

Serial No. []

A-RP/WX-O-CC

NOTING AND DRAFTING, PRECIS WRITING

Time Allowed : Three Hours

Maximum Marks : 200

INSTRUCTIONS

Please read each of the following instructions carefully before attempting questions :

There are THREE questions printed both in HINDI and in ENGLISH.

All questions are compulsory.

Question no. 2 has FOUR parts out of which THREE are to be attempted.

Question no. 3 has FIVE parts out of which FOUR are to be attempted.

The number of marks carried by a question / part is indicated against it.

Answers must be written in the English or Hindi medium as authorized in the Admission Certificate which must be stated clearly on the cover of the answer book in the space provided. No marks will be given for answers written in medium other than the authorized one.

Word limit in questions, wherever specified, should be adhered to.

Any page or portion of the page left blank in the answer book must be clearly struck off.

Note: The name of your office or your name, roll number or address must not be disclosed anywhere in the answers.

Use XXXXX or YYYYY or ZZZZZ etc in case any of the above are required in answers.

ध्यान दें : अनुदेशों का हिन्दी रूपान्तर इस प्रश्न-पत्र के पिछले पृष्ठ पर छपा है।

1. Please make a précis of the following passage in about one third of its length and suggest a title for it: (50 Marks)

The theory of demographic transition postulates a three stage sequence of birth and death rate as typically associated with economic development.

According to first stage of demographic transition, death rate is high in the first stage of an agrarian economy on account of poor diet, primitive sanitation and absence of effective medical aid. Birth rate is also high in this stage as a consequence of widespread prevalence of illiteracy, absence of knowledge about family planning techniques, early age of marriage and last but not the least, as a consequence of deep-rooted social beliefs and customs about the size of the family, attitude towards children, etc. Moreover, in a primitive society there are economic advantages of a large family. Children contribute economically from an early age and are the traditional source of security when the parents grow old. The prevalent high death rate, especially in infancy, implies that such security can be attained only when many children are born. In such a society the actual rate of growth of population is not high since high birth rate is balanced by high death rate. It is a stage of high growth potential but of low actual growth.

In the second stage of demographic transition, rise in income enables the people to improve their diet. Economic development also brings about all-round improvement including improvement in transport which makes the supply of food regular. All these factors tend to reduce death rate. Thus, in the second stage, birth rate remains high but death rate begins to decline rapidly. This accelerates the growth of population. High growth potential of the first stage is realized in the high actual growth in the second stage as a consequence of decline in death rate. High birth rate and falling death rate contribute to the growth of the average size of the family in the second stage.

In the third Stage of demographic transition economic development further changes the character of the economy from an agrarian to a partially industrialized one. With the growth of industrialization, population tends to shift away from rural areas to industrial and commercial centres. Growth of urban population with the development of economic role for women outside the home tends to increase the possibility of economic ability that can better be achieved with small families, and tends to decrease the economic advantage of a large family. One of the features of economic development is typically increasing urbanization, and children are usually more of a burden and less of an asset in an urban setting than in a rural. The awareness to maintain reasonable standard of living tends to reduce the size of family in an industrialized economy, since the death rate is already low, this is possible only if birth rate falls. Thus, the characteristics of the third stage are low birth rate, low death rate, small family size and low growth rate of population. This is the stage of incipient decline of population.

These three stages reveal the transformation of a primitive high birth and high death rate economy into a low birth and low death rate economy. When an economy shifts from the first stage to the second stage of demographic transition, an imbalance is created in the economy as a result of falling death rate but relatively stable birth rate. Historically, it has been observed that death rate can be controlled more easily because the measures to reduce death rate are exogenous in nature and hence readily acceptable to the people. But the reduction of birth rate can be brought about by operating on endogenous factors like changing social attitude and customs, beliefs and dogmas about the size of the family, about marriage, etc. This requires a much longer time. Consequently, birth rate tends to fall after a time lag. The second stage of demographic evolution has, therefore, been termed as the stage of high population growth. This stage is the most hazardous period for a developing economy. The decline in death rate in the second stage, therefore, creates an imbalance which requires a period of transition for adjustment. Thus, the theory is termed as the theory of demographic transition. During the period of transition the demographic factors get out of harmony. A new constellation of demographic forces is brought about which changes the character of society. Birth and death rates become balanced at a lower level as a result of which growth rate of population also declines.

The process of economic development involves the utilization of physical resources of a nation by the labour force of a country so that productive potential in a country is realized. In this effort of development there is no doubt that the labour force of the country makes a positive contribution, but it is equally true that rapidly growing population retards the process of development. The impact of rising population acting as a drag on economic resources is felt in a variety of ways. In order to ameliorate the situation, we need to invest in our people in respect of health and education to enhance their productivity so that they become assets to the society and the nation.

Rising population leads to an increase in the number of children and hence demands higher expenditure on education. There is no doubt that expenditure on education can be viewed as social investment in human beings that ultimately enhances the productivity of the labour force, but it may be emphasized that the time-lag in this respect is quite long and hence the direct effect in raising output per unit of investment is very low. Besides, if one takes into account the expenditure on university education that will have to be increased as a result of pressure of pupils from the secondary schools, the total enhancement of expenditure on education will be still greater. In addition to this, expenditure on medical care and public health will also call for further investment. Not only that, the additional population has to be provided housing accommodation.

(Approx. 1000 words)

2. Attempt any THREE questions of the following:

(30×3=90 Marks)

- (a) On the basis of the following information, put up a self contained Note to the Minister of Shipping suggesting why it is advantageous to supply coal from Haldia Port to NTPC power plant at Barh in Bihar through Inland Waterways and develop the project on PPP mode.

National Waterways (NW)-1, is Ganges/Hooghly river system from Allahabad to Haldia Port. NTPC has a power plant at Barh which is about 864 Kms upstream from Haldia on the bank of Ganges. For this plant, imported coal from Indonesia comes at Haldia Port. Normal mode of transporting coal from Haldia Port to Barh power plant is by rail rakes. But due to shortage of rail wagons and already heavy traffic on the rail route it is becoming impossible to deliver coal at Barh on regular basis.

Inland Waterways Authority of India (IWAI) under Ministry of Shipping is charged with the responsibility of developing and maintaining the Inland Waterways. IWAI got a feasibility study done for the coal transportation from Haldia to Barh through Inland Waterways (Ganges) by river-cum-sea vessels/barges with the particular focus on relative advantages of coal movement through Inland Vessels over rail rakes.

The project for the study envisaged transportation of 3 million MT of Coal each year, for a period of ten years. Using Inland Vessels of 1000-1500 MT capacity it was envisaged to deliver 10000 MT coal each day at Barh. A vessel may take two weeks in a round trip. While the Coal is to be delivered at Barh, it was proposed to take in return journey fly ash generated by the power plant back to Haldia for exporting the same to Bangla Desh through river route. But, this is contingent on NTPC agreeing to it. It is proposed to develop this project under PPP mode for which a Special Purpose Vehicle (SPV) has to be created. Taking into account the development of infrastructure on both the ends i.e. at Haldia and at Barh, the cost of the broad financials has been worked out as under:

Financial Summary		
S.No.	Parameters	Amount
1	Project cost (in Rs. crs)	317
2	Investment by SPV (in Rs. crs)	300
3	Investment by IWAI in Terminal (in Rs. crs)	17
4	Project IRR (Internal Rate of Return)	17%
5	Equity IRR	20%
6	Av. DSCR (Debt Service Coverage Ratio)	2.05
7	Min DSCR	1.65
8	Return cargo	0%
9	Coal Tariff per MT	875
10	Tariff by rail route per MT	975

- (b) The following data has been brought out on quick estimates for selected major commodities for July, 2015 on Exports. In certain items the exports have come down by more than 30%. As a Section Officer in the Ministry of Commerce, write a note on the overall situation about the exports in the Report and suggest for addressing the concerned Ministries where exports are seen less by 30% seeking reasons for the decline and steps being taken by the respective Ministries to improve the situation in the coming months.

QUICK ESTIMATES FOR SELECTED MAJOR COMMODITIES FOR JULY, 2015

TRADE : EXPORT

S. No.	Commodities	JULY'14 (Values in Rs. crores)	JULY'15 (Values in Rs. crores)	% change JULY'15
1	Tea	344.57	450.86	30.85
2	Coffee	415.30	406.63	-2.09
3	Rice	3380.07	3153.56	-6.70
4	Other cereals	535.36	152.26	-71.56
5	Tobacco	431.20	416.50	-3.41
6	Spices	1396.16	1361.28	-2.50
7	Cashew	450.76	467.14	3.63
8	Oil Meals	413.90	232.58	-43.81
9	Oil seeds	779.68	538.16	-30.98
10	Fruits & Vegetables	1181.17	1046.81	-11.38
11	Cereal preparations & misc. processed items	647.88	700.19	8.07
12	Marine Products	2887.19	2520.84	-12.69
13	Meat, dairy & poultry products	2388.15	2212.83	-7.34
14	Iron Ore	194.93	59.04	-69.71
15	Mica, Coal & Other Ores, Minerals including processed minerals	2059.52	1902.93	-7.60
16	Leather & leather products	3465.40	3298.97	-4.80
17	Ceramic products & glassware	856.93	1002.79	17.02
18	Gems & Jewellery	17417.91	19357.54	11.14
19	Drugs & Pharmaceuticals	7955.74	9345.06	17.46
20	Organic & Inorganic Chemicals	7762.31	7713.20	-0.63
21	Jute Mfg. including Floor Covering	184.82	290.77	57.33
22	Engineering Goods	34640.67	37008.77	6.84
23	Electronic Goods	3271.70	3171.45	-3.06
24	Petroleum Products	32091.32	19307.92	-39.83

(c) As directed by the Secretary in the Ministry of Civil Aviation, please put up a self-contained note on opportunities and other issues related to Foreign Direct Investment (FDI) in civil aviation in India, keeping the following in view :

- (i) Ever since nationalisation of Air Lines in 1953, Indian Airlines/Air India have been the main Airlines in the country.
- (ii) The sector was opened to private players in 1986, granting permission to Private Airlines (Air Sahara, Jet Airways, etc.).
- (iii) Subsequently, more Airlines were granted permission to operate in the country.
- (iv) By 1998, several Airlines were closed causing loss of about Rs. 10 billion.
- (v) Indian Airlines faced crisis due to financial losses.
- (vi) Stakeholders in the aviation sector include air-craft manufacturing, airport infrastructure, manpower training, air cargo, carrying passengers, ground handling services, etc.
- (vii) Constraints include, among others high cost of fuel, high rate of taxes on aviation fuel, lack of infrastructure, shortage of funds for infrastructure development, etc.
- (viii) The Directorate General of Civil Aviation has provided the following data on the market share of domestic Airlines in January 2012 :

Name of the Airline	Market Share (%)
Jet Group (Jet Airways, Jet Life)	28.8
Indigo	20.8
NACIL	17.1
Spice Jet	16.3
King Fisher	11.3
Go Air	5.8

(ix) Airport Authority of India has provided the following facts on Passengers and Cargo :

Year	Passengers (in Million)		Cargo (in 000 tonne)	
	International	Domestic	International	Domestic
2006-07	25.85	60.91	1028.66	531.64
2007-08	29.85	72.87	1151.05	584.61
2008-09	34.53	87.31	1289.26	643.31
2009-10	40.01	104.75	1445.50	708.39
2010-11	46.45	125.84	1622.33	780.60
2011-12	54.04	151.36	1822.69	860.78
Growth Rate (%)	16.2	13.3	12.8	8.4

- (d) Put up a note analysing various facets of the performance of a Delhi-based Milk Co-operative on the basis of the data given below. Also, put a draft of a d.o. letter from your Joint Secretary to the Chairman of the Milk Co-operative seeking measures being taken to improve its performance :

Year	Capacity - Utilisation (%)	Milk Sale (lakh litre)	Variable Cost (Rs. per litre)	Fixed Cost (Rs. per litre)	Total Cost (Rs. per litre)
2008-09	76.80	1402.08	17.20	2.40	19.90
2009-10	77.59	1488.65	16.95	2.33	19.10
2010-11	78.15	1538.32	16.32	2.29	18.85
2011-12	76.00	1391.72	18.10	2.60	20.70
2012-13	73.10	1332.77	19.86	3.05	22.91
2013-14	65.02	1183.49	21.95	3.24	24.99
2014-15	62.40	1072.96	25.59	3.47	29.06

3. Attempt any FOUR questions of the following :

(15×4=60 Marks)

- (a) You have received dossiers of selected candidates from Staff Selection Commission against vacancies of 4 LDCs. As a Section Officer of the Establishment Section, write a note for the approval of your Joint Secretary suggesting verification of the original educational certificates from the concerned University/Board of the candidate, as several instances of fake educational degrees and certificates have been reported.
- (b) An Assistant working in DAVP proceeded on LTC to visit Port Blair via Kolkata on 05/01/2015 and stayed at Kolkata to meet his friends and relatives. His flight to Port Blair was scheduled on 09/01/2015. However, a sea-storm in the Bay of Bengal was reported on 09/01/2015 and 10/01/2015 resulting in cancellation of all flights to Port Blair on these dates. He rescheduled his journey to Port Blair on 11/01/2015. But on 11/01/2015 also, the flight was cancelled. His return ticket for Delhi was on 13/01/2015. As a result of this, he could not go to Port Blair and returned to Delhi from Kolkata on 13/01/2015. Kolkata was not the declared place of visit on LTC.

On his return to Delhi, he submitted an application for post-facto approval for change of destination for availing LTC. Please examine his application and put up a note for consideration of the competent authority.

- (c) Decadal Population Growth Rate of India as a nation has been 17.7% during 2001-2011. The Table below shows the major States which have shown higher growth rate as compared to some States which have been consistently successful in lowering the birth rate. Lowering birth rate has been direct consequence of improving education and health and family welfare services.

Draft a letter from the Minister of Health and Family Welfare to the Chief Ministers of States on the left side of the Table highlighting the problem and for taking appropriate action to tackle the situation of population growth in their States.

TABLE

Sl. No.	State	% growth in population 2001-2011	Sl. No.	State	% growth in population 2001-2011
1	Bihar	25.4	9	Tamil Nadu	15.6
2	Chattisgarh	22.6	10	Kerala	4.9
3	Jammu & Kashmir	23.6	11	Odisha	14.0
4	Jharkhand	22.4	12	Telangana	13.6
5	Madhya Pradesh	20.3	13	Andhra Pradesh	9.0
6	Rajasthan	21.3	14	Karnataka	15.6
7	Uttar Pradesh	20.2	15	West Bengal	13.8
8	Uttarakhand	18.8	16	Goa	8.2

- (d) Department of Justice gets a large number of representations from general public complaining against long years taken by judicial courts in listing, hearing and deciding cases. They request the Government for their intervention to secure expeditious justice. In most cases, emotional appeals are made. As per the laid down departmental procedure, such representations are forwarded by the Under Secretary, through a standard letter, to the Registrar of the concerned court for appropriate action (as the Government does not interfere in court cases).

While forwarding one of such representations, the Under Secretary wrote a foot note expressing anguish over the delay in deciding the case by the Court and requested personal attention and intervention of the Chief of that Court. This action of the Under Secretary was objected to by the Chief of the Court who considered it as interference by Government. The Chief of the Court asked for disciplinary action against the Under Secretary.

Draft a memo seeking explanation of the Under Secretary for acting beyond the scope of his duty.

- (e) The Ministry of HRD, started "Swachh Vidyalaya" initiative of providing separate toilets for girls and boys in schools all over the country. The target of building over 4.17 lakh toilets in 2.61 lakh schools has been made possible with the cooperation and support of all the stakeholders.

Draft a Press Communiqué from the Minister of HRD conveying his happiness to all States and UT Governments and to the participating Public Sector Undertakings and Private Corporates. Also mention acknowledgment to the contribution of all the officers of the Government of India, including Observers, who were part of this initiative.

Serial No.

A-RP/WX-O-CC

टिप्पणी और मसौदा लेखन, सार लेखन

समय : तीन घंटे

पूर्णांक : 200

अनुदेश

प्रश्नों के उत्तर देने से पहले कृपया निम्न में से प्रत्येक अनुदेश ध्यानपूर्वक पढ़ें :

तीन प्रश्न हिन्दी और अंग्रेजी दोनों भाषाओं में छापे गए हैं।

सभी प्रश्न अनिवार्य हैं।

प्रश्न संख्या 2 के चार भाग हैं, जिनमें से तीन भाग करने हैं।

प्रश्न संख्या 3 के पांच भाग हैं, जिनमें से चार भाग करने हैं।

प्रत्येक प्रश्न/भाग के लिए नियत अंक प्रश्न के अंत में दिए गए हैं।

प्रश्नों के उत्तर अंग्रेजी अथवा हिन्दी उसी माध्यम में लिखे जाने चाहिए जिसका उल्लेख आपके प्रवेश-पत्र में किया गया है, और इस माध्यम का स्पष्ट उल्लेख उत्तर-पुस्तिका के मुख-पृष्ठ पर अंकित निर्दिष्ट स्थान पर किया जाना चाहिये। प्रवेश-पत्र पर उल्लिखित माध्यम के अतिरिक्त अन्य किसी माध्यम में लिखे गए उत्तर पर कोई अंक नहीं मिलेंगे।

जहाँ भी प्रश्नों में विनिर्दिष्ट हो, शब्द सीमा का पालन करें।

उत्तर-पुस्तिका में खाती छोड़े गए पृष्ठ या पृष्ठ के भागों को सफाई से काट दें।

टिप्पणी : आपका तथा आपके कार्यालय का नाम, अनुक्रमांक अथवा पता प्रश्नों के उत्तर लिखते समय अज्ञात रहना चाहिए।

अगर आवश्यक हो तो उपर्युक्त के लिए XXXXX या YYYYY या ZZZZZ इत्यादि का उपयोग करें।

Note : English version of the Instructions is printed on the front cover of this question paper.