

## **Civil Service Special**

### **Introduction**

The Indian Civil Service is said to be the backbone of Indian governance. The Civil Servants attract great respect from the masses as they carry huge responsibilities to run the country. So it's no surprise that a majority of youngsters and their parents crave to enter into these prestigious services. The very fact that a big share of every year's top posts in the Civil Services Exam are bagged by professionals from various streams, shows that the best brains of India vie for entry into the dream jobs like IAS/IFS /IPS etc.

The IAS exam or the Civil service exams are one of the toughest exams in the country. It needs utmost dedication, clarity and commitment towards this prestigious exam conducted by the UPSC.

As you know Civil Services exam is three pronged testing system and the three hurdles to qualify this exam are; Prelims, Mains and Interview. It is only if you qualify the Prelims exams, you can be eligible to cross over to the Mains and then qualify Mains to reach the Interview stage and then finally find place in the merit list or getting selected.

**The Prelims:** The Preliminary Examination consists of two papers of objective type question with multiple-choice answers carrying a maximum of 200 marks each. There are 100 questions for the Paper I and 80 questions for Paper II. The Question Papers are set in English & Hindi.

**Prelims Syllabus: Paper-I:** 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 and General Science

**Paper-II:** 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)

**About Paper 1** – The syllabus of paper 1 is vast and hazy. However, it can be divided into two parts static and dynamic. The static part of the syllabus includes; Indian National Movement, Indian Polity, Basic Economic Understanding, Geography etc. The dynamic part includes current affairs, General Knowledge and some areas that do not have proper definition.

**About Paper II:** Paper II is dynamic in nature and includes mathematics, reasoning, analytical ability, and interpersonal skills. All these areas require spot mental ability. The Paper II is now of only qualifying nature and its mark is not counted in the merit list. However, it is mandatory to score minimum 33 per cent in this paper to qualify the Prelims exam.

**Prelims Examination:** The UPSC Prelims exam is meant to serve as a screening test only. The marks scored in the Prelim exam is not counted in the final tally of the Mains exam or the Interview.

The number of candidates who qualify the Prelims Exam is about twelve to thirteen times of the total of the approximate number of vacancies that has to be filled in that year in the various Services and Posts.

It is mandatory for the candidate to appear in both the papers of the Prelim examination. The candidate will be disqualified in case he or she appears in only one paper of the Prelims exam.

**Negative Marking:** There is "Negative Marking" in the Prelims exam. For every wrong answer, 1/3rd of marks allotted for every question will be reduced from the correct tally of score. So candidates need to be extra careful while making wild guesses in the prelim exams.

This Prelim exam is designed to evaluate qualities like a sharp memory, mental agility and basic retention power. Candidate need to prepare themselves mentally to adapt to the requirements of this exam. Sometimes even with very good preparation, things may not fall in place in the exam hall, so it is necessary to have a great amount of intelligent quotient to tackle the prelims exam.

**UPSC Mains Examination Explained:** The Civil Services Mains examination is completely different from the Prelims and is based on written format. The Mains exam tests the academic abilities of the candidate and the talent to present the answers in a clear and coherent manner. The Examination is intended to assess the overall intellectual traits and depth and understanding of the subject prescribed in the syllabus.

A candidate can pick any one language from the Eighth Schedule of the Constitution or English as the medium for writing the answers in the Mains examination.

The total mark in the Mains examination is 1750 Marks. Candidates are required score more than fifty percent of these marks to qualify for the next stage. The cut of marks for the Mains exam varies each year and it is separate for the General Category, SC, ST and Handicapped persons.

There are "NINE papers" in the in the Mains examination. Out of "NINE" there are two qualifying papers; i) any modern Indian language (300 marks) ii) English (300 marks). The marks of these two papers are not be counted in the merit list of the main examination, however qualifying in these two papers is compulsory.

Out of "SEVEN" Papers there are "FIVE" compulsory papers and Two Optional papers from the subject of your choice.

The first compulsory paper is called 'ESSAY' comprising of 250 Marks. Candidate can write this paper in the medium of language of their choice.

There are "FOUR" General Studies paper that are compulsory. Each General Studies paper comprises of 250 Marks and combining constitutes of 1000 Marks. The syllabus of General Studies papers are of degree level.

The remaining "TWO" papers are from "ONE" optional subject to be chosen by the candidate from the list of subjects. These two papers, comprising of 300 marks each and makes a total of 600 marks.

The scope of the syllabus of optional subject is higher than the bachelor's level but lower than the master's level.

Candidate is allowed to take up literature as an "Optional Subject" without the condition of having the same at graduation level."

**Interview:** The interview carries 275 marks and the minimum interview marks is fixed at 45. The interview marks can be the deciding factor to be in the merit list. A good score can get you in the merit list and can fetch you the service your choice and a bad score can even push you out from the list. So one should strive to get at least 200 and above marks in the interview.

The Civil Service Interview is held in the UPSC Office at Dholpur House, New Delhi. There are multiple boards' headed by a chairman and other members. The list of board being faced by individual interviewees is given out at the time of declaring the dates of the interviews.

The interview marks along with the marks of the mains exam are added to prepare the merit list and determine the selected candidates. The interview marks are not disclosed immediately but come only with the final results.

A candidate is recruited into the Civil Services depending upon his rank in the overall merit list. The recruitment happens at the level of officers having executive powers. The Indian Administrative Service (IAS), Indian Foreign Service (IFS), Indian Police Service (IPS) is the top ranking jobs. Other services, includes Finance, Post and Telegraph, Revenue, Secretariat etc.

The selected candidates are first put through a training session for a short period. They are usually sent to an academic staff college associated with the service allocated.

**Application Procedure:** The application Procedure for the Civil Services Examination is now made online. No other mode for submission of applications is allowed. The online Applications can be filled up after the announcement by the UPSC till the closing date till 11.59 PM.

**HOW TO APPLY:** Candidates are required to apply Online by using the website <http://www.upsconline.nic.in>. Detailed instructions for filling up online applications are available on the above mentioned website. It is advised to finish the registration and filing up the application form as soon as possible maybe soon after the notification of the Civil Service exam.

Candidates shall be issued an e-Admission Certificate 3 weeks before the date of examination. The e-Admission Certificate will be available on [www.upsc.gov.in](http://www.upsc.gov.in) for downloading by the candidates. The hall tickets are no more sent by post to the applicants.

**i) Academic Eligibility:** The candidate must hold a PASS BACHELOR'S degree from any of the 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 or intend to appear for the final examination and are awaiting results are also eligible to apply for the Preliminary Examination. All such candidates who qualify the Prelims

examination must produce a proof of Pass Bachelor Degree to appear for the Civil Services Main Examination. This Degree has to be attached with their application for the Main Examinations.

**ii) Age limits and Number of Attempts:** A candidate must have attained the age of 21 years and must not have attained the age of 32 years for the unreserved (general) category with 6 attempts. The upper age limit is relaxed up to a maximum of five years if a candidate belongs to a Scheduled Caste (SC) or a Scheduled Tribe (ST). Such candidates can write the exam till 37 years with unlimited number of attempts. In case of candidates belonging to Other Backward Classes (OBC) the age relaxation is up to a maximum of three years. Such candidates can write the exam till 35 years with 9 attempts.

**Nationality:** The candidate must be a citizen of India to be eligible for the Indian Administrative Service (IAS) and the Indian Police Service (IPS), for other services, a candidate must be either: a citizen of India, or a subject of Nepal, or a subject of Bhutan.

**List of Examination centers for Prelims and Mains exams:** The UPSC has issued a list of exam centres from where candidates can take their Prelims and Mains exams. Most of the state capitals have a centre for taking the Civil Service exam. Once the choice of a particular centre is made, changing it later is a very difficult proposition.

**Cut off Marks for Civil Service Exam 2016:** In the Prelim exam 2016, the cut off marks for general category was 116, for OBC 110.66, for SC- 96, for ST 96. This was out of 200 marks scored in General studies paper I. The GS paper II was only qualifying in nature with 33% or 66.66 marks

In the Mains exam 2016 the cut off marks for general category was 787, for OBC 745, for SC, 739 for ST 730, for physically handicapped 1 - 713, physically handicapped 2 - 740, physically handicapped 3- 545. This was out of 1750 marks scored in 7 written papers.

In the Civil Services Final exam 2016 the cut off marks for general category was 988, for OBC 951, for SC, 937 for ST 920. This was out of 2025 marks which include marks of the written exam 1750 plus the interview of 275 marks.

**List of Civil Services:** The Civil Services Exam makes recruitment to the 24 services at all Indian level. There are 19 Group A Services and 5 Group - B Services.

The number of candidates selected through Civil Services Exam varies each year depending upon the vacancies. In 2016 exam, the number of intake was 1,079. The number of vacancies in 2015 was 1,129.

**How many write the exam:** The number of aspirants writing civil service exam is increasing over the years. About 10 lakh candidates had applied for Prelims exam in 2017 of which roughly half appeared for the actual exam, out of which 13,000 candidates qualified write the Main exam in 2017.

**Remuneration:** The Government of India has fixed salary grades for the Civil Servants. In addition to the salary; civil servants receive various allowances such as Dearness Allowance, City compensatory Allowance, Leave Travel Allowance, Medical allowance etc. There are many special facilities that include subsidized accommodation, transport facilities etc. Post retirement, they get very good social welfare facilities. The



promotions in the service are time bound and increase in the salary and privileges are automatic.

**Conclusion:** The greatest thing about Civil Service is the job security. Civil Servants derive a great deal of satisfaction being placed at such a privileged position in the job hierarchy and for being able to participate in the developmental process of the country. Last but not the least, the love and respect the civil servants commands from the people gives them huge job satisfaction that is something immeasurable and that's what is the greatest attraction to join the civil services.