GEVA/DEC/25

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Booklet Serial No.

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Examination : Combined Civil Services Examination-Group-VA Services Written Examination

Subject : General English (Degree Standard) [Paper – II] (Descriptive Type)

Date of Examination : 21.12.2025 A.N.

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Register No.

SPECIMEN

Signature of the candidate with date.

SEAL

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Certificate

I have issued this Question-cum-Answer booklet to this candidate after verifying his / her Register Number, photo and signature in the hall ticket.

Signature of the Room Invigilator with date.

Certificate

(To be signed after the completion of the exam.)

I have struck out all the unanswered blank spaces in the Question-cum-Answer Booklet by using black ink pen (Fountain Pen or Ball point pen or Gel pen) which I have used for writing this examination.

Signature of the candidate with date.

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PAPER – II

GENERAL ENGLISH

Descriptive Type

Degree Standard

Duration : 3 Hours | Total Marks : 100

(This question-cum answer booklet consists of 32 pages)

Instructions

(Candidates shall comply with the following instructions)

1. Candidate shall first ensure that this question-cum-answer booklet contains 32 pages. If any defect is noticed in the question-cum-answer booklet, it shall be reported to the room invigilator before the commencement of the examination and candidate must get it replaced with another complete question-cum-answer booklet. If the defect is reported after the commencement of the examination, it will not be replaced.

2. (i) Candidate have to answer each question in the question-cum-answer booklet, only in the space provided for that question. The candidate should not write anything outside the space provided.

   (ii) Candidate should strike out the unused blank spaces of the answered questions and blank spaces of unanswered question with the permitted black colour ink pen without fail. The candidate should not sign in the spaces struck out.

3. While writing answers wherever required, the candidate should specify the question number and its sub divisions without fail.

4. Candidate should answer the number of questions as instructed in the question cum answer booklet in each section. If more than the required number of questions are answered, the excess questions answered at the end of each section will not be taken into account.

5. Candidate should not tear off any leaves from this question-cum-answer booklet.

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6. Candidate should not write their name, register number while answering letter type questions. Putting signature in their name is also not permitted. To answer such questions, the name and address given in the questions alone should be used.

If no name is given in the questions, they should write the general names like ABC or XYZ in 'From' and 'To' addresses.

7. No separate marks will be awarded for neatness of writing and correctness of spelling in respect of this examination.

8. **The Answer Booklets will be invalidated if the following errors are found :**

(i) Usage of colour pens (Whitener, Sketch pens, pencil, colour pencils, colour pens, crayons, etc.,) other than black ink pens in the Question Cum Answer Booklet.

(ii) If a Candidate writes their Register Number anywhere in this question-cum-answer booklet.

(iii) Writing name and details, writing religious symbols, Candidates name, signature, phone number, mobile number, any other names, initials and address, irrelevantly anywhere in the question-cum-answer booklet.

(iv) Appealing to the examiner in the question-cum-answer booklet, invoking sympathy of examiners in connection with their results.

(v) Candidates writing anything unconnected to the question or the examination, or any impertinent remarks and irrelevant matter revealing his / her identity.

(vi) Writing the answers in more than one language (i.e., partly in Tamil and partly in English) except in cases where specifically permitted. However, technical words which cannot be translated, can be written in the respective languages, i.e., only the technical words and not the entire sentence / entire answers.

(vii) Wrongly seated in the place of other candidates and/or using the question-cum-answer booklet of other candidates.

(viii) Tampering with the Barcode printed on the question-cum-answer booklet.

(ix) The question-cum-answer booklet for Main Examination which has not been signed by the candidates in the two designated places in the first page.

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UNIT — I

Note : **Write an essay on any ONE of the following in 300 words.**

(1 × 10 = 10 Marks)

Q.No. 1	"Can money buy you happiness?" – Write an essay in not more than 300 words.
Q.No. 2	Describe the distinct atmosphere and purpose of the 'Notice Board' at the entrance of a local government office. (Focus on the variety of documents posted, the condition of the paper and pins, the way people stop to read it and what this collective display of public information reveals about the local civic life and government priorities)
Q.No. 3	Narrate the experience of a citizen successfully using a new government e-service for the very first time.
Q.No. 4	Write an essay on the effect of video games on behaviour of children.
Q.No. 5	Explain the cause and effect of online shopping in comparison to the traditional old shopping methods.
Q.No. 6	Is social media beneficial or harmful to teens?

Answer No.

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UNIT — II

Note : **Answer any ONE of the following :**

(1 × 10 = 10 Marks)

Q.No. 7	Context : You are Ms. M. Anusiya, a resident of Green view colony where many senior citizens and low-income families struggle to access online municipal services (eg. property tax payment) due to lack of local internet infrastructure and digital literacy. Task : Write a formal letter to the Municipal Commissioner of your city. Your letter must clearly and persuasively demand two specific actions. They are (i) the immediate establishment of a physical and fully-staffed 'Digital Help Desk' (e-sevai center) within the colony boundaries. (ii) The scheduling of a mandatory weekly training session for residents on how to use the municipality's main e-portal. Your letter must justify these demands by highlighting the failure of the current digital-only system to ensure equitable civic experience.
Q.No. 8	Write and enquire the details for a purchase of 20 laptops with latest configuration for your institution.
Q.No. 9	After visiting a shoe factory, place an order for 100 pairs of black shoes 100 pairs of sports shoes for the students studying in a nearby Government School.
Q.No. 10	Context : You are the Deputy Director of policy implementation for the State Transport Department. You have received an enquiry letter from a concerned citizen Mr. Ravikumar. N seeking clarification on the new policy requiring vehicle owners to digitally link their registration details to a central database. Task : Write a formal response letter to Thiru. Ravikumar. N. Your letter must provide clear and accessible answers to his three main questions with the provided hints. (i) A simplified three-step guide detailing the digital linking process. (ii) a reassuring statement about the purpose of the 60-day deadline clarifying that the initial penalty is a small administrative fee and not vehicle seizure. (iii) A confirmation that physical help desks are being established at all Regional Transport Officers (RTO) starting next week to assist citizens without digital access. Your letter should focus on demystifying the technical policy and assuring the citizen that the e-governance measure is designed for their long-term convenience and security.
Answer No.	

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UNIT — III

Note : i) **Read the following passage and reduce it to 1/3rd of its length.**

ii) **Précis Writing.**

(15 Marks)

Q.No. 11	The rise of e-governance mandates a significant shift in public service delivery moving transactions from crowded government offices to digital portals. However, this transformation introduces the challenge of the 'Digital Divide' excluding citizens who lack internet access, devices or digital literacy. To combat this, entities like the Government of Tamil Nadu established e-sevai centers. (Common Service Centers or CSC's). These centers act as the essential physical front-end for online government services providing a vital bridge to digital inclusion. The primary function of the e-sevai centers is to offer a single-window access point for numerous G2C (Government-to-Citizen) services including the application for essential certificates (like income and community), utility bill payments and enrollment in welfare schemes. Staffed by trained personnel-often local entrepreneurs - they guide citizens through complex digital forms, ensuring accuracy and proper submission. By offering proximity and professional assistance these centers effectively transform the civic experience. They reduce the need for expensive, time-consuming travel to distant district offices enhance transparency through standardized pricing and promote accountability by providing trackable digital receipts. Thus, e-sevai centres are crucial institutional innovations that ensure the benefits of digital administration are accessible and equitably distributed across all sections of society.

Answer

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UNIT — IV

Note : **Read the following passage and answer the Question given below :**

(10 × 1 = 10 Marks)

Q.No. 12

Read the speech delivered by Dr. Abdul Kalam and answer / questions given below :-

I have 3 visions for India.

In 3000 yrs of our history, people from all over/world would have come and invaded us, captured our lands, conquered our minds. From Alexander onwards, the Greeks, the Turks, the Moghuls, / Portuguese, / British, / French, / Dutch all of them came and looted us, took over what was ours. Yet we have not done this to any other nation.

We have not conquered anyone. We have not grabbed their land, their culture and their history and tried to enforce our way of life on them. Why? Because we respect / freedom of others.

My first vision is that of freedom. I believe that India got its first vision of this in 1857, when we started the war of Independence. It is this freedom that we must protect and nurture and build on. If we are not free, no one will respect us.

My second vision for India is development. For 50 years we have been a developing nation. It is time we see ourselves as a developed nation. We are among the top 5 nations in the world in terms of GDP. We have a 10% growth rate in most areas. Our poverty levels are falling. Our achievements are being globally recognised today. Yet we lack the self-confidence to see ourselves as a developed nation, self-reliant and self-assured, isn't this right?

My third vision, India must stand upto / world. Because, I believe that unless India stands to / world, no one will respect us. Only strength respects strength. We must be strong not only as a military power but also as an economic power. Both must go hand-in-hand .

Answer the following questions :

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Questions :

(1) How many visions does Dr. A.P.J. Abdul Kalam have for India?

Answer

(2) What kind of man was Dr. Kalam?

Answer

(3) Why didn't India invade other countries and loot them?

Answer

(4) India's achievements are unrecognised today – Say true or false.

Answer

(5) Enlist the three visions of Dr. Kalam.

Answer

(6) To whom is this lecture addressed?

Answer

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(7) Why must India stand-up to the world?

Answer

(8) What will happen to us, if we are not free?

Answer

(9) What is freedom, according to Dr. Kalam?

Answer

(10) What are <u>your visions</u> for India? Mention atleast any four.

Answer

UNIT — V

Q.No. 13(a)

Translate the following from Tamil to English : **(7.5 Marks)**

அரசு அங்கீகாரம் பெற்ற கலை, அறிவியல் கல்லூரிகள் கவனத்திற்கு.

உயர் கல்வித்துறை

Secretariat

கச்சா எண்ணை இருப்பு குறைந்து வருதல் தொடர்பாக மற்றும் புவி வெப்பமாதல் ஆகிய காரணங்களால் - புதுப்பிக்கதக்க எரிசக்தி - உபயோகம் தொடர்பாக.

ஆற்றல் துறையை அதிலும் புதுப்பிக்கத்தக்க எரிபொருள் பிரிவை மேம்படுத்த இந்திய அரசானது மாநிலங்களுடன் இணைந்து பல்வேறு திட்டங்களைச் செயல்படுத்தி வருகிறது.

அதில் ஒரு திட்டமாக, கலை அறிவியல் கல்லூரி வளாகங்களில் இயங்கும் எரிசக்தி மோட்டார்களுக்கு பதிலாக சூரியசக்தி மோட்டார்களை அமைத்து உபயோகித்து பயன்பெறுமாறு கல்லூரி நிர்வாகங்களை இவ்வரசு ஆணையிட்டு அமைகிறது. மேலும், இதற்கான மானியங்களை பெறுவதற்கான விண்ணப்ப படிவங்கள் உயர் கல்வி இயக்கக இணையதளத்தில் இருந்து தரவிறக்கி விண்ணப்பம் செய்யுமாறு கேட்டு கொள்ளப்படுகிறது. செயல்முறை மாற்றங்கள் வரும் டிசம்பர் மாத இறுதிக்குள் செய்யபடவேண்டும்.

இத்தகைய மாற்றங்கள் செய்யப்படாத கல்லூரிகளின் அங்கீகாரங்கள் பரிசீலனைக்கு உட்படுத்தப்படும் எனவும் தெரிவித்து கொள்ளலாகிறது.

இப்படிக்கு
முதன்மை கல்வி செயலர்.

Answer

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Q.No. 13(b)	Translate the following from English to Tamil :	**(7.5 Marks)**

(1) Because the app gathers many services like paying taxes in one place, it helps people save time by not having to visit different government offices.

Answer

(2) If you want to quickly report a civic issue you should use the app so that the government can respond faster to your problem.

Answer

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(3) The app is very useful for paying water and electricity bills but it requires a smartphone and internet access which creates problems for citizens who do not own modern technology.

Answer

(4) Although the government provides many official forms on the app, they must also offer clear instructions so that everyone can easily understand how to fill them out correctly.

Answer

(5) Since the government uses the app to send important announcements about city it is wise for all residents to download it to stay informed about local developments.

Answer

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UNIT — VI

Note : **Develop the following hints into a passage and give a suitable title to it.**

(5 Marks)

Q.No. 14	A wood cutter — cutting wood — dropped his axe in the pond — started weeping — angel appeared — asked what the matter was — brought a golden axe — from the pond — wood cutter did not accept — brought a silver axe — not accepted — brought an iron axe — accepted — pleased with the honesty — offered all the axes to him.

Answer

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UNIT — VII

Note : **Answer the following.**

(2 × 10 = 20 Marks)

Q.No. 15	Draft an announcement to the employee about his promotion through an email.

Answer

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Q.No. 16	Draft a circular informing the staff in your organisation about the change in lunch timing.

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Answer

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UNIT — VIII

Note : **Answer any fifteen questions out of twenty questions.**

(15 × 1 = 15 Marks)

Q.No. 17	**Answer the Questions as directed :**
(1)	**Active Voice to Passive Voice** Sidharth plays cricket.
Answer	
(2)	**Passive Voice to Active voice.** Significant ethical guidelines have been developed by the AI research teams to ensure fair algorithms.
Answer	
(3)	**Direct to Indirect Speech.** "Do you suppose you know better than your father?" jeered his angry mother.
Answer	
(4)	**Indirect to Direct Speech.** The user complained that the digital portal had stopped working the previous day and she wanted immediate assistance.
Answer	

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(5) **Rewrite Compound Sentence as simple Sentence.**

My Pencil was broken and so I borrowed one from my friend.

Answer

(6) **Rewrite Simple Sentence as Complex Sentence.**

A man's modesty is in inverse proportion to his ignorance.

Answer

(7) **Transform Statement into a strong question :**

The current tax exemption policy for large corporations is intended to stimulate long-term economic growth.

Answer

(8) **Transform statement into a weak question.**

Our team played well yesterday.

Answer

(9) **Transform assertive sentence into a negative sentence.**

The government has made every effort to ensure transparency in the public contracting process.

Answer

(10) **Add a suitable question tag :**

He won't tell anyone.

Answer

(11) **Use the Homophones in meaningful sentences :**

(a) Whether (b) Weather

Answer

(12) **Use the right adverb :**

The public found the new e-governance interface _____. (too/easy/hardly) complicated to use resulting in low adoption rates.

Answer

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(13) **Fill in the blank with right prepositions :**

There is a door _____ your left.

(a) of (b) for (c) to (d) from

Answer

(14) **Rewrite the sentence in comparative degree :**

The new AI algorithm processes data very slowly compared to the previous model.

Answer

(15) **Rewrite the sentence in Past tense :**

People use typewriters before computers becomes common.

Answer

(16) **Change the underlined phrase into clause :**

I expect to get a prize.

Answer

(17) **Change the underlined clause into phrase.**

That girl who is eating burfis is my best friend.

Answer

(18) **Identify the pattern of the given sentence :**

The expert committee considered the ethical implications of the new AI framework complex.

Answer .

(19) **Fill in the blanks with a suitable Article :**

_____ Parliament passed _____ unanimous resolution regarding the new infrastructure spending plan.

Answer

(20) **Rewrite the sentence correcting the error :**

The success of the new AI program and its user interface depend entirely on them adoption by public service officials.

Answer

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SPACE FOR ROUGH WORK

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