

Knowledge Consortium of Gujarat

General Written Test for Recruitment of Officers 2017

Syllabus

Total Marks: 100

Duration: 3 hrs

Note: 1. The Entire Syllabus is divided into Ten Sections each containing 10 Marks.

2. Applicant can write answers in Gujarati or English except where answers are required in English.

3. Options may be given in each topic.

Topics:

1. History of India:
 - a. Indus Valley Civilization (2500- 1700 BC)
 - b. India after the Mauryas (200 BC- 100 AD)
 - c. The Mughals- Foreign and Religious policies, Socio-Economic Conditions
 - d. British Expansion in India
 - e. Social and Cultural Awakening in the 19th Century
 - f. Nationalist Politics- 1935 to 1950
2. Art and Culture of India-
 - a. Indian Literature
 - b. Religions in India
 - c. Philosophy
3. India and the World Geography
 - a. Atmosphere- population and Human Diversity-Natural Resources
 - b. Physiography of India-Gujarat
 - c. Industrial Development in India-Gujarat
 - d. Agriculture and Water Resources of India- Gujarat
4. Economic and Social Development
 - a. Economic Planning- Poverty in India
 - b. Human and Social Development
 - c. Employment
 - d. Infrastructure
 - e. Indian Financial System

5. Science and Technology Development
 - a. Space Research
 - b. Energy Resources
 - c. Information and Communication Technology
6. Education System in India-Gujarat
 - a. Colleges and Universities
 - b. Governance System-India and Gujarat
 - c. Regulatory Bodies
 - d. Financing of Education
 - e. Reforms in the Education System
 - f. Higher Education in Gujarat- Present Scenario
7. ગુજરાતી વ્યાકરણ:
 - a. શબ્દો- જોડણી- સમાસ-ઘાતુઓ-વાક્યના પ્રકારો-ક્રિયા વિશેષણ-વિભક્તિઓ-કૃદંતો-નિપાત-સંધિ-લિંગ વ્યવસ્થા- વિરૂઢાર્થી-અનેકાર્થી શબ્દો
 - b. ભાષા કૌશલ- નિબંધ લેખન-અહેવાલ લેખન-અરજીપત્ર-નોંધ લેખન-વિચાર વિસ્તાર-સંક્ષેપ્તિકરણ-સારાંશલેખન-ગદ્યાર્થ ગ્રહણ- ગદ્ય સમિક્ષા-ઔપચારિક ભાષણ- પત્રકાર પરિષદ- અંગ્રેજી ભાષાનું ગુજરાતીમાં અને ગુજરાતી ભાષાનું અંગ્રેજીમાં રૂપાંતર-રિપોર્ટ-મિનીટ્સ લખવાની પદ્ધતિઓ
8. Quantitative Aptitude, verbal and non-verbal reasoning
 - a. Operations on Numbers-Divisibility-Arithmetic-Geometric progression-Multiplication-Decimal Fractions-Square Roots and Cube Roots- Simple and Compound interest-Probability-Time and Distance-Measurement and Conversions
 - b. Thinking and Reasoning-Barriers-Clarity-Consistency and Structure- Reading Between lines- Identifying Flaws in the Argument-Evaluating Sources of evidence- Critical writing and its evaluation-Thinking outside the box-The Art of Reflection
 - c. Working with Others-Team Work-Learning styles-Successful self-management-SWOT Analysis- Time Management
 - d. Office Management- Day Planner-Task Management- Creative Thinking
9. Grammar of English
 - A. Study of Grammar an overview
 - a. Verbs and the Verb Phrases

- b. Simple Sentence-Sentence Connections-Complex Sentences
 - c. The verb and its complementation
 - d. Focus, Theme and Emphasis
 - e. Sentence Patterns
 - f. Transferring the basic pattern
 - g. Sentence modifiers
 - h. The Structure classes
- B. Essay and Report Writing
- a. Application Writing
 - b. Theme Writing and Evaluation
 - c. Translation of Hindi into English and English into Hindi
 - d. Office Procedure
 - e. Filing System
 - f. Noting, Document, tendering etc.
 - g. Essay Writing
 - h. Report Writing- Minutes of Meeting Writing
 - i. General Speech
 - j. Press Meeting/Press Note
 - k. Specie Writing
 - l. Expansion and Contraction of Idea or Theme
10. Miscellaneous- General Topics:
- a. GEM- E Market
 - b. Geography of Gujarat- Districts- Talukas of Gujarat
 - c. Industrial and Agricultural Development of Gujarat
 - d. Fundamental Rights and duties under Indian Constitution
 - e. Criminal Procedural Code
 - f. Governance System in Gujarat and India
 - g. GST
 - h. Demonetization
 - i. Recent Economic Reforms-Niti Ayog
 - j. Financial System Etc.