

## पाठ्यक्रम (Syllabus)

### प्रश्न पत्र—प्रथम

#### 1. हिन्दी (Hindi):

- संधि और संधि विच्छेद ।
- सामासिक पदों की रचना और समास-विघटन ।
- उपसर्ग ।
- प्रत्यय ।
- पर्यायवाची शब्द ।
- विपरीतार्थक (विलोम) शब्द ।
- अनेकार्थक शब्द ।
- शब्द – युग्म ।
- संज्ञा शब्दों से विशेषण बनाना ।
- शब्द – शुद्धि : अशुद्ध शब्दों का शुद्धीकरण और शब्दगत अशुद्धि का कारण ।
- वाक्य – शुद्धि : अशुद्ध वाक्यों का शुद्धीकरण और वाक्यगत अशुद्धि का कारण ।
- वाच्य : कर्तृवाच्य, कर्मवाच्य और भाववाच्य प्रयोग ।
- क्रिया : सकर्मक एवं अकर्मक क्रियाएँ ।
- वाक्यांश के लिए एक सार्थक शब्द ।
- मुहावरे और लोकोक्तियाँ ।
- अंग्रेजी के पारिभाषिक (तकनीकी) शब्दों के समानार्थक हिन्दी शब्द ।
- सरल, संयुक्त और मिश्र हिन्दी वाक्यों का अंग्रेजी में रूपान्तरण और अंग्रेजी वाक्यों का हिन्दी में रूपान्तरण ।
- कार्यालयी पत्रों से सम्बन्धित ज्ञान ।

#### 2. अंग्रेजी (English):

- Tenses/Sequence of Tenses.
- Voice : Active and Passive.
- Narration : Direct and Indirect.
- Transformation of Sentences : Assertive to Negative, Interrogative, Exclamatory and vice-versa.
- Use of Articles and Determiners.
- Use of Prepositions.
- Translation of Simple (Ordinary/Common) Sentences from Hindi to English and vice-versa.
- Correction of sentences including subject, Verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used.
- Glossary of official, Technical Terms (with their Hindi Versions).
- Synonyms.
- Antonyms.
- One word substitution.
- Forming new words by using prefixes and suffixes.

- Confusable words.
- Comprehension of a given passage.
- Knowledge of writing letters : Official, Demi Official, Circulars and Notices, Tenders.

### 3.1 सामान्य ज्ञान (राजस्थान के सन्दर्भ में) (राजस्थान का इतिहास, कला, संस्कृति, साहित्य, परम्परा एवं विशासत) :

- राजस्थान के इतिहास की महत्वपूर्ण ऐतिहासिक घटनाएँ, प्रमुख राजवंश, उनकी प्रशासनिक व राजस्व व्यवस्था, सामाजिक-सांस्कृतिक मुद्दे
- स्वतंत्रता आन्दोलन, जनजागरण व राजनीतिक एकीकरण
- स्थापत्य कला की प्रमुख विशेषताएँ- किले एवं स्मारक
- कलाएँ, चित्रकलाएँ और हस्तकिल्प
- राजस्थानी साहित्य की महत्वपूर्ण कृतियाँ, क्षेत्रीय बोलियाँ
- मेले, त्यौहार, लोक संगीत एवं लोक नृत्य
- राजस्थानी संस्कृति, परम्परा एवं विशासत
- राजस्थान के धार्मिक आन्दोलन, संत एवं लोक देवता
- महत्वपूर्ण पर्यटन स्थल
- राजस्थान के प्रमुख व्यक्तित्व

### 3.2 सामान्य ज्ञान (राजस्थान के सन्दर्भ में) (राजस्थान का भूगोल) :

- प्रमुख भौतिक विशेषताएँ और मुख्य भू-नीतिक विभाग
- राजस्थान के प्राकृतिक संसाधन
- जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जीव-विविधता
- प्रमुख शिचार्इ परियोजनाएँ
- खान एवं खनिज सम्पदाएँ
- जनसंख्या
- प्रमुख उद्योग एवं औद्योगिक विकास की सम्भावनाएँ

### 3.3 सामान्य ज्ञान (राजस्थान के सन्दर्भ में) (राजस्थान की राजनीतिक एवं प्रशासनिक व्यवस्था) :

- राज्यपाल, मुख्यमंत्री, राज्य विधानसभा, उच्च न्यायालय, राजस्थान लोक सेवा आयोग, जिला प्रशासन, राज्य मानवाधिकार आयोग, लोकायुक्त, राज्य निर्वाचन आयोग, राज्य सूचना आयोग
- लोक नीति, विधिक अधिकार एवं नागरिक अधिकार-पत्र

### 3.4 सामान्य ज्ञान (राजस्थान के सन्दर्भ में) (राजस्थान की अर्थव्यवस्था) :

- अर्थव्यवस्था का वृहत् परिदृश्य
- कृषि, उद्योग व सेवा क्षेत्र के प्रमुख मुद्दे
- सृष्टि, विकास एवं आयोजना
- आवागमन-संरचना एवं संसाधन
- प्रमुख विकास परियोजनाएँ

### 3.5 सामान्य ज्ञान (राजस्थान के सन्दर्भ में) (समसामयिक घटनाएँ) :

- राजस्थान राज्यस्तरीय, राष्ट्रीय एवं अन्तर्राष्ट्रीय महत्व की प्रमुख समसामयिक घटनाएँ एवं मुद्दे
- वर्तमान में चर्चित व्यक्ति एवं स्थान
- खेल एवं खेलकूद संबंधी गतिविधियाँ

### 4. दैनिक विज्ञान (Everyday Science) :

- Physical and chemical reactions, oxidation and reduction reactions, Colloidal Solution, Colligative properties, metals and non-metals, Hydrocarbons, Chlorofluoro Carbon (CFC), Compressed Natural Gas (CNG), Soap and Detergent Pesticides.
- Electric current, Electric cell, Electric generator, Electric connection arrangement in houses. Working of house-hold electrical appliances. Reflection of light and its laws, examples of refraction, types of Lenses, Defects of vision and their corrections. Uses of space science, Remote Sensing Technique and its uses. Information Technology.
- Environment – Biotic and Abiotic Components (Atmosphere, Lithosphere and Hydrosphere), Ecosystem-structure. Food-chain, Food-web, Nitrogen cycle. General information about - Bio-technology, Bio-patents, Manures – Bio-manure, Wormy compost, Crop rotation, Plant disease control, Cereals, Pulses, Vegetables, Fruits, Medicinal plants.
- Apiculture, Seri-culture, Pearl Culture, Fishery, Poultry, Dairy industry, Blood group, Blood transfusion, Rh factor, Pollution and human health, Pathogen and human health, Intoxicant and human health, Malnutrition and human health.

- Immunity, Vaccination, Types of diseases, Hereditary diseases – Haemophilia Colour blindness, Thalassaemia, National Health Programme, Stem cell, Cloning, Test Tube baby, Artificial insemination.

#### **5. गणित (Mathematics) :**

- Natural numbers, rational and irrational numbers and their decimal expansions, operations on real numbers, laws of exponents for real numbers.
- Ratio and proportion, percentage, profit and loss, simple and compound interest, time and distance, time and speed, work and time.
- Collection of data, presentation of data, graphical representation of data, measure of central tendency, mean, mode, median of ungrouped & grouped data.

#### **6. कम्प्यूटर के मूल सिद्धान्त (Basics of Computer) :**

- Introduction to Computer & Windows: Input/output Devices, Memory, PORTs, Windows Explorer Menu, Managing Files & Folders, Setup & Accessories, Formatting, Creating CD/DVD.
- Word Processing & Presentations: Menu Bars, Managing Documents & Presentations, Text Formatting, Table Manipulations, Slide Designs, Animations, Page Layout, Printing.
- Spread Sheets: Excel Menu Bar, Entering Data, Basic Formulae & Inbuilt Functions, Cell & Text Formatting, Navigating, Charts, Page Setup, Printing, Spread Sheets for Accounting.
- Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

### **प्रश्न पत्र—द्वितीय**

#### **1. BOOK-KEEPING AND ACCOUNTANCY :**

- Accounting – meaning, nature, functions and usefulness, types of accounting, accounting equation, generally accepted accounting principles, concepts and conventions.
- Accounting process : journals and ledger leading to preparation of trial balance and preparation of final accounts with adjustments.
- Preparation of bank reconciliation statement.
- Rectification of errors.
- Accounting for depreciation – need, significance and methods of providing depreciation.
- Receipts and payments account and income and expenditure account and balance sheet.
- Single entry system – Preparation of accounts from incomplete records.
- Partnership accounts :
  - Fundamentals – capital-fixed and fluctuating, adjustments for change in profit sharing ratios, revaluation of assets and treatment of goodwill.
  - Reconstitution of the firm – Admission, Retirement and Death of a partner including treatment of life policy.
  - Insurance claims.

#### **2. BUSINESS METHODS :**

- Business :- Introduction, scope and objectives; Business Ethics and social responsibilities of business.
- Forms of Business Organisations :- Sole proprietorship, partnership and company.
- Entrepreneurship :- Concept, importance and causes of low development of entrepreneurship in India.
- Negotiable Instruments :- Meaning and types (Promissory Note, Bills of Exchange and Cheques).
- Sources of Business Finance.
- Advertising :- Meaning, importance and methods.
- Consumer rights and protection against exploitation.
- Human resource planning, recruitment, selection and training.
- Communication - process, barriers and suggestions to overcome barriers.

- Discipline – Causes and suggestions for effective discipline.
- **Coordination – Importance and principles**

### **3. AUDITING :**

- Auditing : meaning, objectives, types of audit, planning and procedures, audit programme, working papers, test checking, routine checking.
- Vouching : concepts, importance and procedures.
- Internal Control : meaning, objectives, internal check and internal audit.
- Valuation and verification of assets and liabilities.
- Rights, Duties and Liabilities of Company Auditor.
- Audit of Government Companies.
- Audit Reports and Audit Certificates.

### **4. INDIAN ECONOMICS :**

- Indian Economy – Features and problems, Economic policy, Industrial policy, Monetary policy and Fiscal policy of India.
- Meaning, objectives and importance of economic planning in India. Planning Commission and NITI Aayog.
- Population Explosion–Causes, effects and remedies. Relation between population and economic growth.
- Role and significance of agriculture in Indian economy. Sources of agriculture finance and recent trends in agriculture marketing.
- Industrial growth and prospects in India.
- Inflation – Causes, effects and remedies.
- Public sector in India : Role, Progress and Problems.
- Impact of globalization and liberalization on agriculture and industry.
- Role of Multi-national corporations in Indian economy.
- Foreign Trade – Volume, composition and direction.
- National Income – Concept, computation methods and distribution.
- Economy of Rajasthan – Basic features.
- Tourism in Rajasthan.

**5. Rajasthan Service Rules Vol. 1 (Chapter II, III, X, XI, XIII, XIV, XV & XVI) As Amended, Rajasthan Civil Service (Joining Time) Rules, 1981 As Amended.**

**6. G.F. & A.R. – Pt. I (Chapter I, II, III, IV, V, VI, XIV and XVII) As Amended.**