

**KUSHMANDA HCS ACADEMY(REGD)**  
**A DIVISION OF KUSHMANDA EDUCATION SERVICES PVT LTD**  
**100,BLOCK C, TDI CITY,PANIPAT**  
**HELPLINE:8607570992,9728926678**

## **HCS MAIN EXAM TEST SERIES 2017**

### **ONLINE/OFFLINE (HCS NOTIFICATION IN JAN/FEB,2017)**

## **Public Administration**

**Program Objective :**

**Our objective is to target “All QUESTIONS OF PUBLIC ADMINISTRATION (HCS MAIN EXAM 2017)”**

**Strategy:**

- ***Step by Step right Guidance through 7 Sectionwise Test(Only the most probable questions) & 10 Full Length Test, Total 17 TESTS (ONLY MOST EXPECTED QUESTIONS) .***
- ***Detailed solution will be given to students after each test for understanding the concepts of General Studies.***
- ***Classroom(offline) & Online Test (Soft Copy Only) facilities available.***

**Nature:** difficulty level & nature of questions based on HPSC pattern

**Date of Mock Test:** Flexible (Reschedule on the demand of the aspirants)

## **ANSWER WRITING EVALUATION PROGRAMME**

**(PUBLIC ADMINISTRATION TEST SERIES)**

**Number of Mock Test : 17**

**What you will get**

- (a)Mock test paper & Answer sheet
- (b)Detailed Model Answers (soft copy)
- (c) Evaluated Answer sheet by experts with proper feedback, comments and guidance.

Test 1 Basic Premises, Theories of Organisation, Principles of Organisation,

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Administrative Behaviour, Structure of Organisations

Test 2 Personal Administration, Financial Administration,  
Accountability and Control

Test 3 Administrative reforms, Administrative Law, Comparative &  
Development Administration, Public Policy.

Test 4 Evolution of Indian Administration, Environmental Setting, Political  
Executive at the Union level, Structure of Central Administration

Test 5 Central State Relations, Public Services, Machinery for Planning

Test 6 Public undertakings, Control of Public Expenditure, State Administration,  
District Administration.

Test 7 Local Administration, Administration for Welfare, Issues  
areas in Indian

Test 8 Full paper

Test 9 Full paper

Test 10 Full paper

Test 11 Full paper

Test 12 Full paper

Test 13 Full paper

Test 14 Full paper

Test 15 Full paper

Test 16 Full paper

Test 17 Full paper

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**ALL HARYANA HCS MAINS TEST SERIES 2017 (WRITING SKILL DEVELOPMENT PROGRAM/ANSWER WRITING EVALUATION PROGRAM)**

**Main Features :**

- Maximum Marks Scoring , Writing Skill Development & Answer Writing Evaluation Programme
- Language Analyses, Content Analyses, Structure and Presentation Analyses Programme
- Total 17 Mock tests (**Public Administration**)
- Aspirants may reschedule the test date based on his plan. (for schedule call us or mail us)
- Question Paper will be set bilingually
- Complete , Comprehensive and Authentic Solution
- Special Emphasis on Concept Building
- Personalised Scheduling
- Each Test truly on the lines of HPSC (Main) Exam.
- Model answers of all mock test papers will be provided to all in English only .

**Fee :Rs 3500/-**

**(FOR FREE ONE SAMPLE MOCK TEST & MODEL ANSWERS CALL US OR SMS US Helpline: 08607570992, 09728926678, email [kushmandaeducation@gmail.com](mailto:kushmandaeducation@gmail.com) )**

Fee has to be paid-by **Cash on Delivery** or by DD/Cheque for the full amount favoring KUSHMANDA EDUCATION SERVICES PVT LTD payable at PANIPAT .Trust, quality and reliability the bywords for KUSHMANDA EDUCATION SERVICES PVT LTD will remain our guiding force for both Preliminary as well as Main Exam.

**How to send request:**

**Only one single call on our helpline number 08607570992,09728926678**

**or**

Students can download the respective application form.

After filling the form, attach the DD/Cheque and send it to us at the address mentioned below:

**KUSHMANDA EDUCATION SERVICES PVT LTD**  
**C-100, TDI CITY,**  
**PANIPAT**  
**HARYANA**

**Helpline: 08607570992, 09728926678**

OFFICE PHONE NO- 01806539177

We would take around 5 days to deliver the material (or 1st installment, if applicable) in India from the day we receive your DD/cheque.

**FOR ANY POSTAL MATERIAL RELATED QUERY OR TO KNOW THE STATUS OF MATERIAL ORDERED, KINDLY SEND EMAIL [USkushmandaeducation@gmail.com](mailto:USkushmandaeducation@gmail.com)**

**Or call us 08607570992,09728926678**

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### **LEARN FROM STUDENTS' MISTAKES?**

- Most of the candidates do not answer according to the demand of the question.
- Prefix and suffix of questions are often ignored such as critically examine.
- Most of the candidates lack flexibility in their answer as they write the way they have studied, not the way asked by the question.
- A question may have two-three parts. Hardly any student answers all the parts.

### **THE ESSENCE OF WRITING GOOD ANSWERS**

- Understanding the context of the question.
- Right interpretation.
- Determining the content.
- Structuring the content.
- Linking with views & facts.
- Bringing perspective.

“Your answer should have your own originality in presenting and structuring content, analysis and giving an insight on the question”.

**UNDERSTANDING TERMINOLOGIES USED IN 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**

It 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 practicing answer writing as well as the final exams.**