KAS is a big opportunity for those who aspire to excel. A big window of opportunity and challenge is awaited for those who clear this first edition of administrative service of Kerala. Thousands of candidates are aspiring for class and has started for the exam. There may be pieces of advice from different coaching centres, experts and fellow aspirants on the methodology for preparation. A couple of tips for those who prepare for this exam are the highlight of this article.

**Approach**

I request everyone to consider Kerala Administrative Service as a competitive exam. Those who desire to clear this exam should have a positive approach. When I wrote my civil service in 2007, the approach I followed was very simple. I believe that there are only two gurus for every exam. One is syllabus and second is previous years question papers. Those who are aspiring for class may also follow a similar approach. Priority should be given to the syllabus and candidate should try to read the syllabus multiple times and understand the perspectives and requirements of this exam. Further, it is essential to analyse the previous year's question paper to know the priorities and methodologies of questions as well as the depth and variety also. Unfortunately, this is the first edition of Kerala Administrative Service and there is no previous years question paper. There are comparisons to the Civil Service examinations and expert's opinion is that questions will be similar to that union UPSC civil service examinations. So the aspirants may approach the exam by focusing on the syllabus and by browsing through a couple of UPSC question papers. So that corresponding to each word or phrase in the syllabus the various perspective of question can be asked could be identified. So this approach of planning to write the examination with syllabus and question papers may be followed by the aspirants may ensure a smart work during preparation.

**A POSITIVE APPROACH WILL DECIDE YOUR FUTURE**

**HARIKISHORE S. IAS**  
Executive Director, Kudumbashree

**Learning method**

Most of the job profile after getting Kerala Administrative Service requires a lot of analytical and comprehension abilities and the ability to grasp new subjects at the earliest. In this regard, the selection processes will also test
Covering the syllabus

Kerala Administrative Service has a well-defined and clear syllabus. It is expected that all the aspirants acquire knowledge regarding every subject or point mentioned in the syllabus. So it is essential that everyone should cover the syllabus to best of his or her capacity. Covering the syllabus means studying the topics mentioned in the syllabus in required depth and width. Due to time constraints all the aspirants may not in the positions to study all the topics in the required depth. I suggest that there is no need to worry if you are not able to cover all the topics intensively. This is a time management issue and all the aspirants preparing for the KAS are at the same level. They might start preparation very late and they might be in a newer position concerning the knowledge. So what difference between the winner and mediocre performance is the priority that the winner gives to certain topics. In this regard, I wish to suggest that the aspirants should go through the syllabus thoroughly and should have his or her judgment regarding the priority of topics. Those topics which should be studied with priority and high intensity. This crucial decision is going to decide whether you are going to clear the exam or not. So every aspirant should know where one should devote time. They should identify the topics which are relevant and they should be able to focus more on this topic. We should need a strategy to cover the topic with smart work. Those topics which aspirants feel are of high priority should be studied intensively and to the required depth. There will be some topics which the aspirants not able to devote much time. These topics should be prepared at least superficially. They should be able to answer basic questions about the topic and should know ‘what’ and ‘where’ and ‘how’ about the topic. So it is suggested to follow two strategies. For this, the first activity to do is to decide regarding the priorities of the topic. Once the priority is decided, the second action to be done to study intensively. At the same time study the topics which you think as low priority. Since there are no previous question papers and guidelines regarding the priority, I leave it to the judgement of aspirants. Decisions should be own and taken by the aspirants rather than getting information from different corners. This judgement will decide whether you will be able to complete the entire syllabus within time. From the next year onwards we will have question papers of 2020 KAS and it will help the candidates to decide over the priority.

Be confident

All the aspirants should understand that KAS is just another exam. And for any competitive exam, our preparation will never be perfect. There will be many topics which we have not prepared for the required intensity. However, we should understand that since the completion is relative and everyone is at the same level we should avoid comparison with others. We should feel confident about our preparation. Our preparation may not be sufficient but at the same time, all other people are also on the same level. They also might not get enough time to cover the topics intensively. So in this regard confidence is the key matter of concern. With your available time and background knowledge, you have prepared well for KAS in the last 1 or 2 months. Even if you have not covered the full syllabus at the decided level, there is no reason to be not confident. All the aspirants entering examination should feel confident and courageous about the preparation. This is very important because, in every competitive exam, your presentation, state of mind and performance during the exam is important. Even in the civil service exam, in my opinion, even the candidate who had covered all the topic in high level might able to get only 60 per cent question only known to him. Even if we have prepared by covering entire syllabus, 40 per cent will be those which you have never anticipated. In these circumstances, the presence of mind, the ability to give best and ability not to get tensed, ability to write in precise and concise are logical manner during the exam is what matters. In the next month, the preparation may be perfect however every candidate should be confident, courageous and deliver his or her best during the time of examination. This key aspect of performance during the exam is what makes the difference. So be confident about your abilities and don't compare your level of knowledge and preparation with others which might make you to lower off your confidence. Think that is a golden opportunity for me to be in a position where I can make an impact on society. This driving force should be in the mind during the exam hall. If we write the exam in this mindset I am sure that all your dream of KAS will come true in future. Best wishes to the aspirants.