PREFACE
To The First Edition.

The object with which this book has been compiled is to meet the long felt want of candidates who appear for competitive examinations conducted by the Public Service Commission and other official bodies.

The book is divided into two parts:

Part I—'GENERAL INFORMATION'. General knowledge covers an extensive range of subjects requiring the study of a large number of books and papers which are not only costly but difficult to obtain. I have accordingly endeavoured to consolidate in a concise but lucid form such general and up-to-date information, as, I am sure, will prove valuable for those attempting the paper on 'General Knowledge'.

Part II—'OFFICE COMPENDIUM' is a treatise on office work and procedure dealing with several subjects, the study of which will prove of much help to candidates and may be beneficial to persons who are already in service.

The book is, on the whole, equally interesting and serviceable to those desirous of possessing diverse information on various topics.

I could not have compiled this book but for the assistance of friends and help from different books, and I am greatly indebted to them.

October 4, 1933. T. Saran.
PREFACE

To The Second Edition.

The first edition of this book, which was published in October 1933, was completely sold out within a few months. This is an ample proof that the work has been appreciated by the persons for whom it is intended and the encouragement thus offered is my justification for bringing out a second edition. The passage of time since the first edition was printed has introduced several changes in the present day topics, and due notice of these has been taken in the present edition, which I have tried to make more useful in other ways also. It is hoped that the new edition of the book will be helpful not only to those preparing for competitive examinations but to the general public as well.

In the end I wish to acknowledge my indebtedness to the many standard books of reference which I have consulted and to express my thanks to all those friends who have favoured me with their suggestions for the improvement of the book.