Shibli UPSC Academy

|  |
| --- |
| **Coaching and guidance cell** |

1. **Historical prospective:**

A multilingual and multi-religious society like ours can flourish only is all members of the society play an important role in its collective life. But in the last 60 years our democratic setup has not achieved commendable balance in spite of several committees &commission appointed by the Government. The Sacher committee has clearly stated that the economic and educational level of Muslims have deteriorated even the below the SC/ST categories in social /educational aspects and their capacity to complete with their educationally advanced fellow citizens has been continuously declining. The community is caught in a vicious circle of poverty and illiteracy. The Government has been announcing various schemes from time to time for their upliftment, yet in reality without encouraging results.

**2. Historical Decision:**

In this background, academy took a major initiative of training Muslim Graduates for civil services examination. The academy has in the wider interest of Muslims established a coaching & guidance cell in Shibli Academy ( Darul –Musannefeen Azamgarh)

1. **Selection Procedure :**

Candidates’ selection is done strictly on the basis of marks obtained in the entrance test and personal interview. The candidate has to be physically fit.

1. **Infrastructure:**

The academy has library, separate study rooms both for boys and girls, classrooms for general /subject lectures and room for group discussion.

Separate hostels are **a**vailable for male and female candidates including Masjid a ladies prayer room.

Study room and all class rooms are fully air conditioned. The academy has all other teaching facilities like Laptop, projectors, CCTV, sound system etc.

1. **The director and the faculty:**

The academy is administrated by a Director, who is entrusted with organizing the lectures and group discussions. Various Serving/Retired civil Service Officers are also invited to motivate and inspire the students. The coaching is imparted by professionally qualified faculties.

1. **Facilities and environment :**

Study material, books, newspapers, journals, magazines and books of common and optional subjects are available for the students. The students can use internet facilities at academy.

The candidates should have their personal copies of all important books including the optional subjects chosen by them.

The civil service Examination is based basically on self study. What is provided in academy id guidance and an appropriate environment.

1. **Coaching and guidance :**

Those candidates who choose English Urdu and Hindi as their medium of answering the question only should apply. Coaching and guidance shall be imparted through English medium. Books, Magazines and study material will be provided English however, for candidates choosing Urdu and Hindi as their medium, enough books and study material are available.

1. **Subjects of coaching and guidance :**

For prelims examination, coaching and guidance will be provided for general studies and CSAT, for the Mains examination coaching and guidance will be provided in general studies and Essay writing. Efforts will be made to provide coaching in optional subjects of History, Geography, Sociology, Public Administration, Political Science and Urdu Hindi literature (if adequate numbers of candidates optional for it)

1. **Fees and deposits:**

The entire coaching and guidance is free of coast including prelims, mains and interview. However, each students has to pay a caution money of Rs. 10000 (ten thousand) refundable which will be forfeited against voluntary withdrawal from Academy.

All students will be provided with free accommodation on sharing basis. However, mess charges are payable towards catering, on prorate basis.

1. **Discipline:**

The students shall have to adhere strictly to the rules and regulations of the hostel. They are expected to maintain a high level of self discipline. The students shall have to stay in the hostel for 24 hours throughout the coaching period for about 9/ 10 months. Visitors/relatives shall not be allowed to stay in the hostel with the students. The students shall not be allow to purse and other academic or non academic job/ course /activity. Male candidates most offer Farz prayer congregation in the Masjid. The female candidates should never come out of their rooms without a scarf/Hijab.

1. **Islamic values**:

Since the total objective is to have muslim officers, it is necessary to inculcate Islamic values in the students. They have not only to be receptive, but also active in learning and practicing Islamic standards. They have to keep in the mind that their ultimate aim is to serve the weak and downtrodden sections of the society. They should inculcate in themselves the philosophy of خادمهم القوم سيد i,e the head of the society is their servant. Some lectures/sessions are also organized for instructions on Islam.

**CONDITIONS FOR ADMISSION IN Shibli UPSC Academy Azamgarh**

1. **Entrance Test Procedure:**

The entrance test includes a written test based on the syllabus prescribed by UPSC. The test will be held simultaneously at specific centers across India. The entrance test is likely to be held during the month May 2022. Short listed candidates will be called for interview to be held at Azamgarh. The date for Personal Interview will be notified later, on the website of the Shibli UPSC Academy.

**ENTRANCE TEST**

1. **Date of Application:** The online application will be available on website www.------------ from 15th of April,2022 to 07th of May, 2022. C a n d I d a t e s h a v e t o a p p l y o n l i n e o n [www.shibliupscacademy.org.in](http://www.shibliupscacademy.org.in) to the director, Coaching and Guidance Cell, ShibliUPSC Academy. There is no need to send application/any document by post A Transaction ID will be allotted which will be used for all future correspondence. E- Admit Card (hall ticket) will have to be downloaded by the Candidate. Print out of the E-admits card should be taken and produced to the invigilator In-charge of examination on demand.
2. **Essential qualification:** A degree from recognized University/Institute in any subject.
3. **Age:** The lower age limit for UPSC Exam 2022 is 21 years as on 1st August, 2022, while upper age limit is 32 years. The age relaxation for SC/ST/OBCs will be as per the policy of Government of India

**11 . About Entrance Test and Syllabus:**

The entrance test will be of three hours consisting of two question paper, namely one objective and one descriptive.

1. **First paper:**  It consists of two sections of objective questions. Section A (General Studies), Section B (Civil Services Aptitude Test i.e. Aptitude).
2. **Section A:**  It consist of General Studies – I for 100 Marks (50 Objective type questions each carrying two marks), related to general understanding and Current Events.
3. **Section B:** It consists of General Studies – II for Marks [25 questions each carrying 2 marks] related to general understanding of Civil Services Aptitude Test (CSAT). It is of qualifying nature.

**b . Second Paper:**  This paper is descriptive type consisting of two essays (One long essay and one short essay) for 100 Marks. Long essay carrier 60 marks and should not exceed 500 words and short essay carrier 40 marks and should not exceed 350 words.

**12. NEGATIVE MARKING:**

It may be noted that each wrong answer in all sections i.e. Section A, Section B of the first paper carries negatives marks (one third marks are deducted for every wrong answer). Total marks obtained in Section A of first paper and second paper will be added for calling for interview.

**13. Tentative Schedule of the program is as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Availability of* online Admission form on website | Last date of submission of application | Date of Entrance Test | Date of personal interview | Commencement of classes in Haj House, Mumbai |
| **15.04.2022** | **07.05.2022** | **Likely to be held during the month of June, 2022.** | **Will be notified later, on the website of the S.Academy** | |

**14. Personal Interview (20 Marks):**

The candidate will be interviewed by a board, who will have before them a record of their career. Interview will be conducted at Shibli UPSC Academy. Candidates will be asked questions on matters of general interest. The objective of the interview is to assess the personal suitability of the candidate for a career in public service. In broad terms, this is really an assessment of not intellectual qualities but also social traits and interest in affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

**15. Result:**

The result of the selected candidates will be informed through e-mail and the selected candidates should report to director, Shibli UPSC Academy. The commencement of classes in Shibli Academy Azamgarh, will be notified later, on the website of Shibli UPSC Academy. The student will appear in Civil Services Examination in 2022 on the notified date of UPSC.

**16. Confirmation:**

Candidates should note that their admission to the Coaching & Guidance Cell is provisional and the confirmation of the admission will be subject to the qualification in the evaluation test conducted by Academy in the first two months.

**Part II**

**Structure of UPSC Civil Services Examination**

**17. IAS & Allied Services Examination:**

The IAS and Allied Services examination conducted by the UPSC is one of the most challenging examinations in the country, which is popularly known as IAS, IPS, IFS, and Civil Services etc. Those who finally qualify will be appointed as District Collectors, Divisional Commissioners etc. after a few years of service. Candidates with no technical degrees but good academic record can also emerge as toppers with dedicated efforts. As a whole, the Civil Service Examination (CSE) is a test of a perseverance Candidates’ and hard work.

**18. The Merit of Civil Services**

The India, Civil Services have been attracting young talents across the country, due to the unique job profile offered. It provides professional and personal growth, diversified job content, authority, social status, public contact, and job satisfaction. Eventually, a person is getting a chance to serve the country’s betterment.

1. **Eligibility Criteria:**
2. An Indian citizen
3. A graduate in any discipline/faculty.
4. Candidate should be at least 21 years and not more than 32 years of age on August 1, of the respective year of exam. Relaxation in age is allowed to the candidates belonging to reserved categories i.e. SC/ST/OBCs as per the policy of government of India. Candidates are required to apply through online in the website [www.upsc.gov.in](http://www.upsc.gov.in) .

**19. Preparation for the Civil services examination:**

Aspirants have to devote themselves fully for the preparation for around 20 months, starting from August/September of the year of the exam. With dedication, rigorous and systematic approach, both the Prelims and the Mains can be easily cleared. A candidate should study for a minimum of 10 hours per day from the beginning.

**20. Plan of Examination:**

The examination is conducted in three- stages:

1. Civil Services Prelims will be conducted during the month of June, 2022.
2. Civil Services (Main) Examination will be conducted during October, 2022, for the candidates who qualify in the Preliminary Examination.
3. Candidates who obtain minimum qualifying marks in the main Examination are called for a Personality Test at UPSC, New Delhi. The number of candidates called for personality test is about twice the number of vacancies. Besides, the Government Gazette Notification, Employment news and almost all national dailies publish the notification with full details rules and regulations, syllabi and format of online application form for the preliminary examination etc. F u r t h e r d e t a i l s c a n b e o b t a i n e d i n t h e w e b s i t e [www.upsc.gov.in](http://www.upsc.gov.in)

**21. The Preliminary examination:**

Civil Services Prelims comprises two compulsory papers of 200 marks each. Both question papers will have objective type’s questions. The papers will have negative marketing for wrong answers (one third marks are deducted for every wrong answer). The question papers will be set both in Hindi and English. However, questions relating to English Language will not be provided with Hindi translation. Each paper will be of two hours, duration. Both papers are held on the same day. The purpose of this examination is to shortlist the dedicated candidates and to eliminate those candidates who take the CSE casually. Although the marks of the prelims do not count for the selection, it is door to appear in the Mains.

**Part-III**

**22. Syllabus for the Preliminary examination:**

**a) Paper I:**  (200 Marks) (Duration Two hours).

**.** Current events of national and international importance.

**.** History of India and Indian National Movement.

**.** Indian and World Geography – Physical, Social, Economics Geography of India and the World.

**.** Indian Policy and Governance – Constitution , Political System, Panchayati Raj, Public Policy, Rights Issues, etc .

**.** Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives, etc.

**.** General issues on Environment Ecology, Bio-diversity and Climate Change – that do not require subject specialization.

**.** General Science.

1. **Paper II (200 marks):** (Duration Two hours)

**.** Comprehension.

**.** Interpersonal skills including communication skills,

**.** Decision-marketing and problem solving,

**.** General mental ability.

**.** Basic numeracy (numbers and their relations, order of magnitude, etc, Class X level),

**.** English Language Comprehension skills (Class X level)

**.** Data interpretation (chart, graphs, table, data sufficiency etc.(Class X level).

**Note 1:** Questions relating to English Language Comprehension skills of (Class X level) (1st item in the syllabus of Paper I ) will be tested through translation.

**Note 2:** The questions will be of objective type in multiple choices.

**Note 3:** It is mandatory for the candidates to appear in both the Papers of Civil Services (Prelim) Examination for the purpose of evolution. Therefore, a candidate will be disqualified in case he/she does not appear in both the papers of Civil Services (Prelims) Examination.

1. **Civil services Aptitude Test (CSAT):** Since the CSAT score does not carry forward to the main exam, preparation should be sufficient to pass the CSAT. Here is the list of suggested books, News Papers and magazines for UPSC Prelims.

**23. Text books:**

Class 9 and 10 ICSE books on environment

Class 9 NCERT Economics text book

Class 9 NCERT Science text book

Class 9 NCERT Geography (Contemporary India -I) text book

Class 9 NCERT Science text book

Class 9 NCERT Polity (Democratic Politics – I) text book

Class 9 NCERT Polity (Democratic Politics – I) text book

Class 9 NCERT Polity (Democratic Politics –I) text book

Class 10 NCERT Economics (Understanding Economic Development) text book

Class 10 NCERT Geography (Contemporary India – II) text book

Class 10 NCERT Science text book

Class 11 NCERT Geography (Fundamentals of Physical Geography) text book

Class 11 NCERT Geography (India: Physical Environment) text book

Class 11 NCERT Geography (Practical Work in Geography – I) text book

Class 11 NCERT Economics (Indian Economics Development) text book

Class 12 NCERT Polity (Indian Constitution at Work) text book

Class 12 NCERT History (Indian History – I) text book

Class 12 NCERT History (Indian History –II) text book

Class 12 NCERT Geography (Fundamentals of Human Geography) text book

Class 12 NCERT Geography (India: People and Economy) text book

You may login to the link as below:

<http://www.ncert.nic.in/textbook/textbvook.htm>

**24. Newspapers:**

The Indian Express, The Hindu,

**25. Magazines/Journals:**

Yojana (monthly) (for free issues go to: [www.yojana.gov.in](http://www.yojana.gov.in)), Civil Services Chronicle/Civil Service Times/Competition Wizard (monthly), Frontline, K u r u k s h e t r a (m o n t h l y), Pratiyogita Darpan.

**26. References:**

India Years Book 2018, The Economic Survey of India, Indias Struggle for Freedom by Bipin Chandra, Indian Polity by L. Laxmikanth, Indian Economy by Ramesh Singh

**27. C.S Main Examination:**

The Main examination will consist of 9 paper of Conventional Essay Type in the subjects Mentioned below, out of which two papers will be of qualifying nature. Candidates who minimum qualifying marks in the written part of the Main Examination as be may fixed by the commission at their discretion, shall be summoned by them for an Interview – cum Personality Test. The number of candidates to be called for interview will be about twice the number of vacancies to be filled. The interview will carry 275 marks (with no minimum qualifying marks). Marks obtained in all the compulsory paper (Paper I to VII) and marks obtained in interview/Personality Test will be counted for ranking Candidates will be allotted various services keeping in view their ranks in the Examination and the preferences expressed by them for the various services and posts.

**28. The written examination will consist of the following papers:**

**Qualifying papers:**

1. **Paper A:** Indian Language **300 marks**

(One of the Indian Language to be selected from the Languages included in the Eighth Schedule of the Constitution)

1. **Paper B:** English Language **300 Marks**

**32. Merit Papers:**

1. **Paper I:** Essay Writing **250 Marks**
2. **Paper II:** General Studies- I **250 Marks**

(Indian Heritage and culture, History and Geography of the World and Society).

1. **Paper III:** General Studies – II **250 Marks**

(Governance, Constitution of India, Polity, Social Justice and International relations).

1. **Paper IV:** General Studies –III **250Marks**

(Technology, Economic Development, Bio diversity Environment, Security and Disaster Management).

1. **Paper V:** General Studies- IV **250 Marks**

(Ethtics, Intergrity and Aptitude).

1. **Paper VI:** Optional Subject – Paper 1 **250 Marks**
2. **Paper VII:** Optional Subject – Paper 2 **250 Marks**

[Optional Subject: Any one of the subjects mentioned below in 35]

1. **Total marks for the Written Test: 1750 Marks**
2. **Total marks for the Personality Test: 275 Marks**
3. **Grand Total: 2025 Marks**

**NOTE:**

1. The papers on Indian Languages and English (Paper A and paper B ) will be of matriculation or equivalent standard and will be of qualifying nature. The marks obtained in these papers will not be counted for ranking.
2. Evaluation of the papers, namely, ‘Essay Writing’, ‘General Studies’ and Optional Subject of the candidates would done simultaneously along with evaluation of their qualifying papers on ‘Indian Languages’ and ‘English’ However, the papers on Essay Writing, General studies and Optional Subject of only such candidates will be taken cognizance of those who attain such minimum qualifying marks as may be fixed by UPSC at their discretion for the qualifying papers on ‘Indian Language’.
3. The Paper A on Indian Language will not, however, be compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim.

(IV) Marks obtained by the Candidates for the Paper I – VII only will be counted for merit ranking’

(I) For the Language medium/literature of Language, the scripts to be used by the candidates will be as under:

Assamese, Bengali, Gujarati, Hindi Devanagari, Kannad, Kashmiri, Persian, Konkani, Devanagari, Malayalam, Manipur Bengali, Marathi Devanagari, Nepali Devanagari, Oriya, Punjabi Gurumukhi, Sanskrit Devanagari, Sindhi Devanagari, Arabic, Tamil, Telugu, Persian, Bodo Devanagari, Dogri Devanagari, Maithilli Devanagari, Santhali Devanagari or Olchiki.

**NOTE:** For Santhali language, question paper will be printed in Devanagari script; but candidates will be free to answer either in Devanagari scripts or in Olchiki.

**29. List of optional subject for Main Examination:**

(iv) Agriculture, (ii) Animal Husbandry and Veterinary Science, (iii) Anthropology, (iv) Botany, (v) Chemistry, (vi) Civil Engineering, (vii) Commerce and Accountancy, (viii) Economics, (ix) Electrical Engineering, (x) Geography, (xi) Geology, (xii) History, (xiii) Law, (xiv) Management, (xv)Mathematics, (xvi) Mechanical Engineering, (xvii) Medical Science, Philosophy, (xix) Physics, (xx) Political Science and International Relations, (xxi) Psychology, (xxii) Public Administration, (xxiv) Statistics, (xxv)Zoology, (xxvi) Literature of any one of the following languages.

**30. Languages:**

Assamese, Bengali, Bodo, Dogri, Gujarati, Hindi, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Punjabi, Sanskrit, santhali, Sindhi, Tamil, Telugu, Urdus and English.

**NOTE:**

(i) The question papers for the examination will be of descriptive type.

(ii) Each paper will be of three hours duration.

(iii) candidates will have the option to answer all the question papers, except the qualifying language papers, Paper-A and paper-B, in any of the languages included in the Eighth Schedule to the constitution of India or in English.

(iv) Candidates exercising the option to write answer in any one of the above mentioned languages may, if they so desire, provide English version within brackets of the description of the technical terms, in addition to the version in the language opted by them. Candidates should, however, not that for the improper use of the above rule, a deduction will be made from the total marks otherwise accruing to them and in extreme cases their script (s) will not be valued for being in an unauthorized medium.

(v) The question papers will be set both in Hindi and English languages (except the literature of language papers)

(vi) The details of the syllabi are set out bellow:

The candidates should start preparing first for the Main Examination. They should not wait for the declaration of Prelims results. The candidate should never forget that the Prelim is only a qualifying examination, whereas the main requires greater attention and its marks help in securing good positions if they are finally selected. The Main examination is intended to assess overall intellectual traits and depth of understanding of candidates. The nature and standards of questions in the general studies subjects (paper II to paper v) will be such as to test candidate’s general awareness of a variety of subjects, likely to test his basic understanding of all relevant issues, ability to analyze and take a view on conflicting socio economic goals, objectives and demands and that a well-educated person can answer them without any specialized study. The scope of the syllabus for optional subject papers (paper VI and VII) for the examination is broadly of the honors degree level i.e. a level higher than the bachelors’ degree. In the case of Engineering, Medical Science and Law, the level corresponds to the bachelors’ degree included in the scheme of Civil Services (Main) Examination.

**QUALIFYING PAPERS ON INDIAN LANGUAGES AND ENGLISH:**

The aim of the paper is to test the candidate’s ability to read and understand serious discursive prose, and to express their ideas clearly and correctly, in English and Indian Languages concerned. The pettern of questions would be broadly as follows:

(i) Comprehension of given passages,

(ii) précis Writing,

(iii) Usage and Vocabulary and

(iv) Short Essay.

**Indian Languages:**

(i) Comprehension of given passages.

(ii) Precise Writing

(iii) Usages and Vocabulary

(iv) Short Essay,

(v) Translation fro English to Indian language and vice versa.

**Note 1:**

The papers in Indian languages and English will be of matriculation or equivalent standard and will be of qualifying nature only. The marks obtained in these papers will not be counted for ranking.

**Note 2:**

The candidates will have to answer English and Indian languages papers in English and the respective Indian language (except where translation is involved).

**Paper -1**

Essay writing: Candidates will be required to write an essay on a specific topic. The choice of subjects will be given. They are expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion. and to write concisely. Weight –age will be given for effective and exact expression.

**Paper –II:**

*General studies- I: Indian heritage and culture, History and geography of the world and Society.*

* Indian culture will cover the salient aspects of art forms, Literature and architecture from ancient to modern times.
* Modern Indian History from about the middle of eighteenth century until the present- which includes significant events, personalities.
* The Indian freedom Struggle will include its various stages and important contributors /contributions from different parts of the country.
* Post-independence consolidation and reorganization within the country.
* History of the world will include events from 18th century such as industrial revolution, world wars, redrawal of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc, their forms and effect on the society.
* Salient features of Indian Society, diversity of India,
* Role of women and women’s organization, population and associated issues, poverty and development issues, urbanization, their problems and their remedies.
* Effects of globalization on Indian society.
* Social empowerment, communalism, regionalism & secularism.
* Salient features of world’s physical geography.
* Distribution of important natural resources across the world (including south Asia and the Indian subcontinent): factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India).
* Important geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc, geographical features and their location, changes in critical geographical features ( including water bodies and ice-caps) and in flora and fauna and the effects of such changes.

**Paper-iii:**

**General studies-ii: governance, Constitution of India, Polity, Social Justice and International relations.**

* Functions and duties of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finance up to local levels and challenges therein.
* Bilateral, regional and global groupings and agreements involving India and /or affecting India’s interests.
* Effect of policies and politics of developed and developing countries on India’s interests, Indian Diasporas.
* Important international institutions, agencies and forum, their structure, mandate.
* Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
* Development processes and the development industry – the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
* Parliament and state Legislatures – structure functioning, conduct of business, powers & privileges and issues arising out of these.
* Statutory, regulatory and various quasi- judicial bodies.

**PAPER- iv**

**General studies- III: technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management.**

* Indian Economy and issues relating to planning, mobilization, of resources, growth, development, and employment.
* Inclusive growth and issues arising from it.
* Government budgeting.
* Major crops, cropping patterns in various parts of the country, different types of irrigation and irrigation systems storage, transport and marketing of agriculture produce and related constraints, e-technology in the aid of farmers.
* Issues related to direct and indirect farm subsidies and minimum support prices, Public distribution System objectives, functioning, limitations, revamping, issues of buffer stocks and food security, Technology missions, economics of animal rearing.
* Food processing and related industries in India- scope and significance, location, upstream and downstream requirements, supply chain management.
* Land reforms in India.
* Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.
* Infrastructure: Energy, ports, Roads, Airports, Railways etc.
* Investment models.
* Science and technology – developments and their applications and effect in everyday life. Achievements of Indians in Science & Technology, Indigenization of Technology and developing new technology.
* Awareness in the fields of IT, Space, Computers, Robotics, Nano-technology, Biotechnology and issues relating to intellectual property rights.
* Conservation, environmental pollution and degradation, environmental impact assessment,
* Disaster and disaster management.
* Linkages between development and spread extremism.
* Role of external state and non-state actors in creating challenges to internal security.
* Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security, money laundering and its prevention.
* Security challenges and their management in boarder areas, linkage of organized crime with terrorism.
* Various security forces and agencies and their mandate.

**PAPER-V:**

***General******Studies-IV: Ethics, Integrity, and Aptitude.***

* This paper will include questions to test the candidates’ attitude and approach to issues relating to integrity, probity in public life and his problem solving approach to various issues and conflicts faced by him in dealing with society. Questions may utilize the case study approach to determine these aspects. The following broad areas will be covered.
* *Ethics and Human Interface:* Essence determinantsand consequence of Ethics in Human actions; dimensions of ethics; ethics in private and public relationship. Human Values- lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in including values.
* *Attitude:* Content, structure, function; its influence and relation with thought and behavior; moral and political attitudes; social influence and persuasion.
* Aptitude and foundational values for civil Service, integrity, impartiality and nonpartisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker sections.
* Emotional intelligence- concepts, and their utilities and application in administration and governance.
* Contributions of moral thinkers and philosophers from India and world.
* *Public / Civil service values and Ethics in public administration*: Status and problems, ethical concerns and dilemmas in government and private institutions, laws, rules, regulations, and conscience as sources of ethical guidance; accountability and ethical governance, strengthening of ethical and moral values in governance, ethical issues in international relations and funding, corporate governance.
* *Probity in governance:* concept of public service, Philosophical basis of governance and probity, Information sharing and transparency in government, Right to Information, Codes of ethics, Code of Conduct, Citizen’s Charters, work culture, quality of service delivery, utilization of public funds, challenges of corruption Case studies on above issues .

**PAPER-VI AND PAPER- VII:**

Optional subject Papers I&II Candidates may choose any optional subject from amongst the list of Optional Subjects

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Agriculture | Animal Husbandry and Veterinary Science | Chemistry | | Civil Engineering | Commerce and Accountancy | Geography | | Geology | History | Mathematics | | Mechanical Engineering | Medical Science | Political Science and International Relations | | Psychology | Public Administration | Zoology | |

**Interview:**

The candidate will be interviewed by a board who will have before them a record of his/ her career. He/ She will be asked questions on matters of general interest. The object of the interview is to assess the personal suitability of the candidate for a career in public service by a board of competent and unbiased observers. The test is intended to judge the mental caliber of a candidate. In board terms, this is really an assessment of not only his/ her intellectual qualities but also social traits and his/ her interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity. The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidate. The interview test if not intended to be a test either of the specialized or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only their special subjects of academic study but also in the events which are happenings around them both within and outside their one state or country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well-educated youth.

**Number of attempts:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Category** | **Age Limit** | **Number of Attempts** | | General | 32 | 6 | | OBC | 35 | 9 | | SC/ST | 37 | Unlimited till the upper age limit is reached | | Physically Handicapped | 42 | 9 for Gen and OBC. Unlimited till age limit for SC/ST | |

**Note:**

1. An attempt at a preliminary Examination shall be deemed to be an attempt at the Civil Services Examination.
2. If a candidate actually appears in any one paper in the Preliminary Examination, he/ she shall be deemed to have made an attempt at the Examination.
3. Notwithstanding the disqualification / cancellation of candidature the fact of appearance of the candidate at the examination will count as an attempt.

**Methodology**:

Those who appear for the Civil Services Examination have to keep in mind that every answer should have a good beginning and a definite conclusion. They should avoid making sweeping generalization. All the important points should be highlighted in their answers. Brief and relevant answers help to fetch good marks. Answers should be presented with flow charts, diagrams and pie charts which are bound to impress the examiners. The last two months before the examination should be devoted to revision only. Students are advised to practice, solving mock papers and cautioned against touching upon new topics. Any attempt at expanding one’s knowledge base in the run-up to the Mains may have a negative effect. The candidates are also advised to avoid reading unnecessary things, as what not to read is as necessary as what to read during the limited time for preparation. By avoiding unnecessary things, as what not to read is as necessary as what to read during the limited time for preparation. By avoiding unnecessary topics, one can save a lot of time and concentrate more on main issues. All answers should be written in legible and easy-to read handwriting.

**List of IAS & Allied Services:**

## 3 Types of Civil Services

1. All India Civil Services
2. [Indian Administrative Service (IAS)](https://byjus.com/ias-exam/)
3. [Indian Police Service (IPS)](https://byjus.com/free-ias-prep/ips/)
4. [Indian Forest Service (IFoS)](https://byjus.com/free-ias-prep/upsc-indian-forest-service-exam/)
5. Group ‘A’ Civil Services
6. [Indian Foreign Service (IFS)](https://byjus.com/free-ias-prep/all-you-need-to-know-about-ifs/)
7. [Indian Audit and Accounts Service (IAAS)](https://byjus.com/free-ias-prep/indian-audit-accounts-service-iaas/)
8. [Indian Civil Accounts Service (ICAS)](https://byjus.com/free-ias-prep/indian-civil-accounts-service-functions-training-salary/)
9. [Indian Corporate Law Service (ICLS)](https://byjus.com/free-ias-prep/indian-corporate-law-service-icls/)
10. [Indian Defense Accounts Service (IDAS)](https://byjus.com/free-ias-prep/indian-defence-accounts-service-idas-service-profile-pay-scales/)
11. [Indian Defense Estates Service (IDES)](https://byjus.com/free-ias-prep/service-profile-indian-defence-estates-service-ides/)
12. [Indian Information Service (IIS)](https://byjus.com/free-ias-prep/indian-information-service-iis-service-profile/)
13. [Indian Ordnance Factories Service (IOFS)](https://byjus.com/free-ias-prep/indian-ordnance-factories-service-iofs/)
14. [Indian Communication Finance Services (ICFS)](https://byjus.com/free-ias-prep/service-profile-indian-pt-accounts-finance-service-iptafs/)
15. [Indian Postal Service (IPoS)](https://byjus.com/free-ias-prep/service-profile-indian-postal-service-ipos/)
16. [Indian Railway Accounts Service (IRAS)](https://byjus.com/free-ias-prep/indian-railway-accounts-service-iras/)
17. [Indian Railway Personnel Service (IRPS)](https://byjus.com/free-ias-prep/indian-railway-personnel-service-irps/)
18. [Indian Railway Traffic Service (IRTS)](https://byjus.com/free-ias-prep/indian-railway-traffic-service-irts/)
19. [Indian Revenue Service (IRS)](https://byjus.com/free-ias-prep/profile-of-indian-revenue-service/)
20. [Indian Trade Service (ITS)](https://byjus.com/free-ias-prep/indian-trade-service-its/)
21. [Railway Protection Force (RPF)](https://byjus.com/free-ias-prep/railway-protection-force-rpf/)

3. Group ‘B’ Civil Services

1. Armed Forces Headquarters Civil Service
2. DANICS
3. DANIPS
4. Pondicherry Civil Service
5. Pondicherry Police Service

## All India Services

Brief details on the two All India Services are given below.

### Indian Administrative Service (IAS)

1. Indian Administrative Service is one of the 3 [All India Services](https://byjus.com/free-ias-prep/all-india-services-for-ias-ifs-ips/).
2. IAS is the permanent arm of the Government of India and State Governments.
3. IAS cadre is responsible for formulating and implementing Government policies.
4. The Indian Administrative Service (IAS) is an All India Administrative Civil Service of India.
5. The IAS probationers begin their training at LBSNAA, Mussoorie.

### Indian Police Service (IPS)

1. Indian Police Service is the one among the three All India Services.
2. IPS officers are trained at Sardar Vallabhbhai Patel National Police Academy in Hyderabad.
3. The IPS officers occupy senior positions in Police service.
4. The IPS officers occupy senior positions in RAW, IB, [Central Bureau of Investigation (CBI)](https://byjus.com/free-ias-prep/central-bureau-of-investigation-upsc-notes/) etc.

### Indian Forest Service (IFoS)

1. Indian Forest Service (IFoS) is one among the three All India Services.
2. The highest designation of IFoS officers serving with Central Government is Director General (DG) of Forests.
3. The highest designation of IFoS officers serving for the State Government is Principal Chief Conservator of Forests.
4. Indian Forest Service Cadre comes under the Ministry of Environment Forest and Climate Change.
5. IFoS officers also get an opportunity to work at numerous organizations like the [Food and Agricultural Organization (FAO)](https://byjus.com/free-ias-prep/food-and-agriculture-organisation-fao/).

## Group ‘A’ Civil Services

All the posts for which the [UPSC Exam](https://byjus.com/free-ias-prep/upsc-exam/) is conducted are highly reputed and desirable, be it the All India Services, Group ‘A’ or Group ‘B’ posts.

The details on all Group ‘A’ Civil Services are given below.

### Indian Foreign Service (IFS)

1. IFS officers begin their training at LBSNAA and then move on to Foreign Service Institute located in New Delhi.
2. It is one of the most popular Group ‘A’ civil services.
3. IFS officers handle the foreign affairs of India.
4. IFS officers can go on to become High Commissioner, Ambassadors, Permanent Representative of India at UN, and Foreign Secretary.
5. A candidate selected into IFS cannot reappear for the Civil Service Exam.

### Indian Audit and Accounts Service (IA&AS)

1. IA&AS is one of the most popular Group ‘A’ civil services.
2. They begin their training at NAAA, Shimla.
3. This cadre comes under [Comptroller and Auditor General (CAG)](https://byjus.com/free-ias-prep/the-comptroller-and-auditor-general-of-india/).
4. This cadre does the financial auditing of Central Government, State Governments and Public Sector Undertakings (PSUs).

### Indian Civil Accounts Service (ICAS)

1. This cadre comes under the Group ‘A’ civil service.
2. They function under the Ministry of Finance.
3. The head of this cadre is [Controller General of Accounts](https://byjus.com/free-ias-prep/controller-general-accounts-cga/).
4. They are trained at National Institute of Financial Management (NIFM), Faridabad & Institute of Government Accounts and Finance (INGAF).

### Indian Corporate Law Service (ICLS)

1. This is Group ‘A’ service that functions under the Ministry of Corporate Affairs.
2. The primary objective of this service is to govern the corporate sector in India.
3. Training for the probationary officers takes place at ICLS Academy, located at Manesar Campus of Indian Institute of Corporate Affairs(IICA).
4. ICLS officers would be given extensive training on law, economics, finance and accounting.

### Indian Defense Accounts Service (IDAS)

1. This cadre comes under the Ministry of Defense.
2. The officers of this cadre are first trained at CENTRAD, New Delhi. Then, NIFM; National Academy Of Defense Financial Management Institute, Pune.
3. IDAS cadre officers mainly serve the Border Roads Organization (BRO), [Defense Research and Development Organization](https://byjus.com/free-ias-prep/drdo/) (DRDO) and Ordnance Factories.
4. The main objective of this cadre is to audit defense accounts.
5. This service is headed by Controller General of Defense Accounts (CGDA) and also acts as Chief Accounts Officer to the Heads of DRDO, BRO and Ordnance Factories.

### Indian Defense Estates Service (IDES)

1. The training of officers from this cadre takes place at the National Institute of Defence Estates which is located in New Delhi.
2. The primary objective of this service is to manage the cantonments and land belonging to the defense establishment.

### Indian Information Service (IIS)

1. This is Group ‘A’ service which is responsible for managing the media wing of the Government of India.
2. The primary responsibility of this service is to act as a bridge between the Government and the public.
3. IIS comes under the Ministry of Information and Broadcasting.
4. The initial training for recruits of this cadre takes place at the Indian Institute of Mass Communication (IIMC).
5. Officers from this cadre work in different media departments like DD, PIB, AIR etc.

### Indian Ordnance Factories Service (IOFS)

1. This is Group ‘A’ civil service tasked with the responsibility of managing a large number of Indian Ordnance Factories which produces defence equipment, arms and ammunitions.
2. This service comes under the Ministry of Defence.
3. The candidates recruited under this cadre undergo training at National Academy of Defence Production located at Nagpur for a period of 1 year 3 months.

### Indian Communication Finance Services (ICFS)

1. It comes under Group ‘A’ civil service, it was earlier known as Indian Post & Telecommunication Accounts and Finance Service (IP&TAFS).
2. The candidates recruited for this cadre undergoes training at National Institute of Financial Management located at Faridabad.
3. The primary objective of this cadre is to provide accounting and financial services to Indian Posts and Telecommunication Departments.

### Indian Postal Service (IPoS)

1. This service also comes under Group ‘A’ civil services.
2. The candidates recruited for this cadre undergoes training at Rafi Ahmed Kidwai National Postal Academy (RAKNPA) located in Ghaziabad.
3. IPoS officers are recruited as higher grade officers in India Post. This service is responsible for running the India Post.
4. This service is responsible for diverse services offered by India Post; from traditional postal services, banking, e-commerce services, disbursing old-age pensions, [MGNREGA](https://byjus.com/free-ias-prep/mgnrega/) wages.

### Indian Railway Accounts Service (IRAS)

1. IRAS officers are responsible for maintaining and managing the finances and accounts of the Indian Railways.
2. After the recruitment, the probationers of the IRAS undergo a training programme for two years at the National Academy of Direct Taxes in Nagpur; Railway Staff College in Vadodara; and specialized training institutes along with on construction organizations, division, manufacturing establishments of the Indian Railways, and zonal railways.

### Indian Railway Personnel Service (IRPS)

1. The initial training is initiated at LBSNAA and they will receive further training at various institutes like National Academy of Direct Taxes, RCVP Noronha Academy of Administration, Dr Marri Channa Reddy Human Resource Development Institute.
2. The next training will take place at the National Academy of Indian Railways located at Vadodara.
3. The primary responsibility of officers from this cadre is managing the behemoth Human Resources of Indian Railways

### Indian Railway Traffic Service (IRTS)

1. IRTS comes under Group ‘A’ civil service.
2. IRTS cadre officers undergo training at Railway Staff College located at Vadodara and Indian Railway Institute of Transportation Management located in Lucknow.
3. Their primary responsibility of revenue generation for Indian Railways.
4. This service acts as the bridge between railways and public; railways and corporate sector.
5. This service should manage the Operation and commercial wings of Indian Railways.

### Indian Revenue Service (IRS)

1. IRS officers undergo initial training at LBSNAA, further training takes place at NADT which is located at Nagpur and National Academy of Customs, Excise and Narcotics located at Faridabad.
2. IRS cadre functions under the Ministry of Finance.
3. The primary objective of this cadre is to collect direct and indirect taxes

### Indian Trade Service (ITS)

1. This is one of the Group ‘A’ civil service.
2. Recruited candidates undergo training at Indian Institute of Foreign Trade located in New Delhi.
3. The primary goal if this cadre is to manage the International Trade and Commerce for the country.
4. This cadre comes under the Ministry of Commerce and is headed by Directorate General of Foreign Trade (DGFT).

### Railway Protection Force (RPF)

1. The main objective of this cadre is to provide fool proof security to Indian Railway passengers and protect the property and assets of Indian Railways.
2. RPF comes under the Ministry of Railways.
3. RPF is a Paramilitary force.
4. Recruited candidates undergo training at Jagjivan Ram Railway Protection Force Academy located at Lucknow.

## *Group ‘B’ Civil Services*

**The details on all Group ‘B’ Civil Services are given below:**

### Armed Forces Headquarters Civil Service

1. This service comes under Group ‘B’ civil service. Their objective is to provide basic support services to Indian Armed Forces and Inter-Services Organizations.
2. This service comes under the Ministry of Defense.
3. The Defense Secretary is the head of this cadre.

### DANICS

1. This service acts as a feeder service to the Indian Administrative Service.
2. The full form is Delhi, Andaman and Nicobar Islands Civil Services functioning under the Government of India.
3. The initial posting of officers from cadre is the role of Assistant Collector (District Administration, Delhi).
4. The officers from this cadre are responsible for the administrative functions of the Delhi and other Union Territories.

### DANIPS

1. DANIPS is an acronym for “NCT of Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service”.
2. It is a federal police service in India, administering Delhi and the Union Territories of India.

### Pondicherry Civil Service

1. The recruitment for this cadre takes place through the Civil Service Examination conducted by UPSC.

### Pondicherry Police Service

1. The recruitment for Pondicherry Police service takes place through Civil Service Examination conducted by UPSC.
2. This is a Group ‘B’ civil service.

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