

Advisory Note for selected candidates of UPSC CSE - 2024

As a future civil servant you are expected to be a role model throughout. Your past actions also will be a reflection of your character and personality throughout your career. You should start displaying exemplary conduct that befits an officer right from this day and not wait for your training to start. You will go on to occupy important positions in institutions of governance and public service delivery.

Civil servants are the public face of the State and their conduct is under constant public scrutiny. You must ensure that your personal conduct and official and social interface with the general public, people's representatives, corporate entities, civil society organisations, Government personnel, all other dignitaries and vulnerable sections of the society is courteous, respectful, dignified and appropriate.

The motto of the Academy, 'Sheelam param bhushanam' - 'Character is the supreme embellishment', guides the officers and alumni to conduct themselves with integrity, dignity, humility and rectitude at all times. While your inner conscience is the best way to go forward, the following guidelines can be a good start:

- The credibility of an officer is decided by his/ her integrity, a timeless virtue. It is important to keep a diligent account of financial issues and reject all forms of inducement such as gifts and hospitality and free publicity. In this context care has to be taken that your success is not leveraged inappropriately at any stage hereon.
- The Academy stresses heavily on cultivating and building strong habits of rectitude and prudence as it builds a public reputation of propriety.
- You are expected to display the highest attitude of compassion, respectful engagement and fraternal behavior while expressing your viewpoint without hurting sentiments of others. Courteous and dignified behavior is expected not just within the academy but also outside the academy while dealing with the public at large.
- Respect to women is central in Indian ethos. You must be gender sensitive.
- Maintain punctuality. Respecting the time of others is very crucial. Do not cause any inconvenience to others in whatsoever manner.
- It is also good to familiarise the immediate family members with the cultural norms of the service.
- Care should be taken to maintain high levels of morality in your personal lives also
- Sober, modest, culturally appropriate clothes befitting the occasion (formal, informal, traditional etc) should always be preferred
- You are expected to abstain from consuming any intoxicant substances in public. It is essential to know clearly the conduct rules and instructions in this regard.
- Civic manners like following traffic rules, not littering, not spitting in public spaces and personal hygiene like turning out well-groomed and dressed appropriately for occasions are expected to be followed.

Social Media Etiquettes

- The Academy in its curriculum promotes the use of technology and AI for improving the speed and quality of services delivered to the citizens. In this context the Academy also encourages the ethical and productive use of technology and gadgets

by the probationers for accessing and processing the information for effective learning outcomes. While social media may pervade several aspects of life, and the Academy too recognizes the value of social media and digital platforms in effective administration at an institutional level, any kind of social media that promotes self is strongly discouraged

- Comments and any posts made or facilitated by you on social media will also reflect on the service. Therefore, you should remain mindful, even at this stage, of avoiding posts that would or could defame the service or its members. Be diligent and judicious about posting content that could be considered unprofessional or inappropriate for an officer/ member of service.
- One should, in particular, refrain from impulsively posting statements on social media. Pause and reflect on the possible impact of what you are going to post. Rather, it is advisable to avoid posting any content lest it may lead to misinterpretation at an individual / institutional level.

A healthy lifestyle is an added asset to public service. The Academy follows a rigorous training schedule that comprises physical activity along with academic inputs. Therefore it is useful to imbibe these aspects from now onwards.