



Shree Girdharlal Bhurabhai Dhanak Lok kalyan Trust

Smt. J. C. Dhanak Arts & Commerce College - Bagasara

Accredited Grad 'B' by NAAC (3rd Cycle)

Station Road, Bagasara -365440, Dist. Amreli [Gujarat]

લેખિત પરીક્ષા અંગેની નોટિસ

સિનિયર ક્લાર્ક પદ માટેની મુખ્ય લેખિત પરીક્ષાનો અભ્યાસક્રમ

ક્રમ	અભ્યાસક્રમ	માર્ક્સ	સમય
1	ગુજરાતી	100	3 કલાક
2	અંગ્રેજી	100	3 કલાક
3	જનરલ સ્ટડી	150	3 કલાક

- વિગતે અભ્યાસક્રમ આ સાથે સામેલ છે.

Appendix -H
Main Exam Syllabus (Descriptive Test for Group-A)

Paper I	ગુજરાતી (મુખ્યપરીક્ષા)	(Descriptive)
ગુણ-૧૦૦	માધ્યમ-ગુજરાતી	સમય-૩ કલાક
અનુક્રમ	અભ્યાસક્રમ વિગત	ફાળવાયેલ ગુણ
૧.	નિબંધ : ત્રણ પૈકી કોઈ પણ એક (આશરે ૨૫૦ થી ૩૦૦ શબ્દોમાં) (વર્ણનાત્મક/વિશ્લેષણાત્મક/ચિંતનાત્મક/સાંપ્રત સમસ્યા પર આધારિત)	૧૫
૨.	વિચારવિસ્તાર (બે પૈકી કોઈ પણ એક) કાવ્યપંક્તિઓ કે ગદ્યસૂક્તિનો વિચારવિસ્તાર (આશરે ૧૦૦ શબ્દોમાં)	૧૦
૩.	સંક્ષેપીકરણ : આપેલા ગદ્યખંડમાંથી આશરે ૧/૩ ભાગમાં તમારા શબ્દોમાં સંક્ષેપ	૧૦
૪.	ગદ્યસમીક્ષા: આપેલા ગદ્યખંડના આધારે પૂછેલા પ્રશ્નોના જવાબ લખો.	૧૦
૫.	પ્રચાર માધ્યમો માટે નિવેદનો તૈયાર કરવા (આશરે ૧૫૦ શબ્દોમાં)	૧૦
૬.	પત્રલેખન (અભિનંદન/શુભેચ્છા/વિનંતી/ફરિયાદ વગેરે) (આશરે ૧૦૦ શબ્દોમાં)	૫
૭.	ચર્યાપત્ર (આશરે ૨૦૦ શબ્દોમાં) (વર્તમાનપત્રમાં પ્રજાના પ્રશ્નો/સાંપ્રત સમસ્યાઓ/વ્યક્તિગત અભિપ્રાય રજૂ કરતું ચર્યાપત્ર)	૧૦
૮.	અહેવાલલેખન (આશરે ૨૦૦ શબ્દોમાં)	૧૦
૯.	ભાષાંતર : અંગ્રેજીમાંથી ગુજરાતીમાં અનુવાદ	૧૦
૧૦.	ગુજરાતી વ્યાકરણ સૂચવ્યા મુજબ જવાબ લખો. (આ પ્રશ્નોમાં આંતરિક વિકલ્પો રહેશે નહીં) ૧) રૂઢિપ્રયોગોના અર્થ અને તેનો વાક્યપ્રયોગ ૨) કહેવતોનો અર્થ ૩) સમાસનો વિગ્રહ કરી તેની ઓળખ ૪) છંદ ઓળખાવો ૫) અલંકાર ઓળખાવો ૬) શબ્દસમૂહ માટે એક શબ્દ ૭) જોડણી શુદ્ધિ ૮) લેખન શુદ્ધિ/ ભાષા શુદ્ધિ ૯) સંધિ - જોડો કે છોડો ૧૦) વાક્ય રચનાના અંગો/વાક્યના પ્રકાર/વાક્ય પરિવર્તન	૧૦
	ફૂલ	૧૦૦

Paper-II
Marks-100

ENGLISH (MAIN EXAMINATION)
Medium-English

(Descriptive)
Time-3 Hours

No.	Type of Question	Marks to be allotted
1.	ESSAY (A minimum of 250 words and a maximum of 300 words): Choose any one topic from a list of five. (Descriptive analytical/philosophical/ based on Current Affairs)	15
2.	LETTER WRITING (in about 150 words) A formal letter expressing one's opinion about an issue. The issues can deal with daily office matters/ a problem that has occurred in the office/ an opinion in response to one sought by a ranked officer/issues pertaining to recent concern. etc.	10
3.	REPORT WRITING (in about 200 words) A report on an official function/event/field trip/survey etc	10
4.	WRITING ON VISUAL INFORMATION (in about 150 words): A report on a 10 graph/image/flow chart/table of comparison/simple statistical data etc.	10
5.	FORMAL SPEECH (in about 150 words) A speech (in a formal style) that is to be read out in a formal function. This could be an inauguration speech, an educational seminar/conference, a formal ceremony of importance etc.	5
6.	PRECIS WRITING A precis in about 100 words for a 300-word passage.	10 x 2 = 20
7.	READING COMPREHENSION: A-reading passage of about 250 words to be given followed by short-answer type questions	10
8.	ENGLISH GRAMMAR a. Tenses b. Voice c. Narration (Direct-Indirect) d. Transformation of sentences e. Use of Articles and Determiners f. Use of Prepositions g. Use of Phrasal verbs h. Use of idiomatic expressions i. Administrative Glossary j. Synonyms/Antonyms k. One-word substitution l. Cohesive devices/Connectives/Linkers m. Affixes n. Words that cause confusion like homonyms/homophones.	10
9.	TRANSLATION: Translation of a Short Passage (of about 150 words) from Gujarati or English	10
	Total	100

(a) History of India

1. Indus Valley Civilization: Characteristics, Places, Society, Cultural History, Art and Religion. Indus Valley Civilization and Gujarat Vedic Age- Jainism and Buddhism, Nanda Dynasty.
2. Maurya and Gupt empires,
3. Vijayanagara Dynasty and Important dynasties of south India.
4. Important dynasties of Gujarat – their administration, art, architecture, literature, science and Technologies.
5. Educational Institutions: Takshshila, Nalanda and Valabhi.
6. Arrival of Europeans in India, establishment and expansion of british rule in India 1757 to 1856, land revenue system. Permanent conscription, raiyatwari and mahalwari. Education system.
7. India's Freedom struggle of 1857: religious and social reform movements in India and Gujarat in the 19th century, factors responsible for the rise of nationalism in India, Indian National Congress.
8. rise of Mahatma Gandhi on the national scene and the impact of his ideas, principles and teachings on the political, social, economic, religious, and cultural life of India.
9. Role of Sardar Patel in Independence Movement and Post-Independence Integration.
10. Indian revolutionaries in India and abroad, Azad Indian Army and Subhas Chandra Bose.
11. Post-Independence India: Reorganization of country states, Mahagujarat movement, Important events.

(b) Cultural heritage

1. Salient features of Indian culture and its art forms, literature, sculpture and architecture from ancient to archaic times; Salient features of Indian Society
2. Indian cinema and theatre and its impact on society.
3. arts and Crafts of Gujarat
4. Gujarati theatre
5. Folk culture and Oral Tradition of Gujarat: Its Significance, Characteristics and Implications.
6. Coastal culture and tribal culture of Gujarat.

(c) Geography

1. Study of physical features and resources of Gujarat and India: major landforms, climate, soil, rocks, rivers, reservoirs, vegetation, minerals and water resources.
2. Economic History: Primary, Tertiary, Tertiary and Quaternary.
3. Social and Demographic Geography.
4. Developmental and environmental issues, sustainable development, globalization; Its Social and Economic Impacts, Smart City and Solutions. Natural disasters, carbon emissions, pollution disaster Management. Global Response to the problems pf climate Change and Environmental Degradation: Key treaties and conventions.

(d) Science and Technology

1. Integrating science, technology and innovation for a better human life, Science and Technology in everyday life; India's contribution in the field of science and technology, challenges and obstacles in application and diffusion of science and technology, role and scope of science and technology in nation building.

2. Information and Communication Technologies: (ICT) – Its Importance, Benefits and Challenges, E-Governance and policies regarding India, Cybercrime and Cyber Security.
3. India's space programs - Past, Present and Future. Energy Policy and Nuclear Policy of India. Importance, benefits and challenges of technology in defense services.
4. Achievements of Indians in the field of science and technology, matters related to intellectual property rights in the field of science and technology.

(e) Events of regional, national and international importance

(f) Indian State System and Constitution

1. Constitution of India and its salient features.
2. Functions and duties of Union and State Governments of India.
3. Issues and challenges related to federal structure-Role of Governor in states.
4. Division of Powers between central and State Governments (central List, State List, Concurrent List), issues and challenges.
5. Important constitutional amendments.
6. Constitutional Institutions and their Role
7. Parliament and State Legislatures – Structure, Functioning, Governance, Powers and Special Jurisdictions and Related Topics
8. Judiciary in India – Structure and Functioning, Important Provisions and Constitutional Amendments related to Emergency, Judicial Review, Public Petitions.

(g) Public administration and governance

1. Meaning, Nature and Scope of Public Administration, evolution in India, legacy of British rule.
2. Role of civil service in democracy.
3. Government policies and interventions, implementation issues and problems with regard to the development of various sectors.
4. Development Process – Role of civil society, non-governmental organizations and other stakeholders, statutory, regulatory and various quasi-judicial bodies.
6. Good Governance and e-Governance - Transparency, accountability and sensitivity in governance - Bill of Rights, Right to Information, Public Service Act and its implications of this survey, social research and its importance
7. Rights related issues (Human Rights, women's Rights, Rights of Scheduled castes and Scheduled Tribes, Rights of Children) etc.
8. Important international organizations, agencies, various organizations and their structure.

(h) Discipline in public service

1. Ethics and Human Interaction: Essence, Determinants and Implications/Impacts on Human Behavior, Consequences: Dimensions of Ethics, Ethics in Personal and public Relations, Ethics in public Services, Truthfulness and Accountability – Right to Information Act, Public Services Act and its implications.
2. Attitude : Basic elements, Functions; its effect on thoughts and behavior/behavior and relationship, character and political attitudes; Social influence and the role of persuasion/promotion.
3. Emotional Intelligence: Concept, Its Usefulness and Applications in Management and Governance.
4. Human Values: The Role of Family, Society and Educational Issues in Educating Citizens about Values.
5. Ethics related issues and challenges – Anti-corruption system, Lokpal, Lokayukta
6. Case study of matter related to the above order (1-5).

(i) Indian economy and Planning

1. Indian Economy: Emergence and Development of Planning Practice in India. central and state Government's economic performance, dynamics, challenges, new initiatives, reforms etc. Important

- events, developments and social sector initiatives. Nit Aayog: Objectives, Constitution and Functions. Social Audit. Agriculture, Industries, Infrastructure Sector and Service Sector.
2. Regulatory Framework for Finance and Banking: Concepts, Structure and Role. Monetary policy and fiscal policy.
 3. Indian Public Finance: Indian Tax System, public expenditure, Public Debt, deficit and aid in Indian Economy, centra; and state Fiscal Relations.
Various indicators of economy, indian important institutions involved in public administration.
 4. Rural Development and Rural Economy- Challenges and Policies; Employment policies /Schemes in India.
 5. External Sector: Trends, Structure and Direction of Foreign Trade. External field improvements. Foreign Institutional Investment (FII) and Foreign Direct Investment (FDI).
 6. The Economy of Gujarat- An Overview; Economy, economic and social social infrastructure development policies of Gujarat in comparison with india and other states,. Co-operative movement in Gujarat and its impact on socio-economic aspects of life.
 7. Infrastructure: Power, Ports, Roads, Airports, Railways, Telecommunications. Social Impact Assessment.

By order and in the name of the Governor of Gujarat,



(Tejas H. Soni)

Deputy Secretary to Government.

To,

The Secretary to the Governor

The Principal Secretary to the Chief Minister

The Personal Secretary to the Minister / Minister of State(All)

The Personal Secretary to the Leader of Opposition Party

- The Secretary, Gujarat Legislative Secretariat
- The Secretary, Gujarat Public Service Commission, Gandhinagar
- The Secretary, Gujarat Vigilance Commission, Gandhinagar
- The Registrar, Gujarat High Court, Ahmedabad
- The Secretary, Gujarat Civil Services Tribunal, Gandhinagar
- The Secretary, Gujarat Subordinate Service Selection Board, Gandhinagar.
- The Secretary, Gujarat Panchayat Service Selection Board, Ahmedabad

The Accountant General, Gujarat, Ahmedabad/Rajkot

The Pay and Accounts Officer, Ahmedabad / Gandhinagar.

The Resident Audit Officer, Gandhinagar.

All Departments of Secretariat (With request to send a copy of Notification to respective Head of the Departments.)

Director General, Sardar Patel Institute of Public Administration

The Manager, Government Press, Gandhinagar... with a request to publish the notification in Gujarat Government Gazette and send two hundred copies to this department.

The Legislative and Parliamentary Affairs Department, Sachivalaya, Gandhinagar..... with a request to publish Gujarati Translation of Notification and send two hundred copies to this department.

All Branches of General Administration Department.

The Select file

- By letter