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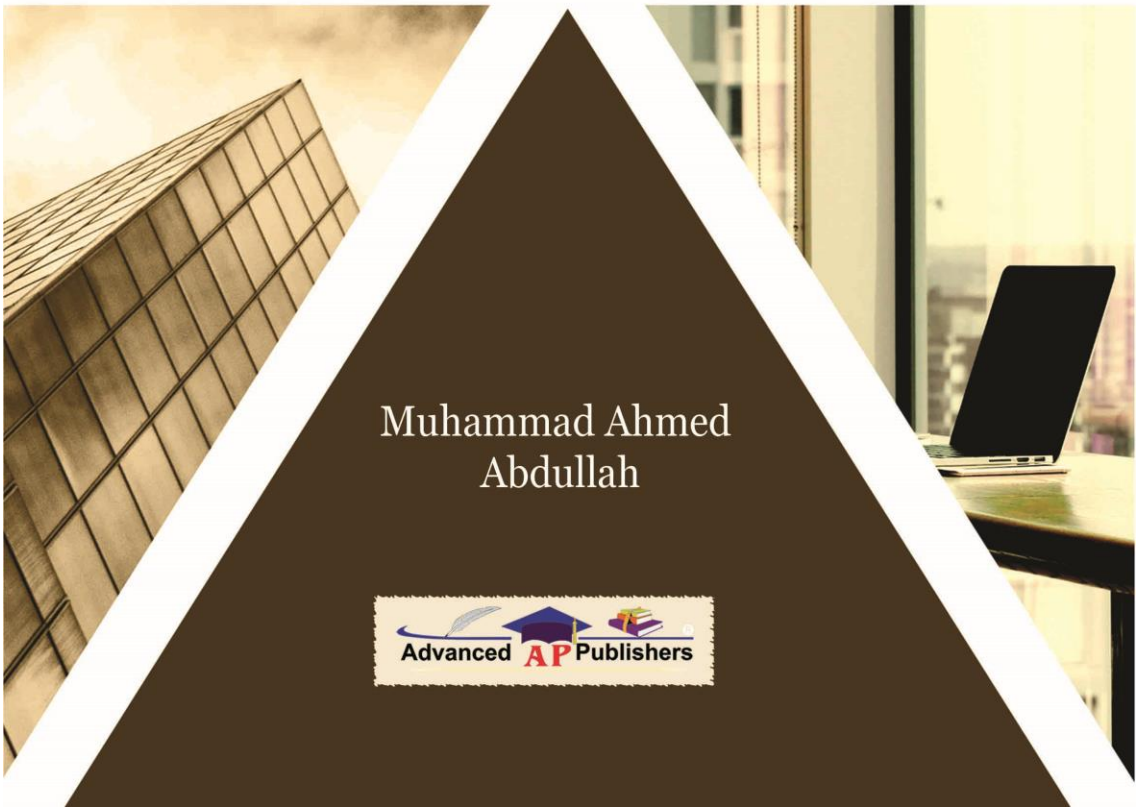
Business Administration for CSS

A Paper Analysis Based Approach to Studying the Syllabus of CSS Business Administration



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Advanced Business Administration for CSS

(A Paper Analysis Based Approach to Studying and Preparing CSS Business Administration Syllabus)

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DEDICATED TO

“My grandmother, Mehmooda Aziz – May Allah bless her with health, ease of death and THE HIGHEST RANK IN JANNAH - AMEEN”.

“I Also Dedicate this Book To All The Exciting Times, Great Relationships, Adventures, Happiness and Growth That Are Yet To Come In My Life – INSHALLAH”.

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Introduction to The Book

(MUST READ!!!)

Welcome all of you to the Preparation of Business Administration for Central Superior Service (CSS) Exam. I want to discuss firstly, how to prepare for the CSS exam before diving into the syllabus.

Many think that in order to attempt and pass CSS exam they must cover the entire syllabus, and even more because you never know where questions might just come from. But I assure you, this is not the case, especially in optional subjects like Business Administration. Questions in papers come from a set of topics that have been repeating from many years. These topics are called **"Important Topics"**. The remaining are topics from which questions have never come or have come just 1 or 2 times only. These are called **"unimportant topics"**. So the thing is that we should waste our time and energy in preparing those unimportant topics. Remember that over study kills your preparation, whereas being focused on important things is always the key to success. So you should focus all of your energy in preparing the important topics from every dimension.

Remember when some aspirants say, "OH MY GOD! The questions that came into the paper were out of syllabus or were very difficult even though we prepared all the important topics". This just simply implies that though they studied all important topics, but they did not cover those topics from all dimensions.

Remember that it is not just enough to prepare the important topics. You need to study them from all aspects or dimensions.

So we have discussed the approach that many aspirants use nowadays to prepare for CSS exam. But this is the end of the road, there is another trick or strategy of preparing for CSS exam. This strategy is very time efficient, and this book is based on this strategy. Let's discuss this strategy. This Strategy goes something like this:

After determining the "important topics", we need to determine the **"most important topics"** from amongst these important topics, because the important topics comprise of 7 questions in the paper, but we need to attempt only 4 questions, and we know that attempting any extra question won't bring us more marks. So we need to prepare just enough to attempt 4 questions without being on any risk. In order to do this we need to prepare the "most important topics".

But **what are these "Most Important Topics"**? The "most important topics" are those topics which are comprised of the 4 questions in the paper that come every year. This book helps you in preparing these "most important topics" from every angle, aspect and dimension.

This Book Covers the Most "Important Topics" through **Past Paper Questions**, **Exam-Styled Practice Questions**, and **Other Questions that have a high possibility of coming in exams**. This book is designed to be as much paper relevant as possible. The book focuses on improving the question attempting ability of the CSS aspirants by providing them the right direction and right material to prepare for the exam.

Remember that the Key to success in CSS examination is not about the quantity of material you are preparing, but it is about the quality of material you are preparing. With this let's dive into the syllabus!!!