

# General Guidance for PCS/UPSC Preparation

Telegram Channel Link  
<https://t.me/Rankersguidanceacademy>

From the Author

This compilation is done for the larger benefit of aspirants and it will be regularly updated based on new queries received on monthly basis

The objective is to provide one stop solution for all the guidance needed for the preparation of PCS/UPSC civil services examination

Hope you all like the effort

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## Book list

### For Prelims

- Polity – Laxmikant
- Geography –
  - I. Indian geography – NCERT 11<sup>TH</sup>, 12<sup>TH</sup>
  - II. World geography- Mahesh Barnwal + Vision Ias 365 International Relations
  - III. Physical geography –NCERT 11<sup>TH</sup> +Mahesh Barnwal
  - IV. Above should be supplemented by OXFORD SCHOOL ATLAS
- History- Spectrum summary + Tamil nadu history textbooks+ NCERT photo &Box
- Economy- NCERT+ Mrunal + vision 365+Budget & Survey summary
- India year book – First 4 -5 Chapters
- Science- NCERT + Vision 365
- Environment- Shankar IAS+ Vision 365
- Art and Culture- Nitin singhania + Glossary of Red Ncert text book
- UPSC/PCS Past year papers
- For UPSC also solve at least 2 coaching test series and make notes of mistakes

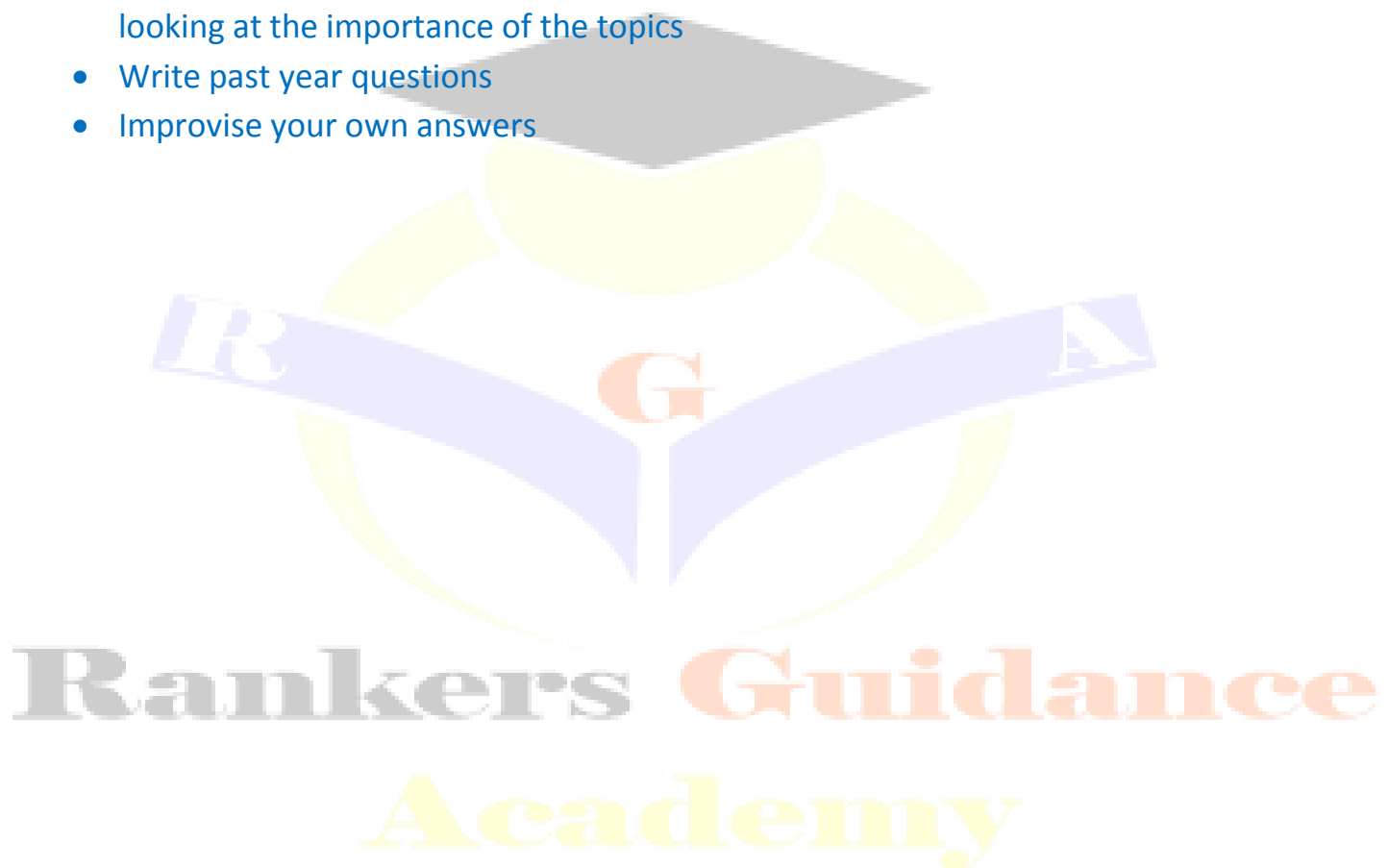
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### For Mains

- Read 3 year Vision Ias test series compilation for GS
- Make syllabus wise short Notes of 2 page each
- Topics which could not get covered in the vision Ias test can be covered through text books/Any other material on that topic available on Internet/market
- Make sure you cover The Hindu editorials or Indian express editorials whatever you read and also make notes of keywords/facts regularly.
- Also cover one monthly compilation of current affairs

### Right Steps for Preparation

- Read text
- Make short notes
- Read your short notes at least 5 times
- Improvise it with addition of diagrams, flowcharts, Graphs etc
- Add current affairs syllabus wise from your current affairs daily notebook looking at the importance of the topics
- Write past year questions
- Improvise your own answers



**Example of Short notes:-** Topic is Land reforms in India, In short notes making you should be very brief in approach just to note the keywords and Facts.

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① Land reforms in India. →

① It means distribution of surplus land to small farmers and landless tillers as a result of Implementation of the ceiling on agricultural holding

② Regulation of →

- Ownership
- Operation
- Leasing
- Salts
- Inheritance of land

(OOLIS)

③ objectives →

- provide equitable distribution of land
- Agricultural productivity high
- Ensure food security of the country
- ensure self reliance of the national economy
- To reduce poverty and Inequality

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④ steps →

- Abolition of zamindari act
- Tenancy regulation (To improve contractual terms)
- Land ceiling (cap on maximum land ownership)
- Land to the tillers (from those who did not cultivate it)
- Cooperative farms
- Appropriate compensation for acquired land
- SR Scheduled tribes and other traditional Forest dwellers (Recognition of Forest Rights) Act, 2006

(LTLAACS)

⑤ steps needed →

- protection of fertile land
- provision of sufficient loans and capital to the actual tillers of land
- promote Land leasing / Contractual farming
- Implementing Forest rights act in true spirit

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Budgeting 2nd ARC

① 5 kind →

- The line item Budget (pre-determined priority)
- Performance Budget (Expected output)
- Zero-based Budget (Phase out irrelevant program)
- Outcome budget (announced in 2005-06)

② Gender Budget →

- Benchmarking the standard/quality of outcome services
- Capacity building
- effective monitoring/evaluation system

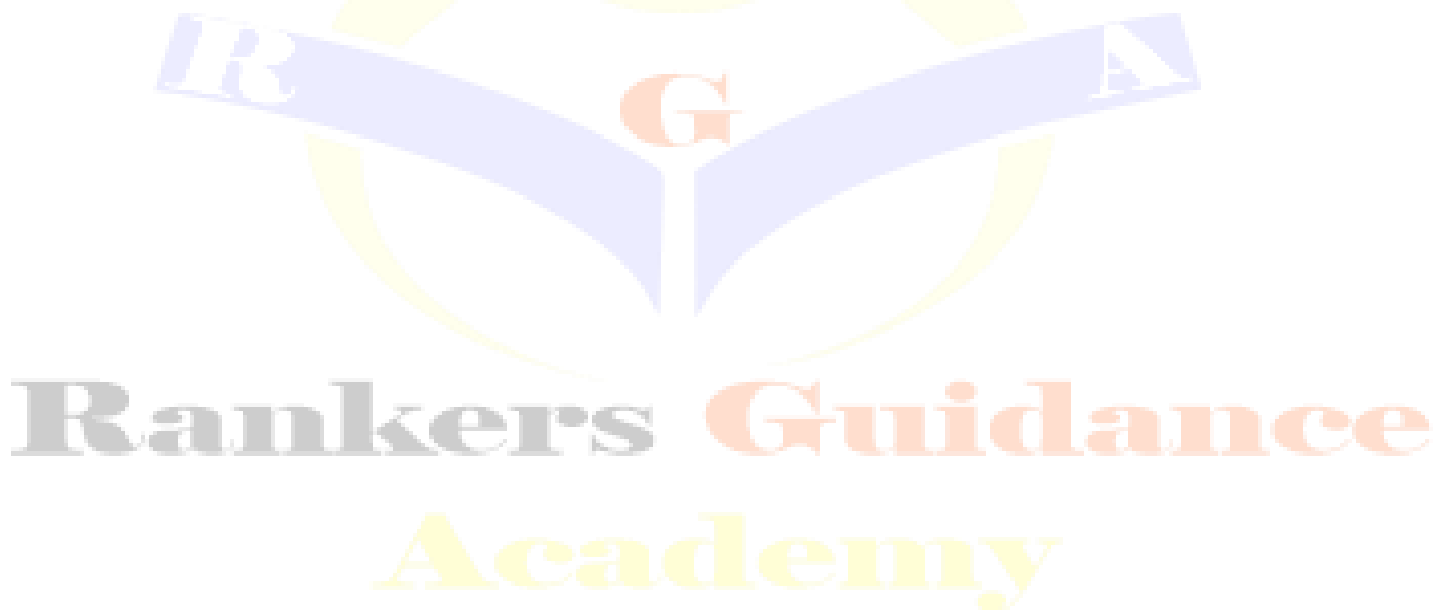
③ Principles of reform →

- Reforms in financial management system
- prudent economic assumptions
- Top down budgeting techniques
- Transparency / simplicity
- Accrual accountancy
- Realistic Budgeting

④ NGOs like DSHA Foundation should be encouraged more as they work on budget with perspective on more

## What to write in Short Notes?

- You should write very brief while making short notes
- Mostly important keywords, facts, diagrams etc should be added in your short notes
- Short notes should always made syllabus topic wise
- Whatever you have studied from wherever should be consolidated in keywords topic wise is the aim of making short notes
- It helps in easy revision and subsequent easy recalling during the exams
- Short notes should be revised and updated on regular basis
- You should make separate short notes for static and current affairs
- Current affairs you should just make first as and when basis as news appears.
- Later on one month before the exams you should combine your short notes of both static and current affairs to make a consolidated short notes



## How to increase marks in UPSC Prelims?

- Prelims exam is the game of elimination where you need to know what others are knowing
- Every serious candidate solves Test series of prominent coaching's so my submission is one should try to solve test papers of at least 2 different coaching
- Make notes of your mistake according to your comfort and keep revising it regularly
- As good test series will invariably focus on important topics ,chances are high that if you solve 60 odd papers of two different coaching you will get 3-4 topics directly in your real exam
- So in UPSC Prelims even to increase 3 -4 question you will have to put lot of extra effort as competition is cutthroat



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### What is the content of a good answer?

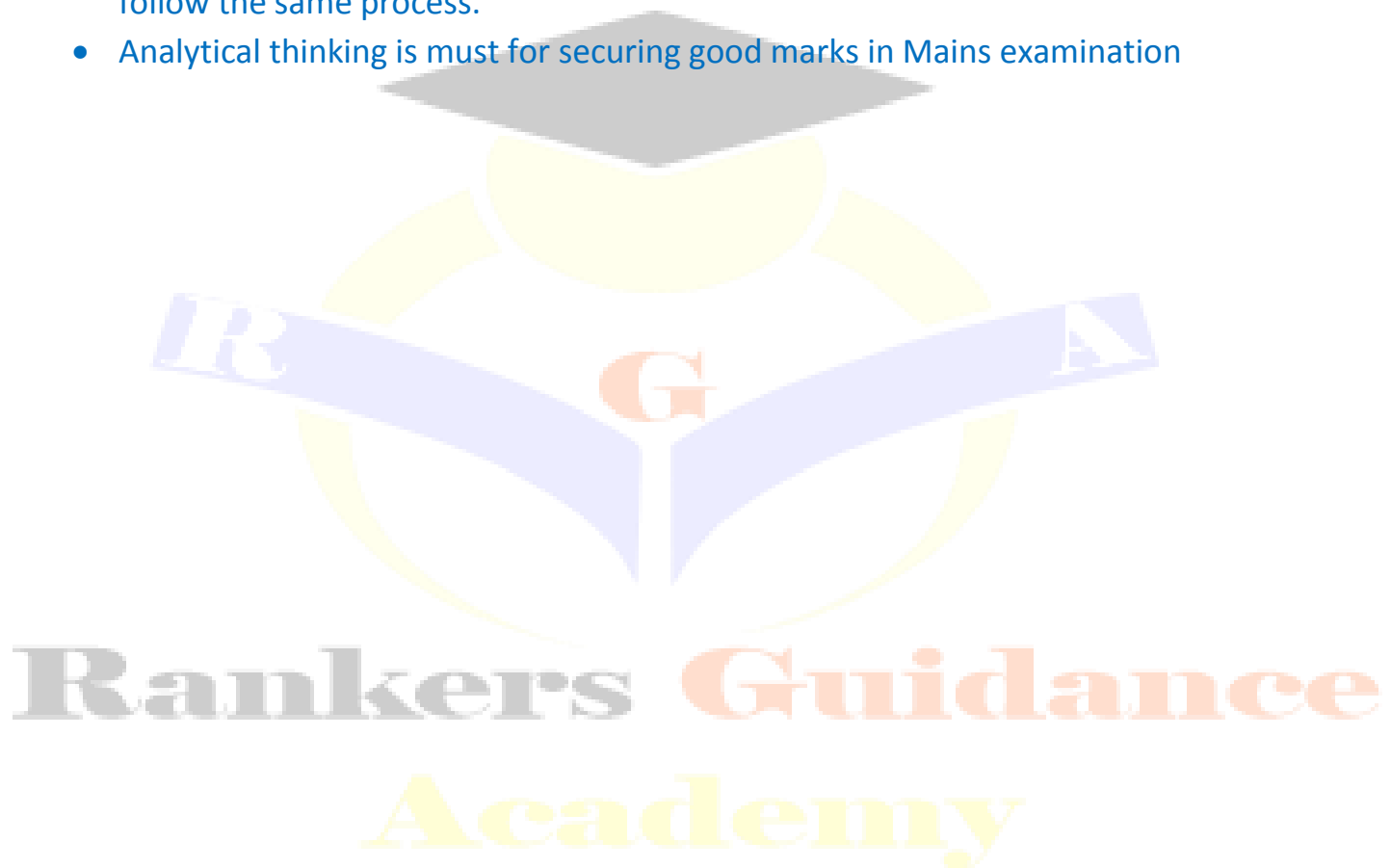
- Meeting the demand of the question
- It should be in the context in which question is asked
- Answering every part of the question in very clear cut manner
- Diagram, flowchart, maps, graph etc according to the demand of the question
- Definitions, facts, quote from Committee, reports etc should be quoted according to the demand of the question
- Well-crafted conclusion suiting to the demand of the question
- Adequate number of points according to the marks allotted to the question.  
For 8 marks 10 and 12 marks 15 points can be written



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### How to increase your analytical thinking?

- Read editorials of any one good newspaper daily
- After reading try to recollect the issue on your own in form of problem, solution, reason and way forward
- Try to connect it to the syllabus topic , You should by heart your syllabus for this to happen
- You can also listen to RSTV, SANSAD TV debates in free time and again do follow the same process.
- Analytical thinking is must for securing good marks in Mains examination



## UPPSC Prelims Strategy

- General book list already given above here we will discuss X factor for UPPSC Prelims
- Ghantachakra is no doubt a very good source to be used for the Preparation of UPPCS, Utilize it judiciously in your preparation
- More than solving the question you should focus on the explanation given in every question
- You can choose to make short notes of the points which you feel need to be revised and important
- Make short notes separately for each subject, if time is less just do it for History and Geography.
- Science is very crucial in PCS you should do it from Ghatnachakra and Lucent combined again make short notes of it
- There is also a compendium of previous year important questions published by Ghantachakra you can refer to it also.
- Lastly kindly go through 10 year solved question papers of UPPCS and make notes of important facts which you tend to forget.
- Also for current affairs and UP Special there is a compiled book by Ghatnachakra which is published around 20 days before prelims you can use it. Read it 2 times and make short notes of it.
- Lastly revise all your short notes 4 times and you are ready to go.

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## How to Prepare with Job for UPPSC?

- Generally the problem is of time so here you need to use your time judiciously
- Restrict your source of preparation to be very minimum by choosing source of study and stick to it
- Short notes making is compulsory for you as you don't have luxury of time when exam is near
- Try to integrate your preparation of Mains and Prelims. Complete Paper 1,2,3 short notes and Optional Short notes before giving Prelims examination
- After prelims you can start revising and answer writing along with Essay, Ethics and Hindi Preparation
- Try to learn from your mistakes and improvise it quickly by focused answer writing, Your mentor will play crucial role in your success here hence be very judicious in joining any test series



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## Importance of Current affairs in UPSC/UPPSC

- In UPSC current affair has major role to Play I would say covering regular current affair is mandatory if one is preparing for UPSC
- In UPSC Prelims question paper is prepared in such a way that one who is going for monthly/yearly compilation is bound to underperform.
- So if one is preparing for UPSC read regular newspaper + follow daily compilation+ Read monthly compilation
- For English medium one can go for The Hindu/Indian Express+ Insights daily or any other daily current affairs+ Vision Ias monthly or any other standard compilation
- For Hindi medium one can go for Jansatta/Dainik Jagran(Rastriya Sasnkaran) +Vision ias monthly in Hindi medium + Can listen to Only IAS editorial+ Prelims booster
- Coming to UPPSC Prelims Current affair has lesser role currently, For prelims one can follow just one monthly magazine Ghatnachakra monthly+ yearly compilation in Hindi medium
- For English medium one can follow GKToday it has good content regularly and monthly
- No need to spend hours reading newspaper for UPPSC Just glance the newspaper and read one good article regularly for developing your analytical skill
- Again for UPPSC Mains Current affair has limited role to play so focus on syllabus wise short notes and utilize your prelims current affairs preparation for Mains according to the syllabus

## How to approach Essay writing?

- Essay writing is extension of your GS answer writing so prepare your all 4 GS Paper before approaching essay writing
- Dimension in essay writing can be taken by going through your GS 1 to GS 4 Paper. Again you need to by heart your syllabus for performing well here.
- Essay me never approach through your Optional perspective because it will become specialist writing whereas essay demands generalist writing
- Practice 4 – 5 essay and get it evaluated by genuine people in order to Improve
- Essay is usually make or break type so prepare it before hand
- Some general topic like women, youth, farmer etc you can keep facts/reports ready to be quoted in Essay when required
- Keep your essay simple don't complicate it you will get good marks, Most complicated essay gets less marks.
- Some good introduction on some general topics can be prepared well in advance so that you don't face time pressure in exam for preparing introduction
- Similarly do it Conclusion too

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