

## 1. Step One: Know about the Civil Services before opting for it

- 1.1 The Exam is for appointing to Indian Foreign Service, All India Services and 21 Central Services Group A and B.
- 1.2 Before deciding to fill the form, read the 'Civil Services Report 2010', on [www.darpg.gov.in](http://www.darpg.gov.in) a copy of which is also placed in this folder.
- 1.3 In the Form, do not list out all the services given in the advertisement for the Exam. Select only five or ten and then list them in priority as per your preference.
- 1.4 For deciding your preference, assess your strengths and weaknesses.
- 1.5 For example, if you are opting for Indian Police Service, or any of the UT Police Services, make sure that you have the stomach to cope with criminal activities of all hue and variety, 24 x 7.
- 1.6 As an IAS aspirant, know that about 200 out of 604 districts are currently under Left Wing Extremism. As such, for 200 IAS Probationers, the first posting could be in any of these.
- 1.7 As an officer of Indian Customs and Excise, one could be dealing with smugglers, and may have to cope with the narcotic mafia, in addition, to various agents deployed by large corporations.
- 1.8 As such, discuss your service choices with parents and other family members before opting for them.
- 1.9 For the services that you finally short list, visit the website of the nodal ministries, to know more about the range of work. Then reconfirm your priority services. The nodal ministry is indicated against each service in the list given below. Easiest way to the websites is to access them through [www.indiaportal.gov.in](http://www.indiaportal.gov.in) list of government websites

## 2. Know about the Exam structure

- 2.1 The CS Examination is for filling vacancies in 24 Civil Services in Government of India. The cut off percent marks varies from year to year depending on the number of vacancies announced for a given examination.

- 2.2 For example, for CSE 2017, the total number of vacancies is 980. To qualify the Preliminary Exam, one needs minimum 33% marks in Paper 2. The number of candidates declared clear for attempting the Main Exam will be 12 to 13 times the number of vacancies ( See UPSC Notification dated 22.02.2017)
- 2.3 Thereafter, in the Main Examination, a candidate has to attempt to achieve the highest possible marks, for the two qualifying papers of a language of choice and English, plus the Five Compulsory Papers of Essay and General Studies 1 to 5, plus two Optional Paper that have Paper 1 and 2 each.
- As such, the total number of papers for Main Exam is Qualifying 2 + Compulsory 5 + 2 Optional papers with 2 papers each = 11 paper to be prepared for and attempted.
- 2.4 For qualifying for the Interview, a candidate has to be in the first 2500 to 3000 thousand candidates, because the number of candidates called for interview are two or three times the number of vacancies.
- 2.5 After Interview, only 1 out of 3 candidates gets selected for inclusion in the final list. The top 980 candidates will be finally selected for filling the vacancies. This also implies that the difference between a successful and an unsuccessful candidate is of one mark only, as the 'cut off' point varies from year to year depending on the varying number of vacancies to be filled.

### 3. Prepare yourself mentally for failure in the first attempt :

- 3.1 The uncertainty in this very tough competition is very high. Therefore, at least the first attempt should be made with an open mind and with a view to 'test the waters'. This will eliminate the depression that sets in due to frustration. Failure after all the hard work can often be overwhelming.
- 3.2 The Main Exam tests not only the learning and knowledge but also the candidate's capacity to sustain under physical and mental pressure. The Exam is held for 5 to 6 continuous days, with two papers to be answered every day.
- 3.3 Papers in the Main exam are all essay type, and the candidates ability to write 11 papers of three hours each, in 5 to 6 days, certainly tests their physical capacity.



- 2.18 Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'. M/o Personnel and AR
- 2.19 Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'. Nodal : M/o Home Affairs
- 2.20 Pondicherry Civil Service, Group 'B'. M/o Personnel
- 2.21 Pondicherry Police Service, Group 'B'.

## 5 General Information

- 5.1 Permanent Civil Service based on merit system through competitive examination was introduced in India, in 1854.
- 5.2 After 1950 main features include:
  - 5.2.1 Open-Entry based on competitive examination
  - 5.2.2 Elaborate training
  - 5.2.3 Permanency of tenure
  - 5.2.4 Important posts at Union, State and District level are manned by the Officers recruited through Civil Service Examination conducted by the Union Public Service Commission.
  - 5.2.5 A system of promotions predominantly based on seniority and performance
  - 5.2.6 A regular graduated scales of pay pension and other benefits, in which Grade Pay Scales are Time based. For details see the Report of Pay Commission.

## 6. Grouping of Civil Services in India

6.1 Civil services can be grouped into 3 broad categories:

- a) Services whose members serve both the Union and the States. These are termed as the All India Services (IAS, IPS and Indian Forest Service) Main Exam for forest service is held separately while preliminary exam in common.

- b) Services whose members serve only the Union Government, are Central Civil services (IRS, IRTS, IAAS, IPoS)
  - c) Each State has its own State Civil Services for which the State Public Commissions conduct the exams. Being a resident of that State is an essential requirement for any State Civil Service appointment.
7. **Competency Framework** introduced for All India Services after 2012, includes the following competencies:
- a) Accountability,
  - b) Transparency,
  - c) Equity and Inclusiveness,
  - d) Participatory,
  - e) based on Rule of Law,
  - f) Effectiveness and Efficiency.
8. **Ethos** covers
- a) People First,
  - b) communication skills,
  - c) organizational awareness,
  - d) Commitment to Organization,
  - e) Strategic Thinking,
  - f) Team Work.
9. **Ethics** include
- a) Integrity,
  - b) Self control,
  - c) Self Confidence,
  - d) Attention to Details,
  - e) Decision Making.

#### 10. Work Trajectories for various Services:

- 10.1 Those appointed to the three AIS are allocated to one of the 29 States and they get posted / transferred to districts in that State only.

- 10.2 They continue in the cadre of the allotted State, throughout their service. On being empanelled for posts of Joint Secretary and above they get posted in Central Ministries / Departments.
- 10.3 Those in Indian Foreign Service work in Ministry of External Affairs, and are posted in various embassies across the world. They are allocated global zones in which they will be posted, and have to learn the major languages of the countries in those zones.
- 10.4 Those in the remaining services in List 2 are under the control of their nodal ministries concerned.
- 10.5 Those in the Union Territory Services as per No. 19, 20, 21, in List 2, get their transfers and postings in the six Union Territories and one NCR of Delhi
- 10.6 Nodal Ministry means the ministry / department that manages the cadre of that service including all matters pertaining to promotion, transfers, postings, deputation, fixation of pay, Service Book maintenance, sanction of leave, medical matters, disciplinary action, various permissions under Conduct Rules, Annual Performance Reports, and finally sanction of pension .

## 11. Training:

- 11.1 First two years are of Probation. Further continuance in service is subject to completion of training and work performance during these two years.
- 11.2 Initial training includes Foundation Course of 15 weeks in which probationers of all the 24 services are together in Lal Bahadur Shastri National Academy of Administration, Missouri.
- 11.3 Thereafter, the IAS (Probationers) undergo, 26 weeks training in the said Academy plus 54 weeks of District Training in the State to which they are allotted.
- 11.4 Probationers in the remaining services undergo further training in their respective Service Academies.

11.5 For Police Services, the Training Academy is in Hyderabad, for Accounts Services it is in Allahabad, for the remaining, Academies are mostly located in NCR of Delhi.

11.6 The last 8 weeks of the Probationary period includes de-briefing sessions, a few weeks training sessions abroad, and Seminars.

## 12. Mid Service Training:

As per National Training Policy 2005 reviewed in 2012, mandatory training is to be successfully completed after 9 years, 16 years, and 28 years of service.

13. To conclude, a career in Civil Services on basis of the Civil Services Examination involves, a commitment to service of the people, continuous learning and updating of work skills. It is a 24x7 job, and maintaining a work and life balance is the biggest challenge, especially for the first ten years of service.

Disclaimer: The above is based on information from various government websites, as obtained during 2016 and up to February 2017