

## **CAREERS INTO ARTS – Civil Services**

In this section, some additional career options will be discussed which are quite famous and are preferred by those with a humanities background.

The most well-known of such careers are the Civil Services, which include IAS- Indian Administrative Service, IFS- Indian Foreign Service and IPS- the Indian Police Service.

The civil services are very reputed and highly respected careers in India. Officers serving under this not only get good pay and perks but also enjoy respect in the society.

### **The branches of the Indian Civil Services are:**

- The Indian Administrative Service
- The Indian Police Service
- The Indian Foreign Service

Part of the charm of doing civil services is the sense of power that people get. While that is the driving force, an inherent feeling of service to the country is most people's motivation to pursue the civil services. Let us look at it one by one.

**IAS:** IAS is the most popular option among aspirants. It stands for the Indian Administrative Service, a qualification where selected candidates, called IAS officers, are given charge of key and strategic positions in the Union Government, States and Public-Sector Undertakings.

**IPS:** IPS stands for the Indian Police Service, a qualification where selected officers are trained as senior officers in police force and other security or law enforcement agencies in India.

**IFS:** IFS stands for the Indian Foreign Service, a qualification where selected candidates are trained to handle foreign relations and get to work in Indian embassies or related offices. This is quite an exciting prospect for most people but is also a tough nut to crack.

### **How to Join:**

In order to join the civil services, one needs to appear for the Civil Services Examination and secure a top rank in order to get selected. Every year, around 3.5 to 4 lakh students take the Civil Services Aptitude Test (CSAT) examination conducted by the Union Public Service Commission (UPSC) for the 400 to 500 vacancies. The entry into the State Civil Services is through a competitive examination conducted by the respective State Public Service Commission. Most of the states conduct their own service commission exams some popular ones are Rajasthan Public Service Commission (RPSC), Uttar Pradesh Public Service Commission (UPPSC), Madhya Pradesh Public Service Commission (MPPSC).

The civil services examination is conducted by the Union Public Service Commission every year. These exams are considered to be very tough, are not easy to crack and highly

competitive. Sheer hard work and determination is required to be successful in these competitive examinations.

It is a general notion that students who have studied Public Administration and Political Science will have an added advantage in the civil service examinations. However, nowadays, students from other streams such as IT and Science dominate the numbers of aspirants.

**The civil services examination consists of a three stage selection process as listed below:**

- Preliminary examination
- Main examination
- Interview

### **IAS:**

To become an IAS officer, one has to appear for the UPSC exams conducted for this. The notification with complete details for the civil services examination is announced on the Union Public Service Commission's website ( <http://www.upsconline.nic.in/> ) and newspapers during the month of February. The deadline for application submission is usually in the month of March every year.

Following are the requirements for those who want to appear for this exam:

- The primary requirement for this is that the aspirant should be holding a bachelor's degree (any field). Even those with a professional degree such as medicine and engineering can appear for the exam.
- The second criterion is that they should be in the age group of twenty one to thirty years. This is relaxed for those from the reserved category.
- The third criterion is that the person should be an Indian National. There is an underlying clause on the number of attempts allowed. Those belonging to the general category can attempt 6 times, OBCs 9 times and the SC/STs unlimited attempts.

**Where to Study:** Most of those aspiring to be a civil servant study vigorously, usually devoting their full time to it, many quit their jobs to study full time for this exam. A huge number of aspirants join private coaching institutes, which claim to coach aspirants and have shown great results over the years. There are some government backed coaching centers too that impart training for these exams.

### **Indian Police Service:**

IPS or the Indian Police Service. The Indian Police Service or IPS is primarily a qualification which trains officers in the maintenance of Law and Order. This is the premier uniformed civil service in the country. IPS officers work for both the Central and State Governments. They serve the State Government in various capacities ranging from Assistant Superintendent of Police at the beginning of their careers to the Director General of Police (who is the head of the police force in his state) later in their careers. IPS officers can also serve the Central Government in various organizations like the Central Reserve Police Force, Border Security Force, Central Bureau of Investigation,

Intelligence Bureau, Research and Analysis Wing (RAW) etc.

An IPS officer mainly takes care of law and order, which, at the district level, is a responsibility shared with the IAS; crime prevention and detection; and traffic control and accident prevention and management. In order to fulfil these functions with greater efficiency, this service is divided into various functional departments, including Crime Branch, Criminal Investigation Department (CID), Home Guards and the Traffic Bureau.

With changing times however, more and more IPS officers are serving in departments and areas that used to exclusively be the forte of IAS officers,

just as the IAS officers now at times head departments such as vigilance which were exclusively given to IPS Officers.

This widening of opportunities and exposure has made the IPS exam more attractive.

### **Eligibility:**

To be eligible to apply for the IPS, candidates must be Indian citizens, and should have graduated in any stream from a recognized university. Another criterion is the age. Candidates should be aged between 21 to 32 years for General category, 21 to 35 for OBC & 21 to 37 for SC/ST.

There is also a physical standard which every IPS candidate should fulfil

- Min. height for women (in general): 157 cms. while for men it is 165 cms.
  - Unexpanded chest (males only) 80cm which must expandable to 85cm
- The exam for IPS too is conducted by the UPSC and is divided into two stages, Preliminary (CSAT, Civil Service Aptitude Test) and the Main Exam (Written Exam).

The whole selection process consists of a Civil Preliminary Exam, a Civil Main Exam and an interview.

### **Indian Foreign Service**

Indian Foreign Service or IFS is the premier diplomatic service of our country. IFS Officers basically represent the country in the international arena, dealing with the country's external affairs, diplomacy, trade and cultural relations. It is responsible for the administration and activities of Indian missions abroad, and for the framing and implementation of the Government's foreign policy.

In today's day and age, where global diplomacy among countries is rife and is also needed, this career option is quite lucrative.

The service offers immense exposure to different political, social, ethnic and cultural aspects.

An I.F.S officer can be posted in 160 odd Indian Embassies and Missions abroad. They can also be deputed to institutions like United Nations, UNESCO, World Bank, SAARC, etc. Back home, they can be posted in various parts of the country as Passport and Visa Officers. Even though many toppers

at the civil services exams opt for the IAS, with limited vacancies the IFS is also

a tough service to get into. With India and Indians going global, this is the service which holds a lot of promise and glamour.

**Eligibility:** The eligibility for IFS is same as that of IAS and IPS. Once the candidate clears the civil services they are allotted to the Indian Foreign Service as per their rank. They have to complete their training phase before they are posted.

In IFS too, the notification with complete details for the civil services examination is announced on the Union Public Service Commission's website and newspapers during the month of February while the deadline for application submission is in the month of March every year.

Apart from IAS, IPS and IFS, there are many other options in civil services which are also very important. Some of them are:

- Indian P & T Accounts & Finance Service
- Indian Audit and Accounts Service
- Indian Revenue Service (Customs and Central Excise)
- Indian Revenue Service (I.T.) or IRS
- Indian Ordnance Factories Service (Assistant Works Manager, Administration)
- Indian Postal Service

**UPSC Preliminary Examination Syllabus:** The UPSC Preliminary Examinations are to be taken by aspirants for all the three services, i.e. the IAS, the IPS and the IFS.

Here are some details about its syllabus.

Syllabus of 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, 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

**Syllabus for CSAT Aptitude Test/Paper II- (200 marks) Duration: Two hours**

- 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)

**Note 1:** The CSAT aptitude test of the Civil Services (Preliminary) examination will be a qualifying paper only with a minimum of 33% to be secured to sit for the Civil Services (Mains) exam.

**Note 2:** It is mandatory for the candidate to appear in both the papers of Civil Services (Preliminary) examination for the purpose of evaluation. Therefore a candidate will be disqualified in case he or she does not appear in both the papers of the (Prelims) exam.

The Preliminary Examination consists of two papers of Objective type (multiple choice questions) and carry maximum of 400 marks. This exam is only a screening test; the marks obtained in the prelims are only for qualifying for main exam and are not counted for determining final order of merit. In General Studies Paper- II, minimum qualifying marks is 33%. You will be selected for Mains exam based total qualifying marks of General Studies Paper- I.

Paper	Subjects	Total Marks	Duration
I	General Studies (GS)	200	2 hours
II	CSAT	200	2 hours

Civil Services (Mains) Pattern: The Mains examination is the 2nd phase of the Civil Services Examination. Only after successfully qualifying in the prelims exam would the candidates be allowed to write the IAS Mains. The UPSC Mains exam consists of 9 papers, out of which two are qualifying papers of 300 marks each.

**The two qualifying papers are:**

- Any Indian Language

➤ English Language Paper

The types of questions asked are –

- 1. Essay – 100 marks
- 2. Reading comprehension – 60 marks
- 3. Precis Writing – 60 marks
- 4. Translation

The syllabus for the other papers of the Mains exam is as follows:

Paper	Subject	Marks
Paper – I	Essay (can be written in the medium of the candidate’s choice)	250
Paper – II	General Studies – I (Indian Heritage & Culture, History & Geography of the World & Society)	250

Paper – III	General Studies – II (Governance, Constitution, Polity, Social Justice & International Relations)	250
Paper – IV	General Studies – III (Technology, Economic Development, Biodiversity, Security & Disaster Management)	250
Paper – V		250
Paper – VI	Optional Subject – Paper I	250
Paper – VII	Optional Subject – Paper II	250

The UPSC Mains syllabus gives a list of 48 Optional Subjects which include Literature of different languages as well. Candidates need to choose any one of the ‘Optional Subjects’ from the list of subjects given below:

<b>Agriculture</b>	<b>Zoology</b>
<b>Animal Husbandry &amp; Veterinary Science</b>	<b>Assamese (Literature)</b>
<b>Anthropology</b>	<b>Bengali (Literature)</b>
<b>Botany</b>	<b>Bodo (Literature)</b>
<b>Chemistry</b>	<b>Dogri (Literature)</b>
<b>Civil Engineering</b>	<b>Gujarati (Literature)</b>
<b>Commerce &amp; Accountancy</b>	<b>Hindi (Literature)</b>

<b>Economics</b>	<b>Kannada (Literature)</b>
<b>Electrical Engineering</b>	<b>Kashmiri (Literature)</b>
<b>Geography</b>	<b>Konkani (Literature)</b>
<b>Geology</b>	<b>Maithili (Literature)</b>
<b>History</b>	<b>Malayalam (Literature)</b>
<b>Law</b>	<b>Manipuri (Literature)</b>
<b>Management</b>	<b>Marathi (Literature)</b>
<b>Mathematics</b>	<b>Nepali (Literature)</b>

<b>Mechanical Engineering</b>	<b>Odia (Literature)</b>
<b>Medical Science</b>	<b>Punjabi (Literature)</b>
<b>Philosophy</b>	<b>Sanskrit (Literature)</b>
<b>Physics</b>	<b>Santhali (Literature)</b>
<b>Political Science &amp; International Relations</b>	<b>Sindhi (Literature)</b>
<b>Psychology</b>	<b>Tamil (Literature)</b>
<b>Public Administration</b>	<b>Telugu (Literature)</b>
<b>Sociology</b>	<b>English (Literature)</b>
<b>Statistics</b>	<b>Urdu (Literature)</b>

### **Phase 3: IAS Interview/UPSC Personality Test (275 Marks)**

- Candidates who qualify the UPSC Mains Exam will be called for the 'Personality Test/Interview'. These candidates will be interviewed by a Board appointed by the UPSC.
- The objective of the interview is to assess the personal suitability of the candidate for a career in the civil services.
- The interview is more of conversation intended to explore the mental qualities and analytical ability of the candidate.
- The Interview test is of 275 marks and the total marks for written examination is 1750. This sums up to a Grand Total of 2025 marks based on which the final merit list will be prepared.

### **International Relations**

Due to the emergence of globalization and liberalization of economies around the world, countries have come closer to each other than ever before in human history. This has resulted in a rising need for specialists well-versed in building and maintaining ties. These specialists handle interactions that range from being bilateral to multilateral. They may be between similar parties, say two governments or sometimes between two parties with different interests, say governments and



organizations wanting to set up business in those countries. At times, the interaction may involve conflicts, legal issues and so on. Each requires a distinct set of skills and expertise. This field is termed as International Relations. In other words, International relations (IR) is the study of relationships among or between countries, the roles of sovereign states, inter-governmental organizations (IGOs), international non-governmental organizations (INGOs), non-governmental organizations (NGOs), and multinational corporations (MNCs).

An individual wishing to specialize in International Relations in India can do so only at the post-graduate level. Career options range from government jobs to international bodies.

International Relations is generally considered as a branch of political science and is mostly available independently at the master's level. Students of this branch study the diplomacy strategies, industrial growth pattern, trade patterns etc. of all countries. Students of this stream can work in various government jobs and at the embassy.

**The top colleges offering this course at the undergrad and post grad level are:**

- Jindal School of International Affairs
- Institute of Language Studies and Applied Sciences
- Ashoka University
- Shiv Nadar University
- School of Liberal Studies, Pandit Deendayal Petroleum University, Gandhinagar
- Jawaharlal Nehru University
- University of Pune
- University of Allahabad
- South Asian University
- Jadavpur University

## **KEY TAKEAWAY**

- Of the many careers available for arts students, careers in civil services are the most well
- -known and famous. Students from IT, Science and Commerce streams can also opt for civil services
- The most well-known careers in the civil services are Indian Foreign Service or IFS, Indian Administrative Service or IAS and the Indian Police Service or IPS
- In order to get qualified for these services, students should clear exams which are conducted by the UPSC, Union Public Service Commission. These exams are divided into three phases, the preliminary examination, the main examination and the interview. Passing the examinations is not enough as they are highly competitive. Only those who secure top ranks are selected for the service
- Students who want to appear for the civil services examinations should be graduates, aged between 21 to 30 years and should be Indian citizens
- Apart from the civil services, students can also opt for a career in International Relations. International Relations specialists help different bodies -governmental or non-governmental- to communicate with their counterparts from other countries