hills and Valleys and Inner Zones). Human Aspects: Quantitative, Qualitative and Temporal characteristics of Population, Urbanisation pattern. Policies: Forest, Industrial and Tourism Policies, Growth of Industrial areas and types of Industries in Himachal, Employment generation and potential, Scope of future Industrialization, Hazard Vulnerability and Risk Profile of Himachal Pradesh.

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

#### UNIT-III

##### SUB UNIT-1

Salient features of Indian Society, Unity in Diversity. Social Institutions: Family, Marriage, Kinship, Religion and Social stratification in India. Women empowerment and social justice: Policies for women Empowerment in India, Laws for protection of women, women security and safety initiatives in India. Child Rights and Right to Education. Rights of differently-able persons and quality of life for them.

##### SUB UNIT-2

Core Values in public service / governance. Philosophical basis of public service / governance and Integrity, Professionalism, Accountability. Objectivity and Transparency, information sharing and right to information, codes of conduct, work culture, challenges of corruption and political pressures. Gandhian Thought: Truth and Non-violence, Satyagraha, Ends and Means, Religion and Politics.

##### SUB UNIT-3

Society and Culture in Himachal Pradesh: Culture, customs, fairs and festivals, and religious beliefs and practices, recreation and amusement. Tribes of Himachal Pradesh: their historical, social, cultural, economic and legal aspects. Family, marriage, kinship, and caste system in Himachal Pradesh.

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

#### **PAPER-V: GENERAL STUDIES-II (200 MARKS)**

##### UNIT-I

##### SUB UNIT-1

Constitution of India: Historical underpinning, evolution, salient features. Significant provisions including Fundamental Rights, Directive Principles of State Policy, Fundamental Duties. Amending process and important Constitutional Amendments and theory of basic structure.

#### SUB UNIT-2

Parliament and State legislatures, Structure, Organization and functioning of the Union and State Executive and the Judiciary. Functions and responsibilities of Union and States, issues and challenges pertaining to the federal structure, devolution of powers and finances up-to local level and challenges therein. Salient features of the Representation of People's Act. Appointments to various constitutional posts, powers, functions and responsibilities of various constitutional bodies in India.

#### SUB UNIT-3

Reorganization and politics of statehood. Development of political parties, major Political parties and their support base and performance in the Assembly and Parliamentary elections in Himachal Pradesh. Politics of sub-regionalism and pressure groups in the State. Structure, organization and functioning of Statutory, Regulatory and various Quasi Judicial bodies in Himachal Pradesh.

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

#### UNIT-II

##### SUB UNIT-1

Institutional framework, Policies and Interventions for development in various sectors in India. Governance, Good governance, Citizen Charters, effective public service delivery, transparency, accountability and ethics in governance in India. District Administration: Changing role of Deputy Commissioner. Local self-government in urban and rural areas in India.

##### SUB-UNIT-2

Role of Non-Government Organizations (NGOs), Self Help Groups (SHGs) and Civil Society in Governance in India. Bodies constituted, Policies, Programmes and Schemes for welfare of Scheduled Castes, Scheduled Tribes, Women, Minorities, Backward classes, Differently-abled persons, and children in India. Issues relating to quality of life: livelihood, poverty, hunger, disease and social inclusiveness.

##### SUB UNIT-3

Governance in Himachal Pradesh: The Himachal Pradesh Public Service Guarantee Act 2011; Right to Information Act, 2005 and rules made thereunder by the Himachal Pradesh Government. Administrative reforms for effective public service delivery in Himachal Pradesh. Implementation of 73rd & 74th Constitutional amendments in Himachal Pradesh. Issues and Challenges. Programmes and policies for the welfare of differently-abled persons, women and children in Himachal Pradesh.

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

#### UNIT-III

##### SUB UNIT-1

Bilateral, Regional and Global groupings and agreements involving India and affecting India's interests. India's look east policy. India's relations with United States of America (U.S.A.), Russia, China, Pakistan, Bangladesh, Sri Lanka, Afghanistan, Nepal, Maldives and Middle East Countries.

##### SUB UNIT-2

Effects of the policies of developed and developing countries on India's interest, Indian Diaspora. Important international Institutions, agencies and fora, their structure and mandate.

##### SUB UNIT-3

Cyber crime and drug menace – mechanism to detect and control it in Himachal Pradesh. Enactments made by Himachal Pradesh Government to protect and promote the interests of agrarian society. Various policies framed

by the Government of Himachal Pradesh for the socioeconomic development of Scheduled Castes and Scheduled Tribes of the State. Tribal welfare administration, Tribal sub plan and Single line administration in Himachal Pradesh.

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

## **PAPER-VI: GENERAL STUDIES-III (200 MARKS)**

### UNIT-I

#### SUB UNIT-1

Characteristics of Indian Economy: Demographic Profile, Demographic Dividend and Population Policy. Sectoral Composition with respect to contribution to Gross Domestic Product (GDP) and Employment. Poverty and Inequality, Unemployment, Inflation in India. Industrial Growth in India. Regulatory framework for money and banking: Reserve Bank of India (RBI), Commercial banks and Regional Rural Banks. Monetary policy, Foreign exchange, Balance of Payment Scenario. Foreign Trade: Policy, Composition and Direction, Impact of Liberalization / Privatization and Globalization.

#### SUB UNIT-2

Economic Planning in India. Five Year Plans: strategies and outcomes, Public / Private / Joint Sectors. Fiscal Policy, Fiscal Responsibility and Budget Management Act, 2003, Debt and Investment in India: Current Status, Growth and Development experience including Natural Resource Management. Sustainable development and Inclusive growth. Measurement of economic development: Physical Quality of Life Index (PQLI), Millennium Development Goals, Human Development Index (HDI) / Gender Development Index (GDI) / Gender Empowerment Measure (GEM). Latest / Current Development Schemes / Initiatives / Institutional Changes (e.g. Swachh Bharat Mission, Make in India, Digital India, Skill India, Sansad Adarsh Gram Yojana, Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), National Institution for Transforming India (NITI) Ayog etc.). International Financial and Economic Organizations: International Monetary Fund (IMF), World Trade Organization (WTO), International Bank for Reconstruction and Development (IBRD), International Development Association (IDA), United Nations Conference on Trade and Development (UNCTAD), Organization for Economic Cooperation and Development (OECD), Brazil, Russia, India, China and South Africa (BRICS).

#### SUB UNIT-3

Economy of Himachal Pradesh: Demographic profile and Human resource, Sectoral distribution of Gross State Domestic Product (GSDP). Diversification in Agriculture and allied activities, Land tenure and size of land holdings. Industrialization in the state. Skilled / Unskilled labour. Revenue generation with special reference to hydro potential, tourism, flora and fauna. Cottage and Small Scale Industries. Tax base, Pros and Cons of Special Category status. Appraisal of education, Health, Physical and Financial Infrastructure Development.

**Note:**—All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

### UNIT-II

SUB UNIT-1 Applications of space technology in natural resources, development and communications. Important missions and programmes of Department of Space and Indian Space Research Organization. Historical evolution of Indian Space programme. Lunar, interplanetary and Earth Observation Missions. Remote Sensing and Communication satellites. Applications of Remote sensing and Geographic Information System (GIS) for natural resources monitoring and applications benefiting common man.

#### SUB UNIT-2



Developments in energy sectors such as Hydro power, non conventional sources of energy and nuclear energy including policies, programmes and research base in the country. Concepts of non conventional, renewable, clean and environment friendly energy sources. Role of energy in sustainable development.

#### SUB UNIT-3

Modern and emerging technologies and initiatives in the State of Himachal Pradesh Including biotechnology policy, research, vision, scope and applications for developing horticulture, medicinal and aromatic plants resources of the State. IT policy of Himachal Pradesh and its role in governance, concept of Himachal State Wide Area Network (HIMSWAN), State plans of e-governance, concept of LokMitra Kendra and Aryabhata Geo-Informatics Space Application Centre (AGISAC). State Biodiversity strategy and Action Plan. Endangered and threatened species of Himachal Pradesh. Factors responsible for Bio diversity decline in Himachal Pradesh. Relevance and role of Intellectual Property Rights, Geographical Indications and Traditional wisdom and knowledge in sustainable development of the State.

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.

#### UNIT-III

##### SUB UNIT-1

Issues, concerns, policies, programmes, conventions, treaties and missions aimed at environment protection, and dealing with the problem of climate change. State of environment reports. Environment protection and pollution control Act and rules. Environment Impact Assessment. National Action plans on Climate Change. Himalayan ecology, biosphere reserve, Science and economics of climate change. Social and ethical issues in use of Biotechnology.

##### SUB UNIT-2

Latest developments in science and technology for harnessing agriculture, horticulture, medicinal and herbal resources in the country. National mission for sustainable agriculture, mission for integrated development of horticulture. Concept of organic farming, seed certification, rain water harvesting, techniques of irrigation and soil conservations and soil health cards.

##### SUB UNIT-3

Tourism policy, potential and initiative in Himachal Pradesh. Types of tourism: religious, adventure, heritage, Important tourist destinations in Himachal Pradesh. Social, Economic and Cultural implications of Tourism. Concept of Eco-Tourism and green tourism and their role in sustainable development of the State. Environmental concerns of tourism industry, both positive and negative effects including climate change with reference to Himachal Pradesh.

**Note:**— All the topics / subjects covered under SUB UNIT-3 are relevant to the State of Himachal Pradesh.