



THE COMPLETE GUIDE FOR UPSC CIVIL SERVICES EXAM 2016

PrepSure

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WHAT ARE THE CIVIL SERVICES?

The Civil Services of India refers to the permanent bureaucracy of the Government of India. The civil service system is the backbone of the administrative machinery of the country.

In a Parliamentary system it is the political executive which determines policies and programmes of Government. The implementation and administration of these policies and programmes is the responsibility of civil servants. The civil servants are well-verses in the actual functioning of Government who by virtue of their training and professional experience, are. The members of civil service serve at the pleasure of the President of India.

HISTORY OF CIVIL SERVICES IN INDIA

After 1756, the East India Company created the Covenanted Civil Services (CCS) when they started to rule in India. The members of the CCS signed covenants with the company's board of directors. This led to a patronage system resulting in corruption in the CCS.

It was in 1845 that the Macaulay Committee gave India its first modern civil service when it recommended that the patronage based system of the East India Company should be replaced by a permanent civil services based on a merit based system through competitive entry examination. After 1855, the recruitment to the Indian Civil Services came to be totally based on merit.

Initially, the ICS sought its recruits from Oxford and Cambridge. It was thus an elite service. Subsequently, it opened its doors to Indians and from 1922 onwards the Indian Civil Service Examination began to be held in India.

After Independence, while designing a successor civil service, the Indian political leaders chose to retain elements of the British. New services called the Indian Administrative Service (IAS), Indian Police Service (IPS) and Indian Foreign Service (IFS) were established.

CLASSIFICATION OF CIVIL SERVICES

The civil services in India can be grouped into three broad categories.

- **All India Services:** Services whose members serve both the Union and the State Governments are termed as All India Services. There are three All-India Services which are all Group 'A' Services, namely, the Indian Administrative Service, Indian Police Service and Indian Forest Service. These are common to the Union and the States.
- **Central Civil Services:** Services whose members serve only the Union Government are termed Central Civil Services. The Central Civil Services administer subjects like Posts & Telegraphs, Railways, Customs and Central Excise, Income Tax, Telecommunication etc.
- **State Civil Services:** Apart from these, the State Governments have their own group of services – State Civil Services. The recruitment to these services is conducted by the respective Public Service Commissions of the States and not by the UPSC.

ELIGIBILITY FOR CIVIL SERVICES EXAMINATION

Nationality

- For the Indian Administrative Service and the Indian Police Service, a candidate must be a citizen of India.
- For other services, a candidate must be either :—
 - a citizen of India, or
 - a subject of Nepal, or
 - a subject of Bhutan, or
 - a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
 - a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
Provided further that candidates belonging to categories (b), (c) and

- (d) above will not be eligible for appointment to the Indian Foreign Service.
- A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

Age Limit

Category	General	Scheduled Caste (SC)	Scheduled Tribe (ST)	Other Backward Classes (OBC)
Lower Age Limit	21	21	21	21
Upper Age Limit	32	37	37	35

A candidate must have attained the age of 21 years and must not have attained the age of 32 years as on 1st August of the year of examination. Therefore, to appear for the UPSC Civil Services Exam 2016, a candidate must have been born not earlier than 2nd August, 1981 and not later than 1st August, 1995.

The upper age limit prescribed above will be relaxable under the following conditions.

- upto a maximum of five years if a candidate belongs to a Scheduled Caste (SC) or a Scheduled Tribe (ST).
- upto a maximum of three years in the case of candidates belonging to Other Backward Classes (OBC) who are eligible to avail of reservation applicable to such candidates.
- upto a maximum of five years if a candidate had ordinarily been domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989.
- upto a maximum of three years in the case of Defence Services personnel disabled in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.
- upto a maximum of five years in the case of ex-servicemen including Commissioned Officers and ECOs / SSCOs who have rendered at least five years Military Service as on 1st August of the year of Examination and have been released

- on completion of assignment (including those whose assignment is due to be completed within one year from 1st August of the year of examination) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or
 - on account of physical disability attributable to Military Service, or
 - on invalidment.
- f. upto a maximum of five years in the case of ECOs / SSCOs who have completed an initial period of assignment of five years Military Service as on 1st August of the year of examination and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months notice on selection from the date of receipt of offer of appointment.
- g. upto a maximum of 10 years in the case of blind, deaf-mute and orthopaedically handicapped persons.

NOTE:

- Candidates belonging to the Scheduled Castes and the Scheduled Tribes and the Other Backward Classes who are also covered under any of the clauses (a) to (g) mentioned above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, blind, deaf-mute and orthopaedically handicapped etc. will be eligible for grant of cumulative age-relaxation under both the categories.
- The term ex-servicemen will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.
- The age concession under clause (e) and (f) will not be admissible to Ex-Servicemen and Commissioned Officers including ECOs / SSCOs who are released on own request.
- Notwithstanding the provision of age-relaxation under clause (g) above, a physically disabled candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/posts to be allocated to the physically disabled candidates by the Government.

SAVE AS PROVIDED ABOVE THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Minimum Educational Qualification

The candidate must hold a degree of any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University Under Section-3 of the University Grants Commission Act, 1956, or possess an equivalent qualification.

- Candidates who have appeared at an examination the passing of which would render them educationally qualified for the Commission's examination but have not been informed of the results as also the candidates who intend to appear at such a qualifying examination will also be eligible for admission to the Preliminary Examination.
- All candidates who are declared qualified by the Commission for taking the Civil Services (Main) Examination will be required to produce proof of passing the requisite examination with their application for the Main Examination failing which such candidates will not be admitted to the Main Examination. The applications for the Main Examination will be called sometime in the month of **September / October**, 2016.
- In exceptional cases, the Union Public Service Commission may treat a candidate who has not any of the foregoing qualifications as a qualified candidate provided that he / she has passed examination conducted by the other Institutions, the standard of which in the opinion of the Commission justifies his / her admission to the examination.
- Candidates possessing professional and technical qualifications which are recognised by Government as equivalent to professional and technical degree would also be eligible for admission to the examination.
- Candidates who have passed the final professional M.B.B.S. or any other Medical Examination but have not completed their internship by the time of submission of their applications for the Civil Services (Main) Examination, will be provisionally admitted to the Examination provided they submit along with their application a copy of certificate from the concerned authority of the University / Institution that they had passed the requisite final professional medical examination. In such cases, the candidates will be required

to produce at the time of their interview original Degree or a certificate from the concerned competent authority of the University / Institution that they had completed all requirements (including completion of internship) for the award of the Degree.

SELECTION PROCEDURE FOR CIVIL SERVICES

CIVIL SERVICES PRELIMINARY EXAM

Two objective papers of 200 marks each - General Studies and CSAT.
Only a screening test.



CIVIL SERVICES MAIN WRITTEN EXAM

7 essay type question papers totalling to 1750 marks.
Also 2 qualifying papers.



CIVIL SERVICES INTERVIEW/PERSONALITY TEST

Total marks of candidate in Civil Services Main Written Exam and Interview are used to determine merit in Civil Services Main Exam.

PLAN OF CIVIL SERVICES EXAMINATION

The competitive examination comprises two successive stages:

- (i) Civil Services (Preliminary) Examinations (Objective Type) for the selection of candidates for Main Examination; and
- (ii) Civil Services (Main) Examination (Written and Interview) for the selection of candidates for the various services and posts.

The Preliminary Examination will consist of two papers of Objective type (multiple choice questions) and carry a maximum of 400. This examination is meant to serve as a screening test only; the marks

obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

The number of candidates to be admitted to the Main Examination will be about **twelve to thirteen times** the total approximate number of vacancies to be filled in the year through this examination. Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in the year will be eligible for admission to the Main Examination of that year provided they are otherwise eligible for admission to the Main Examination.

IMPORTANT DATES

Name of Examination	Date of Notification	Last Date for Receipt of Applications	Date of Commencement of Exam	Duration of Exam
Civil Services (Preliminary) Exam 2016	23 April, 2016	20 May, 2016	7 August, 2016	1 Day
Civil Services (Main) Written Exam, 2016	N.A.	N.A.	3 December, 2016	5 Days

CIVIL SERVICES PRELIMINARY EXAMINATION

About 4.5 lakh candidates appeared for the Civil Services Preliminary Exam, 2015. Given the large number of candidates it would be a complex and time consuming process if all these candidates were to directly write the Civil Services Main Written Exam. The Preliminary exam was introduced to simplify the examination process. Thus, the Preliminary Exam is conducted to filter candidates for the Civil Services Main Exam. The details of the Preliminary Exam are given below.

PLAN OF CIVIL SERVICES PRELIMINARY EXAMINATION

The Examination shall comprise of two compulsory papers of 200 marks each. The Examination shall comprise of two compulsory Papers of 200 marks each.

(i) Both the question papers will be of the objective type (multiple choice questions).

(ii) The General Studies Paper-II of the Civil Services (Preliminary) Examination will be a qualifying paper with minimum qualifying marks fixed at 33%

(iii) The question papers will be set both in Hindi and English.

(iv) Each paper will be of two hours duration.

Other details

- The Commission will draw a list of candidates to be qualified for Civil Service (Main) Examination based on the criterion of minimum qualifying marks of **33%** in General Studies Paper-II of Civil Services (Preliminary) Examination and total qualifying marks of General Studies Paper-I of Civil Services (Preliminary) Examination as may be determined by the Commission
- There will be **negative marking** for incorrect answers (as detailed below) for all questions except some of the questions where the negative-marking will be inbuilt in the form of different marks being awarded to the most appropriate and not so appropriate answer for such questions.
- **Marking Details**
 - (i) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one-third (0.33) of the marks assigned to that question will be deducted as penalty.
 - (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
 - (iii) If a question is left blank, i.e. no answer is given by the candidate; there will be no penalty for that question.

SYLLABUS OF CIVIL SERVICES PRELIMINARY EXAMINATION

Paper I – (200 marks) Duration: Two hours

The topics covered under Paper I are as follows:

- Current events of national and international importance.
- History of India and Indian National Movement.
- Indian and World Geography – Physical, Social, Economic Geography of India and the World.
- Indian Polity 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 Environmental Ecology, Bio-diversity and Climate Change – that do not require subject specialization.
- General Science.

Paper II – (200 marks) Duration: Two hours

The topics covered under Paper II are as follows:

- Comprehension.
- Interpersonal skills including communication skills.
- Logical reasoning and analytical ability.
- Decision-making and problem-solving.
- General mental ability.
- Basic numeracy (numbers and their relations, orders of magnitude, etc. – Class X level).
- Data interpretation (charts, graphs, tables, data sufficiency etc. – Class X level).
- English Language Comprehension skills (Class X level).

BOOKLIST FOR CIVIL SERVICES PRELIMINARY EXAM

Culture

- NCERT book Class 11 Fine Arts – Introduction to Indian Culture (Part I)
- National Institute of Open Schooling material on Culture
- Culture related books of National Books Trust
- Culture related books of Publications Division
- Ccrtrindia.gov.in

Ancient History

- Old NCERT book on Ancient History
- IGNOU
- Wonder That Was India by A. L. Basham
- Ancient India in Historical Outline by D. N. Jha
- National Book Trust issues on Ancient History Culture
- Publications Division on Ancient History Culture

Medieval History

- Old NCERT book on Medieval Indian History

- IGNOU
- Advanced Study in the History of Medieval India, Vol III: Medieval Indian Society and Culture by J. L. Mehta
- A Social, Cultural and Economic History of India by P. N. Chopra, B. N. Puri, M. N. Das
- The Wonder That Was India Vol II by S. A. A. Rizvi
- History of Medieval India by Satish Chandra

Indian National Movement

- NCERT Themes in Indian History Part III
- India's Struggle for Independence by Bipan Chandra
- A New Look at Modern History by B.L. Grover and S. Grover
- Any compilation of the above references

Geography

- Certificate Physical and Human Geography – G C Leong
- Fundamentals of Physical Geography NCERT Class 11
- India: Physical Environment NCERT Class 11
- India: People and Economy NCERT Class 12
- Orient BlackSwan School Atlas

Polity

- NCERT Class XI – Indian Constitution at Work
- Indian Polity by M. Laxmikanth
- Introduction to the Constitution of India by DD Basu
- Constitution of India Bare Act
- Newspaper

Economy

- NCERT XI – India's Economic Development
- NCERT XII – Introduction to Macroeconomics
- NCERT XII – Introduction to Microeconomics
- Indian Economy – Ramesh Singh
- Budget
- Economic Survey (2015-16)

Environment and Ecology

- National Open School content on Environment and Ecology

General Science

- NCERT Science books class VI to XII

CSAT

- CSAT Manual: General Studies for Civil Services Preliminary Examination (Paper II) by Tata McGrawHill

TIPS ON HOW TO PREPARE FOR GENERAL STUDIES PAPER

Here are a few guidelines on how to prepare for General Studies paper of Civil Services Preliminary Examination

- First go through the syllabus and previous year question papers to understand the type of questions asked and the level of expertise required in different subjects.
- Consult teachers and seniors to decide booklist. Then stick to those sources. Do not give in tendency to buy all books and magazines. It is better to well from a few books rather than trying to study all book available in the market.
- Start with NCERTs and then go on to the more advanced level books. You will not be able to understand the more advanced books unless you have a good understanding of the basics.
- Divide time optimally between different subjects. Do not give in to the tendency to give more time to topic you enjoy studying or find difficult.
- When studying a particular topic, practice previous year questions related to that topic so you have the correct approach and are able to identify the important topics asked.
- Get into the habit of reading the newspaper daily. However, this is not enough. Decide a particular source for current affairs which gives you daily updates so that you can learn to associate what you read in the paper to what you learn from the textbooks.
- Make sure you revise multiple times before the UPSC IAS Preliminary Exam so that you are able to remember whatever has been studied.

TIPS ON HOW TO PREPARE FOR CSAT

- Analyse your strengths and weakness and study accordingly. If you feel comfortable with comprehension, but feel the need to prepare for aptitude and mental ability, devote more time to those sections.
- Maths and aptitude require practice. Do not be satisfied by just memorizing the formulas. You also need to know how to use those formulas in a question.

- Time management is as important as getting the answers right. If you are not able to attempt all the questions that you know within those 2 hours, then it is as good as not knowing those questions. So practice to improve your speed.
- Take mock tests to learn how to manage time.
- Read on a variety of topics to increase your reading and comprehension skills.
- Practice from previous year papers. While the comprehension questions will be found only in the previous year CSATs, aptitude and mental ability can also be found in General Studies papers in the years before 2012 (when CSAT was introduced).

USE OF PREVIOUS YEAR QUESTION PAPERS IN PREPARATION PROCESS

- **Understand the exam:** To understand the type of questions asked in the exam, the difficulty level of the questions, the mix of different difficulty level of questions etc. candidates must go through previous year question papers.
- **Avoid the traps:** Often the multiple choices in the UPSC IAS Civil Services Prelims Exam are very confusing. To be alert and avoid the traps, they must understand the type of traps usually set by UPSC.
- **Learn:** When studying a particular subject for example, candidates will understand the questions that can be asked from the topic and study with an active mind. The mind will be more receptive to information it thinks is useful for the exam. Moreover, similar question can also be asked in a different manner.
- **Evaluate:** While practicing questions from previous year question papers, candidates will be able to evaluate their level of preparation for the exam. Knowing the strengths and weaknesses surely helps in devising the correct strategy.
- **Revise:** Practice of previous year question papers is also a way for revising important information for the exam.

SAMPLE PREVIOUS YEAR QUESTIONS

Candidates can go through the previous year question papers under different topics that have been asked in the Civil Services Preliminary

Exam. These can be used to understand the type of questions asked in the Civil Services Preliminary Exam.

Culture

Q. Which of the following kingdoms were associated with the life of the Buddha?

1. Avanti
2. Gandhara
3. Kosala
4. Magadha

Select the correct answer using the code given below:

- (a) 1, 2 and 3
- (b) 2 and 3 only
- (c) 1, 3 and 4
- (d) 3 and 4 only



Q. Kalamkari painting refers to

- (a) a hand-painted cotton textile in South India
- (b) a handmade drawing on bamboo handicrafts in North-East India
- (c) a block-painted woollen cloth in Western Himalayan region of India
- (d) a hand-painted decorative silk cloth in North-Western India

Q. With reference to the art and archaeological history of India, which one among the following was made earliest?

- (a) Lingaraja Temple at Bhubaneswar
- (b) Rock-cut Elephant at Dhauli
- (c) Rock-cut Monuments at Mahabalipuram
- (d) Varaha Image at Udayagiri

History

Q. With reference to Rowlatt Satyagraha, which of the following statements is/are correct?

1. The Rowlatt Act was based on the recommendations of the 'Sedition Committee'.
2. In Rowlatt Satyagraha, Gandhiji tried to utilize the Home Rule League.
3. Demonstrations against the arrival of Simon Commission coincided with Rowlatt Satyagraha.

Select the correct answer using the code given below:

- (a) 1 only
- (b) 1 and 2 only
- (c) 2 and 3 only
- (d) 1, 2 and 3

Q. Who of the following was/were economic critic/critics of colonialism in India?

1. Dadabhai Naoroji
2. G. Subramania Iyer
3. R. C. Dutt

Select the correct answer using the code given below:

- (a) 1 only
- (b) 1 and 2 only
- (c) 2 and 3 only
- (d) 1, 2 and 3

Q. With reference to Congress Socialist Party, consider the following statements:

1. It advocated the boycott of British goods and evasion of taxes.
2. It wanted to establish the dictatorship of proletariat.
3. It advocated separate electorate for minorities and oppressed classes.

Which of the statements given above is/are correct?

- (a) 1 and 2 only
- (b) 3 only

- (c) 1, 2 and 3
- (d) None

Q. Consider the following:

The arrival of Babur into Indian led to the

- 1. introduction of gunpowder in the subcontinent
- 2. introduction of the arch and dome in the region's architecture
- 3. establishment of Timurid dynasty in the region

Select the correct answer using the code give below:

- (a) 1 and 2 only
- (b) 3 only
- (c) 1 and 3 only
- (d) 1, 2 and 3

Q. Who of the following organized a March on the Tanjore coast to break the Salt Law in April 1930?

- (a) V. O. Chidambaram Pillai
- (b) C. Rajagopalachari
- (c) K. Kamaraj
- (d) Annie Besant

Polity

Q. When a bill is referred to a joint sitting of both the Houses of the Parliament, it has to be passed by

- (a) a simple majority of members present and voting
- (b) three-fourths majority of members present and voting
- (c) two-thirds majority of the Houses
- (d) absolute majority of the Houses

Q. Consider the following statements:

- 1. The Rajya Sabha has no power either to reject or to amend a Money Bill.

2. The Rajya Sabha cannot vote on the Demands for Grants.
3. The Rajya Sabha cannot discuss the Annual Financial Statement.

Which of the statements given above is/are correct?

- (a) 1 only
- (b) 1 and 2 only
- (c) 2 and 3 only
- (d) 1, 2 and 3

Q. The Government of India Act of 1919 clearly defined

- (a) The separation of power between the judiciary and the legislature
- (b) The jurisdiction of the central and provincial governments
- (c) The powers of the Secretary of State for India and Viceroy
- (d) None of the above

Q. There is a Parliamentary System of Government in India because the

- (a) Lok Sabha is elected directly by the people
- (b) Parliament can amend the Constitution
- (c) Rajya Sabha cannot be dissolved
- (d) Council of Ministers is responsible to the Lok Sabha

Q. The ideal of 'Welfare State' in the Indian Constitution is enshrined in its

- (a) Preamble
- (b) Directive Principles of State Policy
- (c) Fundamental Rights
- (d) Seventh Schedule

Economy

Q. "Pradhan Mantri Jan-Dhan Yojna" has been launched for

- (a) providing housing loan to poor people at cheaper interest rates
- (b) promoting women's Self-Help Groups in backward areas
- (c) promoting financial inclusion in the country
- (d) providing financial help to the marginalized communities

Q. With reference to the Fourteenth Finance Commission, which of the following statements is/are correct?

1. It has increased the share of States in the central divisible pool from 32 percent to 42 percent.
2. It has made recommendations concerning sector-specific grants.

Select the correct answer using the code given below:

- (a) 1 only
- (b) 2 only
- (c) Both 1 and 2
- (d) Neither 1 nor 2

Q. A decrease in tax to GDP ratio of a country indicates which of the following?

1. Slowing economic growth rate
2. Less equitable distribution of national income

Select the correct answer using the code given below:

- (a) 1 only
- (b) 2 only
- (c) Both 1 and 2
- (d) Neither 1 nor 2

Q. In the 'Index of Eight Core Industries', which one of the following is given the highest weight?

- (a) Coal production
- (b) Electricity generation
- (c) Fertilizer production
- (d) Steel production

Q. The Fair and Remunerative Price (FRP) of sugarcane is approved by the

- (a) Cabinet Committee on Economic Affairs
- (b) Commission for Agricultural Costs and Prices

- (c) Directorate of Marketing and Inspection, Ministry of Agriculture
(d) Agricultural Produce Market Committee

Geography

Q. In the South Atlantic and South-Eastern Pacific regions in tropical latitudes, cyclone does not originate. What is the reason?

- (a) Sea surface temperatures are low
(b) Inter-Tropical Convergence Zone seldom occurs
(c) Coriolis force is too weak
(d) Absence of land in those regions

Q. Which one of the following pairs of States of India indicates the easternmost and westernmost State?

- (a) Assam and Rajasthan
(b) Arunachal Pradesh and Rajasthan
(c) Assam and Gujarat
(d) Arunachal Pradesh and Gujarat

Q. What explains the eastward flow of the equatorial counter-current?

- (a) The Earth's rotation on its axis
(b) Convergence of the two equatorial currents
(c) Difference in salinity of water
(d) Occurrence of the belt of calm near the equator

Q. Consider the following statements:

1. The winds which blow between 30° N and 60° S latitudes through-out the year are known as westerlies.
2. The moist air masses that cause winter rains in North-Western region of India are part of westerlies.

Which of the statements given above is/are correct?

- (a) 1 only
(b) 2 only

- (c) Both 1 and 2
- (d) Neither 1 nor 2

Q. Tides occur in the oceans and seas due to which among the following?

- 1. Gravitational force of the Sun
- 2. Gravitational force of the Moon
- 3. Centrifugal force of the Earth

Select the correct answer using the code given below:

- (a) 1 only
- (b) 2 and 3 only
- (c) 1 and 3 only
- (d) 1, 2 and 3

Environment

Q. Which of the following National Parks is unique in being a swamp with floating vegetation that supports a rich biodiversity?

- (a) Bhitarkanika National Park
- (b) Keibul Lamjao National Park
- (c) Keoladeo Ghana National Park
- (d) Sultanpur National Park

Q. What can be the impact of excessive/inappropriate use of nitrogenous fertilizers in agriculture?

- 1. Proliferation of nitrogen-fixing microorganisms in soil can occur.
- 2. Increase in the acidity of soil can take place.
- 3. Leaching of nitrate to the ground-water can occur.

Select the correct answer using the code given below:

- (a) 1 and 3 only
- (b) 2 only
- (c) 2 and 3 only
- (d) 1, 2 and 3

Q. With reference to the International Union for Conservation of Nature and Natural Resources (IUCN) and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), which of the following statements is/are correct?

1. IUCN is an organ of the United Nations and CITES is an international agreement between governments.
2. IUCN runs thousands of field projects around the world to better manage natural environments.
3. CITES is legally binding on the States that have joined it, but this Convention does not take the place of national laws.

Select the correct answer using the code given below:

- (a) 1 only
- (b) 2 and 3 only
- (C) 1 and 3 only
- (d) 1, 2 and 3

Q. Which one of the following is the national aquatic animal of India?

- (a) Saltwater crocodile
- (b) Olive ridley turtle
- (c) Gangetic dolphin
- (d) Gharial

Which one of the following regions of Indian has a combination of mangrove forest, evergreen forest and deciduous forest?

- (a) North Coastal Andhra Pradesh
- (b) South-West Bengal
- (c) Southern Saurashtra
- (d) Andaman and Nicobar Islands

Science

Q. With reference to the use of nano-technology in health sector, which of the following statements is/are correct?

1. Targeted drug delivery is made possible by nanotechnology.
2. Nanotechnology can largely contribute to gene therapy.

Select the correct answer using the code given below:

- (a) 1 only
- (b) 2 only
- (c) Both 1 and 2
- (d) Neither 1 nor 2

Q. In the context of modern scientific research, consider the following statements about 'IceCube', a particle detector located at South Pole, which was recently in the news:

1. It is the world's largest neutrino detector, encompassing a cubic kilometre of ice.
2. It is a powerful telescope to search for dark matter.
3. It is buried deep in the ice.

Which of the statements given above is/are correct?

- (a) 1 only
- (b) 2 and 3 only
- (c) 1 and 3 only
- (d) 1, 2 and 3

Q. With reference to 'Near Field Communication (NFC) Technology', which of the following statements is/are correct?

1. It is a contactless communication technology that uses electromagnetic radio fields.
2. NFC is designed for use by devices which can be at a distance of even a metre from each other.
3. NFC can use encryption when sending sensitive information.

Select the correct answer using the code given below:

- (a) 1 and 2 only
- (b) 3 only
- (c) 1 and 3 only
- (d) 1, 2 and 3

Q. In which of the following activities are Indian Remote Sensing (IRS) satellites used?

1. Assessment of crop productivity
2. Locating groundwater resources
3. Mineral exploration
4. Telecommunications
5. Traffic studies

Select the correct answer using the code given below:

- (a) 1, 2 and 3 only
- (b) 4 and 5 only
- (c) 1 and 2 only
- (d) 1, 2, 3, 4 and 5

Q. The term 'IndARC', sometimes seen in the news, is the name of

- (a) an indigenously developed radar system inducted into Indian Defence
- (b) India's satellite to provide services to the countries of Indian Ocean Rim
- (c) a scientific establishment set up by India in Antarctic region
- (d) India's underwater observatory to scientifically study the Arctic region

Current Affairs

Q. The 'Fortaleza Declaration', recently in the news, is related to the affairs of

- (a) ASEAN
- (b) BRICS
- (c) OECD
- (d) WTO

Q. The area known as 'Golan Heights' sometimes appears in the news in the context of the events related to

- (a) Central Asia
- (b) Middle East

- (c) South-East Asia
- (d) Central Africa

Q. Which one of the following was given classical language status recently?

- (a) Odia
- (b) Konkani
- (c) Bhojpuri
- (d) Assamese

Q. 'Beijing Declaration and Platform for Action', often seen in the news, is

- (a) a strategy to tackle, the regional terrorism, an outcome of a meeting of the Shanghai Cooperation Organization
- (b) a plan of action for sustainable economic growth in the Asia-Pacific Region, an outcome of the deliberations of the Asia-Pacific Economic Forum
- (c) an agenda for women's empowerment, an outcome of a World Conference convened by the United Nations
- (d) a strategy to combat wildlife trafficking, a declaration of the East Asia Summit

Q. HINI virus is sometimes mentioned in the news with reference to which one of the following diseases?

- (a) AIDS
- (b) Bird flu
- (c) Dengue
- (d) Swine flu

CIVIL SERVICES MAIN WRITTEN EXAMINATION

In Civil Services Exam 2014, 15,008 out of about 4.5 lakh candidates qualified the Civil Services Prelims Exam to appear for the Main Exam. The marks of the candidates in the main examination determine whether or not they will be on the final list as well as their ranks if they make it to the final list. The details of the Main Examination are given below.

- The Main Examination will consist of written examination and an interview test. The written examination will consist of 9 papers of conventional essay type in the subjects set out of which two papers will be of qualifying in nature. Marks obtained for all the compulsory papers (Paper-I to Paper-VII) and Marks obtained in Interview for Personality Test will be counted for ranking.
- Candidates who obtain such minimum qualifying marks in the written part of the Main Examination as may be fixed by the Commission at their discretion, shall be summoned by them for an interview for a Personality Test. The number of candidates to be summoned 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 thus obtained by the candidates in the Main Examination (written part as well as interview) would determine their final ranking. Candidates will be allotted to the various services keeping in view their ranks in the Examination and the preferences expressed by them for the various services and posts.

PLAN OF CIVIL SERVICES MAIN WRITTEN EXAMINATION

The written examination will consist of the following papers:

Qualifying Papers:

Paper-A

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

300 Marks

Paper-B

English

300 Marks

Papers to be counted for merit

Paper-I

Essay

250 Marks

Paper-II

General Studies-I

250 Marks

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

Paper-III

General Studies -II

250 Marks

(Governance, Constitution, Polity, Social Justice and International relations)

Paper-IV

General Studies -III

250 Marks

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

Paper-V

General Studies -IV

250 Marks

(Ethics, Integrity and Aptitude)

Paper-VI

Optional Subject - Paper 1

250 Marks

Paper-VII

Optional Subject - Paper 2

250 Marks

Sub Total (Written test)

1750 Marks

Personality Test

275 Marks

Grand Total

2025 Marks

NOTE:

(i) 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.

(ii) Evaluation of the papers, namely, 'Essay', General Studies and Optional Subject of all the candidates would be done simultaneously along

with evaluation of their qualifying papers on 'Indian Languages' and 'English' but the papers on 'Essay', General Studies and Optional Subject of only such candidates will be taken cognizance who attain **25% marks in 'Indian Language and 25% marks in English as minimum qualifying standards in these qualifying papers.**

(iii) 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. However, the Commission will have the discretion to fix qualifying marks in any or all of these papers.

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

Language	Script
Assamese	Assamese
Bengali	Bengali
Gujarati	Gujarati
Hindi	Devanagari
Kannada	Kannada
Kashmiri	Persian
Konkani	Devanagari
Malayalam	Malayalam
Manipuri	Bengali
Marathi	Devanagari
Nepali	Devanagari
Oriya	Oriya
Punjabi	Gurmukhi
Sanskrit	Devanagari
Sindhi	Devanagari or Arabic
Tamil	Tamil
Telugu	Telugu
Urdu	Persian
Bodo	Devanagari
Dogri	Devanagari
Maithili	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 script or in Olchiki.

2. List of optional subjects for Main Examination:

- (i) 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
- (xviii) Philosophy
- (xix) Physics
- (xx) Political Science and International Relations
- (xxi) Psychology
- (xxii) Public Administration
- (xxiii) Sociology
- (xxiv) Statistics
- (xxv) Zoology
- (xxvi) Literature of any one of the following languages:
Assamese, Bengali, Bodo, Dogri, Gujarati, Hindi, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Punjabi, Sanskrit, Santhali, Sindhi, Tamil, Telugu, Urdu and English.

NOTE:

- (i) The question papers for the examination will be of conventional (essay) 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 answer Papers in any one of the languages mentioned above may, if they so desire, give English version within brackets of only the description of the technical terms, if any, in addition to the version in the language opted by them. Candidates should, however, note that if they misuse the above rule, a deduction will be made on this account 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 (other than the literature of language papers) will be set in Hindi and English only.
- (vi) The details of the syllabi are set out in Part B of Section III.

SYLLABUS OF CIVIL SERVICES MAIN WRITTEN EXAM

PAPER-I

Essay: Candidates may be required to write essays on multiple topics. They will be expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion and to write concisely. Credit 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 the eighteenth century until the present- significant events, personalities, issues
- The Freedom Struggle – 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 developmental 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 key natural resources across the world (including South Asia and the Indian sub-continent); 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, Polity, Social Justice and International relations.

- Indian Constitution- historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- Separation of powers between various organs dispute redressal mechanisms and institutions.
- Comparison of the Indian constitutional scheme with that of other countries
- Parliament and State Legislatures structure, functioning, conduct of business, powers & privileges and issues arising out of these.
- Structure, organization and functioning of the Executive and the Judiciary Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- Salient features of the Representation of People's Act.
- Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
- Statutory, regulatory and various quasi-judicial bodies 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
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources.
- Issues relating to poverty and hunger.
- Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures.
- Role of civil services in a democracy.
- India and its neighborhood- relations.
- 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 diaspora.
- Important International institutions, agencies and fora- their structure, mandate.

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 agricultural produce and issues 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 effects 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, bio-technology and issues relating to intellectual property rights.
- Conservation, environmental pollution and degradation, environmental impact assessment
- Disaster and disaster management.
- Linkages between development and spread of extremism.
- Role of external state and nonstate 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 border areas; linkages 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 utilise the case study approach to determine these aspects. The following broad areas will be covered.

- **Ethics and Human Interface:** Essence, determinants and consequences of Ethics in human actions; dimensions of ethics; ethics in private and public relationships. Human Values – lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.
- **Attitude:** content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
- Aptitude and foundational values for Civil Service , integrity, impartiality and non-partisanship, 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, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
- Case Studies on above issues

BOOKLIST FOR CIVIL SERVICES MAIN WRITTEN EXAM

General Studies I

- NCERT book Class 11 Fine Arts – Introduction to Indian Culture (Part I)
- National Institute of Open Schooling material on Culture
- Culture related books of National Books Trust
- Culture related books of Publications Division
- Ccrtindia.gov.in
- Old NCERT book on Ancient History
- IGNOU
- Wonder That Was India by A. L. Basham
- Ancient India in Historical Outline by D. N. Jha
- National Book Trust issues on Ancient History Culture
- Publications Division on Ancient History Culture
- Old NCERT book on Medieval Indian History
- IGNOU
- Advanced Study in the History of Medieval India, Vol III: Medieval Indian Society and Culture by J. L. Mehta
- A Social, Cultural and Economic History of India by P. N. Chopra, B. N. Puri, M. N. Das
- The Wonder That Was India Vol II by S. A. A. Rizvi
- History of Medieval India by Satish Chandra
- NCERT Themes in Indian History Part III
- India's Struggle for Independence by Bipan Chandra
- A New Look at Modern History by B.L. Grover and S. Grover
- NCERT XII: Politics in India after Independence
- India after Independence by Bipan Chandra
- Mastering Modern World History by Normal Lowe
- NCERT XII: Indian Society
- NCERT XII_ Social Change and Development in India
- Certificate Physical and Human Geography – G C Leong
- Fundamentals of Physical Geography NCERT Class 11
- India: Physical Environment NCERT Class 11
- India: People and Economy NCERT Class 12
- Geography of India by Majid Husain
- World Geography by Majid Husain

- Orient BlackSwan School Atlas
- Status of Forest Report

General Studies II

- NCERT Class XI – Indian Constitution at Work
- Indian Polity by M. Laxmikanth
- Introduction to the Constitution of India by DD Basu
- Constitution of India Bare Act
- Punchhi Commission Report
- 2nd ARC Report
- 14th Finance Commission Report
- 12th Five Year Plan Document
- NCERT XII: Political Science: World Politics
- India's Foreign Policy by Rajiv Sikri
- Ministry of External Affairs In Focus
- Newspaper

General Studies III

- NCERT XI – India's Economic Development
- NCERT XII – Geography India People and Economy
- Indian Economy – Ramesh Singh
- Budget
- Economic Survey (2016-17)
- Internal Security & Disaster Management: Ashook Kumar, TMH
- Ministry of Home Affairs Annual Report
- Science and Technology by Spectrum Publication

General Studies IV

- 2nd ARC Report (4th Report)
- Ethics, Integrity and Aptitude for Civil Services Main Examination V by Subba Rao and P.N. Roy Chaudary

TIPS FOR GENERAL STUDIES PAPERS

- Read the syllabus closely and be well acquainted with it. This will be helpful in giving a direction to your preparation.
- Study the basic books and go through previous year question papers to understand the type of questions asked. Previous year question papers of optional papers can also be referred to where relevant.

- In the past, a large number of questions have been based on current affairs particularly. Moreover, even questions which are not directly related to current affairs can fetch more marks if the answers are current-oriented. It is therefore important to follow current affairs religiously.
- Studying for General Studies requires a different approach than studying for the optional subjects. It is important to develop a multi-dimensional thought process while studying General Studies. For example, if you are studying Geography, you should also relate it to the Economic and Social aspects etc.
- To score well in the Main Written Exam, it is a must to practice answer writing. This is because in the Main Written Exam candidates are required to write the correct answer in a logical, coherent and concise manner within the given time constraint. This will come with practice. Candidates can take mock exams for the same.

TIPS ON HOW TO CHOOSE OPTIONAL SUBJECT

Given below are a few factors to help candidates choose the optional subject that is best for them.

- **Interest:** It is important that the subject be interesting to the candidates. Otherwise, it will be difficult to study the subject for long hours and in depth.
- **Aptitude:** Being interested in a subject is not enough. It is also necessary for the candidate to have aptitude in that subject. If he/she does not have aptitude in the chosen optional subject then it will lead to low scores in the UPSC IAS Civil Services Exam.
- **Familiarity with subject:** Candidates can choose to take subjects that they have studied in under graduation or post- graduation. They can go through the syllabus as well as previous year question papers to understand the level of the question paper as well as judge their familiarity with the subject.
- **Availability of time:** The syllabus of some subjects are more comprehensive than others. Therefore, time required for preparation differs from subject to subject. The time required for preparation of optional subject should be that which can be managed within available time.
- **Availability of guidance:** Guidance while preparing for the UPSC IAS Civil Services Exam can be very helpful. While choosing an optional, candidates should consider whether or not faculty, books, study resources, faculty, peer discussion etc are available on the optional subject.

Candidates should note that they should not get swayed by factors such as how scoring or popular an optional is. Most toppers have said in their interview that their optional was chosen based on their educational background as well as their interest, not on popularity of the subject. Candidates should remember that the decision of selecting the optional depends on his/her strengths and weakness. There is no universal best optional subject.

SAMPLE PREVIOUS YEAR QUESTIONS

General Studies I

Q. Why did the industrial revolution first occur in England? Discuss the quality of life of the people during the industrialization. How does it compare with that in India at present?

Q. How different would have been the achievement of Indian independence without Mahatma Gandhi. Discuss.

Q. Smart cities in India cannot sustain without smart villages. Discuss the statement in the backdrop of rural urban integration.

Q. Mumbai, Delhi and Kolkata are three mega cities in the country but the air pollution is much more serious a problem in Delhi as compared to the other two. Why is this so?

Q. Critically examine whether growing population in India is the cause of poverty OR poverty is the cause of population increase in India.

General Studies II

Q. Khap Panchayats have been in the news for functioning as extra-constitutional authorities, often delivering pronouncements amounting to human rights violations. Discuss critically the actions taken by the legislative, executive and judiciary to set the things right in this regard.

Q. How can the role of NGOs be strengthened in India for development works relating to protection of the environment? Discuss throwing light on the major constraints.

Q. Increasing interest in Africa has its pros and cons. Critically examine.

Q. Though there have been several different estimates of poverty in India, all indicate reduction in poverty levels over time. Do you agree? Critically examine with reference to urban and rural poverty indicators.

Q. Terrorist activities and mutual distrust have clouded India-Pakistan relations. To what extent the use of soft power like sports and cultural exchanges could help generate goodwill between the two countries. Discuss with suitable examples.

General Studies III

Q. The nature of economic growth in India in recent times is often described as jobless growth. Do you agree with this view? Give arguments in favour of your answer.

Q. How can the 'Digital India' programme help farmers to improve farm productivity and income? What steps has the Government taken in this regard?

Q. Religious indoctrination via digital media has resulted in Indian youth joining the ISIS. What is ISIS and its mission? How can ISIS be dangerous for the internal security of our country?

Q. The frequency of earthquakes appears to have increased in the Indian subcontinent. However, India's preparedness for mitigating their impact has significant gaps. Discuss various aspects.

Q. What do you understand by 'Standard Positioning Systems' and 'Precision Positioning Systems' in the GPS era? Discuss the advantages India perceives from its ambitious IRNSS programme employing just seven satellites.

General Studies IV

Q. One of the scientists working in the R&D laboratory of a major pharmaceutical company discovers that one of the company's best selling veterinary drugs, B has the potential to cure a currently incurable liver disease that is prevalent in tribal areas. However, developing a variant of the drug suitable for human beings entailed a lot of research and development having a huge expenditure to the extent of Rs. 50 crores. It was unlikely that a company would recover costs as the disease was rampant only in poverty-stricken areas having very little market otherwise.

If you were the CEO, then

- a) Identify the various actions that you could take
- b) Evaluate the pros and cons of each of your actions

Q. What is meant by 'environmental ethics'? Why is it important to study? Discuss any one environmental issue from the viewpoint of environmental ethics.

Q. "Social values are more important than economic values." Discuss the above statement with examples in the context of inclusive growth of a nation.

INTERVIEW/PERSONALITY TEST

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 calibre of a candidate. In broad 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 judgement, 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 is not intended to be a test either of the specialised 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 in their special subjects of academic study but also in the events which are happening around them both within and outside their own state or country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.

QUESTIONS ASKED IN THE INTERVIEW

The experience of senior players and toppers reflects the fact that the UPSC Civil Services IAS Interview is not random. It is possible for

candidates to prepare for the Interview. It is easier to prepare for the UPSC Civil Services IAS Exam Interview if you have a good understanding of the type of questions asked in the interview. Given below are a few areas in which questions can be expected in the UPSC Civil Services IAS Main Interview.

Location: Questions may be asked on birth place, home town, city of higher education etc. The following dimensions can be asked

- History
- Famous personalities
- Places of interest
- Social and Economic problems
- Current Affairs related to these places

Hobbies: A few questions related to hobbies can be asked from the following

- History related to hobby if relevant
- Prominent personalities
- How much time you devote to your hobby
- What you have done to cultivate your hobby

Academic knowledge: Questions can be asked on optional subject as well as subject studied in graduation, post-graduation.

Current Affairs: The interview panel tests the general awareness of the candidate by asking questions on the recent developments both in India as well as globally. Candidates should also be prepared to have opinions as well as arguments supporting their opinion related to current affairs where relevant. More tips on Civil Services from Prepressure

HOW TO PREPARE FOR INTERVIEW

Here are tips on how to prepare for interview.

- **Interview scripts:** Go through interview scripts of senior players and toppers to understand what happens in the interview.
- **List of Questions:** Brain storm questions and note down questions that you can be asked. Ask your family and friends to contribute. Be well prepared to answer these questions.
- **Current Affairs:** If you stop reading the newspaper now it will be difficult to cover up once the Mains result are out. So it is important to read newspapers, follow debates etc. Basically, continue

preparing for current affairs just like you were doing for the Main Exam.

- **Local Issues:** Do some basic research on your birth place, home town, home state etc. Follow the local news.
- **Hobbies:** It is important to have basic knowledge of your hobbies. If for example, you play a certain instrument, you should know a little bit about the origin, the styles, the contemporary players etc.
- **Graduation and Post-Graduation:** A lot of candidates do not do brush up what they have studied in their graduation and post-graduation and are not able to remember much when questions are asked on this. It is important to go through what you had studied in college.
- **Discussions:** Get comfortable and confident with speaking to a group of people. Holding discussions with friends and family would inculcate the confidence.

THINGS TO THINK ABOUT BEFORE YOU START PREPARING FOR UPSC CIVIL SERVICES EXAM

Given the power, prestige, job security and other monetary benefits of the IAS, it is a common experience of many youngsters that their parents pressurise them to prepare for the UPSC IAS Civil Services Exam. Moreover, many youngsters are attracted to prepare for the UPSC IAS Civil Services Exam as they see their peers preparing.

However, the preparation for the UPSC IAS Civil Services Exam can be a life changing experience for many. Therefore, such a huge decision should not be taken without considering the implications of the same. Here are a few things you must consider before preparing for the IAS Civil Services Exam.

1. The UPSC IAS Civil Services Exam is a one year-process. Moreover, many times candidates give multiple attempts before they clear the exam. Are you prepared for such a long-drawn process?
2. It is important to have a back up plan in mind in case you are unable to qualify the UPSC IAS Civil Services Exam. This will also help in preparing with a calm mind for the exam.
3. Thought should be given as to why the candidate is preparing for the exam. Family pressure or peer pressure may not be motivation enough to prepare for the exam. It is important that the candidate himself/herself wants to prepare for the exam.

4. To qualify UPSC IAS Civil Services Exam candidates should be ready to work hard. Most toppers say that they study minimum of 8 hours everyday. Candidates should be mentally prepared to that much.
5. Studying for the UPSC IAS Civil Services Exam is not like graduation where one can afford to study a few days for the exam. The preparation has to be over months. It requires, discipline, dedication and motivation.
6. It is easy to study subjects that you enjoy. However, for the UPSC IAS Civil Services exam you will have to study even topics you are not comfortable.
7. Preparation for the exam will require candidates to spend time away from family and friends for hours at a stretch. Many times youngsters fresh out of college are not prepared for this.
8. Candidates should consider whether they want to appear for other competitive exams such as State PCS, banking, IES etc along with the UPSC IAS Civil Services Exams. Appropriate planning should be done to ensure that candidates are able to study for these exams together.
9. Candidates should also take note that not all those who qualify the UPSC IAS Civil Services exam become IAS officers. Only the top rankers get the IAS. The others get different services such as IPS, IFS, IRS etc.



QUESTIONS TO ASK YOURSELF BEFORE YOU JOIN COACHING

Here are 5 Questions to help you decide whether you need coaching for UPSC Civil Services IAS Exam or not.

Question 1: Can you learn by yourself?

In the UPSC Civil Services IAS Exam, candidates are required to study a variety of subjects. While it may be easy for some candidates to study all subjects by themselves, others may find it difficult to do so. Coaching institutes offer guidance for all subjects.

Question 2: Do you have an understanding of the exam?

Since the syllabus for the UPSC Civil Services IAS Exam is vague it is important to have an understanding of the exam. The right strategy is needed. Coaching institutes help in preparing for the exam in a focussed and strategised manner.

Question 3: Can you plan on your own?

Given the vastness of syllabus, it is important to plan properly. A lot of candidates are unable to finish studying for the UPSC Civil Services IAS

Exam because of lack of proper planning. Coaching institutes help study in a planned way to ensure that candidates are able to complete the syllabus before the exam.

Question 4: Do you have guidance from peers or senior players?

Candidates who have zero knowledge of competitive exams in general and UPSC Civil Services IAS Exam in particular and have no guidance from peers or senior players would find it helpful to join coaching institutes.

Question 5: Do you have time?

Coaching classes take a minimum of 3 hours a day for over a minimum of four months. This is quite a commitment. If there is not much time left before the exam, it is better that you study yourself. Moreover, if you are working simultaneously while preparing, it would be more advisable to not join a coaching institute.

However, candidates should remember that joining coaching is not a prerequisite for success. However, it can be helpful. Moreover, for even those candidates who do not take coaching are advised to take mock tests to judge their performance against others and recognise their strengths and weaknesses. With rising availability of resources online, it has perhaps now become easier for candidates to prepare on their own.

FACTORS TO CONSIDER WHEN DECIDING A COACHING INSTITUTE

Joining a coaching institute can be of much help for most candidates preparing for the UPSC Civil Services IAS Exam. Given the rising demand of coaching, there has been a proliferation of coaching institutes, particularly in Delhi. These quality of these coaching is varied – while some are excellent, others are substandard. Moreover, coaching fees have also increased in the past few years. It is important that candidates choose wisely before joining a particular coaching institute. Given below are five factors you should consider while zeroing in on a coaching institute.

- 1. Previous year results:** Take a look at previous year results of the coaching institutes. Many institutes thrive on the a few successful candidates who may have qualified many years ago, without any successful results in the recent past. Make sure the coaching institute has performed well in the past few years.
- 2. Reviews:** Many coaching institutes fraudulently display toppers as their students. Therefore, it is important that candidates do a little research about the coaching institute. This could be through

interviews of toppers. Information can also be sought from senior players.

3. **Faculty:** Find out about the education background of the faculty.
4. **Quality of Study Material:** The coaching notes of many institutes can be found in the marketplace. Candidates can browse through these notes to assess the quality of study material.
5. **Location:** Travelling 2 hours one way for coaching is a lot of time. Explore more options close to your place of residence.

Candidates should understand the coaching can only guide in preparation for the UPSC Civil Services IAS Exam. At the end of day, it is the self-study which counts and pays off in the exam. If you attend coaching classes but do not come home and study, it will be useless. So make a time table and follow it.

THINGS TO CONSIDER IF YOU ARE TAKING COACHING

A large share of candidates who take coaching for the UPSC Civil Services IAS Exam are not able to derive maximum benefit from it because they do not have the proper strategy for the same. Fresh graduates often have the tendency to treat it like college classes. However, if one has opted for coaching then it should be taken seriously.

Here are 5 things you must do if you want maximum benefit from UPSC Civil Services IAS coaching classes.

1. You have joined coaching classes because you felt the need for guidance. So take it seriously! Do not miss classes or goof around in class. Listen to what is being taught and take down notes.
2. Make sure the timing of the classes you choose are convenient for you. Some people may prefer to attend classes in the morning and have the rest of the day for studying whereas others may prefer classes in the evening.
3. Utilise the time while travelling to classes. You can read the newspaper or magazines on the way.
4. Come back and revise what you have studied in coaching while it is still fresh in the mind. Moreover, if you were not able to understand something you can ask your teacher the next day in class.
5. Prepare for tests like you were actually giving UPSC Civil Services IAS Exam. This will help you analyse your strengths and weaknesses when you get the test results.

The most important thing is to realise that attending coaching classes is not enough to qualify the UPSC Civil Services IAS Exam. At the end of the

day, coaching is only for guidance and it is self-study which pays off. So understand the importance of self-study and use the guidance offered by UPSC Civil Services IAS coaching to help you out!

TIPS FOR MAKING NOTES

An organized and efficient way of studying for the UPSC IAS Civil Services Prelims Exam 2016 is by making notes. Making notes for the UPSC IAS Prelims Exam 2016 has several benefits. Firstly, it forces the reader to understand the content and then note down the important points. Secondly, writing down the important points helps the reader remember the gist. Thirdly, it is much more convenient to revise from notes a few days before the exam. Lastly, it also helps read, understand and retain the content in an organized manner.

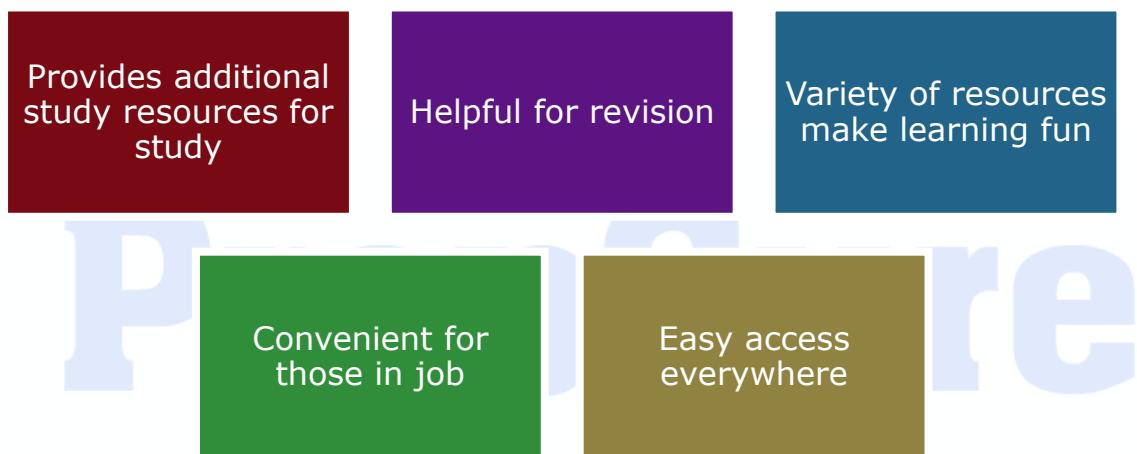
Many candidates realise the importance of making notes, however they waste much energy and time by trying to make too comprehensive notes. Candidates preparing for the UPSC IAS Civil Services Exam feel confused regarding the correct way to make notes. Here are a few pointers to ensure that note making yields maximum output for the efforts put in.

- Notes should be made only after two or three readings of the text book. Good notes will only be made after the reader has an adequate understanding of the content.
- Candidates should not try to right everything down from the textbook but only what is most important. The other less important point can be highlighted on the textbook itself. After two or three readings of the textbook and by going through questions asked in previous years, candidates will be able to understand the most important topics in a particular chapter.
- Candidates should use multiple textbooks as reference where needed but not so many that they get confused while making notes.
- Notes should ideally be made in point format as they are easier to go through.
- Notes can be made on computer or hand written form depending on comfort level of the candidates. However, if hand written then it should be made on loose A4 sheets so that candidates can add additional information as and when needed.

- The notes should be neat and organized and written in legible handwriting.

Notes should be made for the basic content of subjects like History, Geography, Polity, Economics, Environment etc. Candidates should also make daily notes for current affairs. For candidates to fully benefit from note making, it is important for them to actually use these notes for revision. Effective studying by making notes will surely reap benefits in the actual exam.

HOW CAN THE INTERNET BE USED FOR PREPARATION



TIPS FOR USING INTERNET FOR PREPARATION

An increasingly larger proportion of candidates have started using the internet to supplement their preparation for UPSC IAS Civil Services Exam. Candidates use the internet for various purposes such as for reading news, researching about particular topics either on their computers, laptops or mobile phone.

The internet is a very useful tool to help candidates in their preparation. However, candidates can also end up wasting precious time while using the internet for their studies. Thus, the internet must be used in a productive manner. Here are a few Dos and Don'ts to guide candidates to use the internet for their benefit.

Do's

- All NCERT books are available online. These can be downloaded free of cost and used.
- PDFs of many reports are available online which can be downloaded and used for further reference.
- Candidates should research important topics online. While doing so, they should be specific about what they are searching else they will be overwhelmed by information.
- While using search engines , candidates should be focussed and disciplined while researching to avoid wasting time. They should not spend too much time on a particular topic.
- A lot of times visuals help clear understanding of concepts, particularly in Geography. Thus, candidates can watch videos online to enhance understanding
- Candidates are advised to refer to sources where current affairs are updated daily to supplement the newspaper instead of waiting for monthly magazine.
- Candidates save soft copy of important material on their computers. This can either be done on a Word document or an application which is specially designed for storing notes. A backup of these notes should be stored in some form.

Don'ts

- It is tempting to start browsing content not related to studies while researching. This should be avoided. Thus , candidate should stay focussed and spend time wisely.
- Not everything that has been read should be saved. While making notes many candidates have tendency to copy and paste everything that they read. However, this is counterproductive. Only the most important information should be saved so that it is convenient to revise it. Otherwise, the important content will get lost in the excessive information. The link of other information which is not as important can be saved.
- Do not spend all your time researching on the internet. The internet should be a tool to enhance your preparation, not a distraction in your studies.

- It is important that not only candidates know these tips. It is also important that they actually follow these guidelines. Time is a precious resource and should be used wisely.

ABOUT PREPSURE.COM IAS SECTION

Prepsure.com seeks to help candidates in the preparation for UPSC Civil Services Exam.

Candidates are encouraged to go through tips, updates, study material, previous year question papers and quizzes for the UPSC Civil Services Exam provided on [prepsure.com/ias](http://www.prepsure.com/ias).

Queries can be discussed at: <http://www.prepsure.com/questions-answers/category/ias/>

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