



## **STAGE - 1 (PREPARATION through NCERT books)**

**Approach:** *The NCERT books should be given one basic reading before studying anything else. The first reading should focus on getting familiar with the content given in the books. At this point one shall not try to make notes or memorize up the content. The objective here is to get an orientation to the content.*

*After the first reading is over, the students must go through the past 10 years question papers of Civil Services Main Exam and past 5 years question papers of Civil Services Preliminary Exam. Assessing what kind of questions have come in the past in the Civil Services Exam needs to be substantiated with a general reading of the syllabus.*

**Newspapers:** *There is not much benefit of reading the Newspapers if the students have not finished the first reading of the NCERT books.*

**Time Limit:** *Students preparing full time may devote 6-7 hours of intensive study every day. Such a study would take around 3-4 months for the first reading to be over. This time span may vary depending upon the concentration and focus of the individual students.*

### **General Studies - Compulsory Readings - NCERT**

**Geography:** The Earth Our Habitat (Class 6<sup>th</sup>); Our Environment (Class 7<sup>th</sup>); Resource and Development (Class 8<sup>th</sup>); Contemporary India (Classes 9<sup>th</sup> and 10<sup>th</sup>); Fundamentals of Physical Geography & India's Physical Environment (Class 11<sup>th</sup>); Fundamentals of Human Geography & India- People and Economy (Class 12<sup>th</sup>)

**History:** Our Past I, II and III (Class 6<sup>th</sup> to 8<sup>th</sup>); India and Contemporary World i and II (Class 9<sup>th</sup> and 10<sup>th</sup>); Themes in World History (Class 11<sup>th</sup>); Themes in Indian History I, II and III (Class 12<sup>th</sup>)

**Polity:** Social and Political Life (Class 6<sup>th</sup> to 8<sup>th</sup>); Democratic Politics (Class 9<sup>th</sup> and 10<sup>th</sup>); Indian Constitution at Work (Class 11<sup>th</sup>); Contemporary World Politics (Class 12<sup>th</sup>); Political Science I and II (Classes 11<sup>th</sup> and 12<sup>th</sup>)

**Economy:** Economics (Class 9<sup>th</sup>); Understanding Economic development (Class 10<sup>th</sup>); Indian Economic Development (Class 11<sup>th</sup>); Introductory Macro Economics (Class 12<sup>th</sup>)



**Sociology:** Introducing Sociology & Understanding Society (Class 11<sup>th</sup>); Indian Society & Social Change and Development in India (Class 12<sup>th</sup>)

**Psychology:** Introduction to Psychology (Class 11<sup>th</sup>)

**Art and Culture:** An Introduction to Indian Art I (Class 11<sup>th</sup>)

## **STAGE - 2 (PREPARATION through REFERENCE BOOKS)**

**Approach:** After the first reading of the NCERT books, assessment of the syllabus and question papers are over, the students need to identify the topics which have been asked most commonly in the past years. These topics should then be re-read from the NCERT books (second reading), and from the Reference books. A rough draft of what has been read should be compiled into Notes. After this the other topics should be read from the reference books and the NCERT books and notes should be prepared accordingly.

**Newspapers:** Reading of Newspapers should start at this point and whatever important articles frequently come in The Hindu and The Indian Express must be noted, underlined and cut out and kept in a separate folder.

**Time Limit:** This stage will take more time as compared to the previous stage. An approximation is difficult here. It will vary greatly according to the students' perception and their comfort level of the various topics.

**Note-making:** Students should try to prepare descriptive notes and refer to at least two to three Reference books.

### **General Studies - Reference Books**

**World History -** Modern European History by L Mukherji  
Mastering World History by Norman Lowe

**Indian Art and Culture -** Art and Culture of spectrum and IGNOU material  
Trends in Indian Culture & Heritage by Ausuf Sayeed



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- Modern Indian History** - Spectrum publications  
Modern Indian History by Grover & Mehta  
India's Struggle for Independence by Bipan Chandra
- Post-Independence India** - India after Independence by Bipan Chandra  
India after Gandhi by R C Guha  
Makers of Modern India by R C Guha
- Social Issues** - Ram Ahuja; Indian Society by S C Dube
- Geography** - La Excellence material on World and Indian Geography  
Books by D R Khullar or Majid Hussain
- Polity** - Our Constitution by Subhash Kashyap  
Indian Polity by M Laxmikanth; DD Basu; P M Bakshi;  
La Excellence Material and classnotes
- Governance** - From Government to Governance by Kuldeep Mathur  
Governance in India by M Laxmikanth;  
2<sup>nd</sup> ARC Reports (total 15):  
(1<sup>st</sup>) Right to Information: Master key to Good Governance  
(2<sup>nd</sup>) Unlocking Human Capita: Entitlements and Governance  
(A case study)  
(3<sup>rd</sup>) Crisis Management,  
(4<sup>th</sup>) Ethics in Governance,  
(5<sup>th</sup>) Public Order  
(6<sup>th</sup>) Local Governance  
(7<sup>th</sup>) Capacity Building for Conflict Resolution  
(9<sup>th</sup>) Social Capital (A shared Destiny)  
(10<sup>th</sup>) Refurbishing of Personnel Administration  
(11<sup>th</sup>) Promoting e-Governance  
(12<sup>th</sup>) Citizen Centric Administration  
(13<sup>th</sup>) Organisational structure of Govt of India,  
(14<sup>th</sup>) strengthening financial management systems,  
(15<sup>th</sup>) State and district administration



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## **International Relations -**

World Focus

Websites such as: [www.ldsai.in](http://www.ldsai.in), <http://thediomat.com>  
<http://www.cfr.org>, [www.satp.org](http://www.satp.org)

## **Indian Economy -**

La Excellence material on Indian Economy

Economic Survey

Websites of RBI, SEBI, Min of Finance, Finance Commission;

India Year Book

Pratiyogita Darpan special issues on Indian Economy

## **Science & Technology -**

Science section of The Hindu and Times If India

Websites of Min of Environment and Forestry, Min of Science and Technology, Department of Space etc.,

## **Security Issues -**

[www.ldsai.in](http://www.ldsai.in), The Indian Express, Min of Home Affairs,

2<sup>nd</sup> ARC (8<sup>th</sup> Report) Combating Terrorism

## **Ethics, Integrity and Aptitude -**

Venkata mohan s book on ETHICS

Book on Ethics by Access Publishing

2<sup>nd</sup> ARC (4<sup>th</sup> Report) Ethics in Governance

## **Websites to be followed**

[www.pib.nic.in](http://www.pib.nic.in)

## **CSAT Books -**

R S aggarwal

McGraw Hill/ Pearson Manual

GMAT Official Guide for Reading Comprehension

Arun Sharma's guide for CSAT.

*Note - Please maintain current affairs folders as per the syllabus. Please revise them regularly at frequent intervals.*