



## **DR. RAFIQ ZAKARIA I.A.S. ACADEMY**

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**Even** after announcement of various schemes for the upliftment of minorities in the field of education and employment, not much result are seen in reality. Taking advantage of these schemes, this institution has taken an initiative to train minority candidates aspiring/intending to take up UPSC civil services examinations and joining the highest level posts of the nation.

**INTRODUCTION** The UPSC civil services examinations coaching and guidance cell is already established in the campus under the Director, coaching and guidance cell from September 2016. The students of this second batch after taking coaching have appeared for the UPSC Civil services prelims held on 03/06/2018. This year i.e. for 2019, the coaching will tentatively commence from 1st of September,, 2018 in the premises allotted for the purpose. Initially 35 candidates will be inducted in the class. There will be hostel facility and food/ catering facility which will be made available and included in the fees for the entire period.. Arrangements have been made for online coaching from a very reputed coaching classes in Delhi. i.e. GS Mentors, Delhi Details are as below

Selection procedure: **Candidates belonging to minority community should only apply.** Their selection is done strictly on merit, i.e. on the basis of marks obtained by the candidate in the entrance test and personal interview to be taken between August and September, 2018. **He should be a graduate in any discipline from a recognized university, or may have appeared for the final year of a graduation course whose result would be due by July/ August, 2018 . Should have attained the minimum age of 20 years and must not be more than 30 years as on August 01, 2018.**

The candidate has to be physically fit. On line applications will be invited by giving advertisement in newspapers and by giving wide publicity through other social media. The tentative dates of the entire selection procedure are given below.

**Infrastructure:** the coaching cell has one library , one study room, one large hall for online coaching class. Director's chamber. The classroom is well equipped

with teaching aided facilities such as computers, laptops, over head projector, mic system, web cam, and all apparatus required for online interactive coaching. There will also be a computer room for hands on facility for students.

**The Director and the faculty** the Director of the cell has been appointed purely on contract basis. He is a retired officer of high level, proficient in administration, and having experience in coaching. The institution has appointed an online interactive coaching institute of delhi after contacting various firms/institutes that are proficient in online interactive coaching, and after thorough discussion with them have selected one for imparting online coaching to the 35 inmates of our institute. The faculty will impart training to the inmates which will be online and interactive. They will prepare students for UPSC civil services prelims, mains, and interview, they will take weekly, monthly tests, correct the answer papers and guide the students accordingly. Once in a month they will come to our institute and interact with the students and guide them by solving their difficulties. Payments will be made to the online coaching institute on monthly basis based on the rates they have quoted and agreed to. An agreement will have to be signed between our institute and the online coaching class.

**Facilities and Environment:** Study material, books, newspapers and magazines are easily available to trainees, books of common optionals will also be made available to the students. Trainees will have internet facilities as per requirement as already said above. The candidates should have their personal copies of all important books including those of the optional subjects chosen by them. The institution will have a separate library for the students. Books will be issued to students and returned by them after use within specific period. The institute will also provide weekly, monthly magazines useful for the exams. a list of some is given below.

**The Civil Service Examination (CSE) is based basically on SELF STUDY. What we provide is guidance and appropriate physical and educational environment.**

**Coaching & Guidance:** In our institute, coaching and guidance shall be in English only. Books, Magazines and study material shall also be in English. Candidates who choose English and Urdu as their medium of answering the question only should apply. Candidates taking Urdu as their medium should note that enough books and study material will be made available.

**Subjects of Coaching & Guidance:** For the Prelim examination, coaching and guidance will be provided for G.S. For the Mains examination coaching & guidance will be provided in G.S., Essay, History, Geography, Sociology, Public Administration, Political Science and Urdu literature (if adequate number of candidates opt for it.)

**Fees and Deposits:** The coaching and guidance shall be highly subsidized. Each trainee will have to pay a total fees of Rs.40,000/- (Rs. forty Thousand Only.) only is payable towards tuition, for the coaching period till the results of UPSC CS Prelims, 2018. If they clear the Prelims, they will be given coaching for UPSC Mains and Personal Interview free of cost. Rs. 20,000/- will have to be paid in shape of Demand draft while joining and remaining amount be paid in instalments of Rs. 5000/- each in the successive months promptly.

**Discipline:** The trainees shall have to adhere strictly to the rules and regulation of the institution. They are expected to maintain a high level of self discipline. Visitors/ relatives shall not be generally allowed. The trainees will be given a short break after each examination, when they can visit their home towns. The trainees shall not be allowed to pursue any other academic or non-academic job/course/activity.

**Institution's Entrance Procedure:** The Entrance Procedure includes a Written Test based on the Syllabus given below which will be on **19/08/2018** and Personal Interview on **25th & 26th August, 2018 for the IIIrd batch commencing from 1<sup>st</sup> of September, 2018.**

**Date of Application:** The online application will be available on our website [www.maca.ac.in](http://www.maca.ac.in) from **01/08/2018** morning. Do not wait for the last date which is **12/08/2018**. Fill in the application form on line on our website [www.maca.ac.in](http://www.maca.ac.in)

after going through the instructions given in the document attached below **“Instructions to candidates 2018”** and **submit your application online only** to Director, Dr Rafiq Zakaria I.A.S. Academy, You need not send Application and other details by POST. You will be allotted a transaction Id which will be useful for all further correspondence. The E Admit card (hall ticket) will be sent to you on your Email Id given by you in your application form. Therefore, please give your accurate E mail Id which must be valid and active. You will take a printout of the e admit card and show to the invigilator in charge of examination at the examination centre on the day of examination.

**AGE: The age of the applicant for the coaching in our institution, accordingly should be minimum 20 years and not more than 30 as on 1st of August 2018.**

**Syllabus for Entrance Test :** The entrance test will of three hours duration. There will be two question papers as given below:

**First question paper** will be objective in nature consisting of Section A, and section B. this will of one hour and forty five minutes duration.(one hour for section A and forty five minutes for section B) Details of sections are given below.

**Section A:** GS-I (**100 Marks**, Objective type, 50 questions 2 marks for each question). General understanding of General Studies Paper I, from Syllabus for C S Preliminary Examination Current Events of January, 1st 2018 to July, 30<sup>th</sup> 2018.

**Section B:** GS II (**100 Marks**, Objective type, 40 questions, 2.5 marks for each question). General understanding of General Studies Paper II (Aptitude test) ( this paper will be qualifying, candidates should secure at least 33% marks)

From Syllabus for C S Preliminary Examination.

**Second question paper** follows immediately, which will be subjective in nature, consisting of section C, i.e. Essay. It will be of one hour and fifteen minutes. Details of section C is also given below.

**Section C:** Essay (**100 Marks**, Subjective Paper) you have to write two (2) essays out of given alternatives. Long essay in not more than 500 words of 60 marks and short essay in not more than 350 words of 40 marks.

**NOTE:** Candidates getting more than a minimum cut off in each section i.e. section A, C will only be considered and a minimum 33% in section B for further process.

**NEGATIVE MARKING:** There will be negative marks for each wrong answer in GS I and GS II.

For GS I (-0.67) for each wrong answer.

For GS II (- 0.83) for each wrong answer.

Availability of online Admission form on Website	Last date of Application	Entrance Test/ Interview	Session Starts	Duration/ period	Number of Candidates
01/08/2018	12/08/2018	19/08/2017, 25/08/2018, 26/08/2018	01/09/2018	12 months	35

**Personal Interview: 40 Marks.** 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. In broad terms this is really an assessment of not only his 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 judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

### **Interview will be conducted on 25th & 26th of August, 2018**

**Joining Date:** The finally selected candidates will be informed about their selection by email and accordingly they should report on 15/07/2017 fore noon. The coaching will be from **01/09/2018** to the date of Civil Services Preliminary Exams conducted by UPSC in June, 2019, further from the date next to the date of prelims till the date of Civil Services Mains Exams conducted by UPSC. The coaching will be on-line interactive from a very reputed firm. G. S. MENTORS, DELHI. They will take up the entire syllabus as given below. They will give required notes, undertake personal counseling, conduct weekly tests and evaluate and guide/ suggest after correcting the answer sheets.

**Confirmation on better performance: Candidates should note that their admission to the Coaching & guidance cell will be provisional subject to their performance in the weekly tests conducted in the first two months.**

### **UPSC Civil Services Examinations :**

**IAS & Allied Services Examination:** The IAS and Allied Services examination conducted by the UPSC is one of the most prestigious examinations in the country. In common parlance this examination is known by different names like IAS exam, IPS exam, IFS exam, Civil Services Exam or UPSC Exam. Those who finally qualify, become District Collectors, Divisional Commissioners etc. after a few years of service. **A graduate from any faculty can appear for these examinations.** Candidates with no technical degrees or good academic record can emerge as toppers with dedicated efforts. While others with medical or

engineering degrees might fail. Thus the Civil Service Examination (CSE) is a test of a candidate's perseverance and hard work.

**Why Civil Services?** In India, Civil Services have been attracting young talent across classes and regions due to the unique job profile these services offer. It provides professional and personal growth, • Diversified job content, authority, social prestige, • Public contact, • On field job, • Always in action, • Visible Impact With all these things, one gets an opportunity to serve the society.

### **Eligibility Conditions :**

1. An Indian citizen.
2. A graduate in any discipline/ faculty.
3. Candidate should be at least 21 years and not more than 32 years of age on August 1, of the year of exam i.e. 2017 Relaxation in age is allowed to the candidates belonging to reserved categories. Candidates are required to apply through online mode in the Commission's website **www.upsconline.nic.in**. No other mode is allowed for submission of application.

### **Preparation for the Civil Service Examination (CSE):** Aspirants have to

devote themselves fully for the preparation, for at least 18 months, starting from July of the year of the exam. With 18 months of rigorous and systematic preparation, both the Prelims and the Mains can be cleared. A candidate may need to study for a minimum of 10 hours per day in the beginning.

### **Plan of Examination:** The examination is a three-stage recruiting process:

1. Preliminary Examination (in common parlance known as Prelims),
2. Main Examination and
3. Personal Interview.

A candidate has to pass all these three stages in a single series. If he fails at any stage, he has to repeat the process the next year. After clearing all these three stages, about 1000 candidates are ultimately selected for different services.

**CSE PRELIMINARY & MAIN EXAMINATION STRUCTURE Announcement:** The announcement for the Civil Service Examination is made once every year, generally in February. This year it is by:

**Notification of Date : 19/02/2019**

**ii. Last Date to Apply : 18/03/2019**

**iii. C. S. Prelims Exam Date : 02/06/2019 (duration 1 day)**

**iv. C. S. Mains : 20/09/2019 (5 DAYS)**

The examination has three stages i.e.

- 1) Civil Services Prelims – This year it will be conducted on 02/06/2019.
- 2) Civil Services (Main) Examinations will be conducted during September,2019. Only those candidates who qualify in the Preliminary Examination will be eligible to take the main Examination of that year. Candidates qualifying for mains are about twelve to thirteen times the number of vacancies.
- 3) Candidates who obtain minimum qualifying marks in the written part of main examination are called for a Personality Test at UPSC, New Delhi.

The number of candidates called for personality tests is about twice the number of vacancies. Besides the Government Gazette, Employment News and almost all national Dailies publish the notification with full details rules & regulations, Syllabi and format of Online Application Form for the Preliminary Examination etc.

**The Preliminary Examination of CS:** This Examination now known as CS Prelims comprises of two compulsory papers of 200 marks each. Both question papers will have objective type (multiple choices) questions. The papers will have negative marking for wrong answers (one third mark is deducted for every wrong



answer). The question papers will be set both in Hindi and English. However, questions relating to English Language Comprehension skills of Class X level will be tested through passages from English Language only without providing Hindi translation. Each paper will be of two hours duration. Both papers are held on the same day. This examination is conducted to shortlist the serious candidates and to reject candidates who take the CSE casually. Although the marks of the prelims do not count for the selection. **Prelims is the door to enter for the Mains.**

### **Syllabus for the Preliminary Examination:**

**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-that do not require subject specialization 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) English language comprehension skills (Class X level).

**Note I:** The Commission will draw a list of candidates to be qualified for Civil Service (Main) Examination based on the total qualifying marks as may be determined by the Commission, of the two papers put together.

**Note II:** 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.

(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.

(ii) The general studies paper II of the civil services (preliminary) examination will be of qualifying nature with minimum qualifying marks fixed at 33%.

**Note III: It is mandatory for the candidate to appear in both the Papers of Civil Services (Prelim) Examination for the purpose of evaluation. Therefore a candidate will be disqualified in case he/she does not appear in both the papers of Civil Services (Prelim) Examination.**

**UPSC CS Preparation (IAS Prelims): How to prepare for UPSC CS 2019?** Since the CSAT score does not carry forward to the Main exams, preparation should be in such a way that it should help pass the CSAT as well as the general studies papers of the main exams. Here is the recommended booklist/study material for CSAT 2019.

**Text books:**

Class 9 and 10 ICSE books on environment

Class 9 NCERT Economics text book

Class 9 NCERT Science text book

Class 9 NCERT Geography (Contemporary India -I) text book

Class 9 NCERT Science text book-2

Class 9 NCERT Polity (Democratic Politics - I) text book

Class 9 NCERT Polity (Democratic Politics -II) text book

Class 9 NCERT Polity (Democratic Politics -III) text book

Class 10 NCERT Economics (Understanding Economic Development) text book

Class 10 NCERT Geography (Contemporary India -II) text book

Class 10 NCERT Science text book

Class 11 NCERT Geography (Fundamentals of Physical Geography) text book

Class 11 NCERT Geography (India: Physical Environment) text book

Class 11 NCERT Geography (Practical Work in Geography - I) text book

Class 11 NCERT Economics (Indian Economic Development) text book

Class 12 NCERT Polity (Indian Constitution at Work) text book

Class 12 NCERT History (Indian History - I) text book

Class 12 NCERT History (Indian History - II) text book

Class 12 NCERT Geography (Fundamentals of Human Geography) text book

Class 12 NCERT Geography (India: People and Economy) text book.

You may login to the link as below

<http://www.ncert.nic.in/ncerts/textbook/textbook.htm>

**Newspapers/magazines/Journals:** The Indian Express (daily), The Hindu (daily), Yojana (monthly) (for free issues go to: [www.yojana.gov.in](http://www.yojana.gov.in)), Civil Services Chronicle/ Civil Service Times/ Competition Wizard (monthly), Frontline, Kurukshetra (monthly), Pratiyogita Darpan.

**References:** India Year Book 2018, The Economic Survey of India, India's Struggle for Freedom by Bipin Chandra, Indian Polity by L. Laxmikanth, Indian economy by Ramesh Singh.

**C. S. Main Examination:** 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 below out of which two papers will be of qualifying 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.

**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**

**Candidates may choose any one of the optional subjects from amongst the list of subjects given below:**

**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 of who attain such minimum standard as may be fixed by Commission at their discretion for the qualifying papers on 'Indian Language' and 'English'.

(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, Maithilli 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 below: The candidates should start preparing first for the Main Examination, at least 8 months before the examination. They should not wait for the Prelims results to be declared. Their preparation for the Mains will not go in vain even if they do not qualify in the Prelims. The candidate should never forget that the Prelims is only a qualifying examination, whereas the Main requires greater attention and its marks help in securing good positions if they are finally selected. The main Examination is intended to assess overall intellectual traits and depth of understanding of candidates. The nature and standards of questions in the general studies papers (paper II to paper V) will be such as to test candidate's general awareness of a variety of subjects, likely to test his basic understanding of all relevant issues,

ability to analyze and take a view on conflicting socio economic goals, objectives and demands and that a well educated person can answer them without any specialized study.. The scope of the syllabus for optional subject papers (paper VI and VII) for the examination is broadly of the honours degree level. I.e. a level higher than the bachelors' degree and lower than the masters' degree. In the case of Engineering, Medical Science and law. The level corresponds to the bachelors' degree Syllabi of the papers included in the scheme of Civil Services (Main) Examination are given as follows:

**QUALIFYING PAPERS ON INDIAN LANGUAGES AND ENGLISH:** The aim of the paper is to test the candidates' ability to read and understand serious discursive prose, and to express his ideas clearly and correctly, in English and Indian Language concerned. The pattern of questions would be broadly as follows: (i) Comprehension of given passages, (ii) Precise Writing, (iii) Usage and Vocabulary. (iv) Short Essay. Indian Languages: (i) Comprehension of given passages. (ii) Precise Writing (iii) Usage and Vocabulary. (iv) Short Essay, (v) Translation from English to the Indian language and vice versa.

**Note 1:** The Papers on Indian Languages and English will be of Matriculation or equivalent standard and will be of qualifying nature only. The marks obtained in these papers will not be counted for ranking.

**Note 2:** The candidates will have to answer the English and Indian Languages papers in English and the respective Indian language (except where translation is involved).

**PAPER I: ESSAY** Candidates will be required to write an essay on a specific topic. The choice of subjects will be given. They are 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, redrawl 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 subcontinent); 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 structures, 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 form- 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, biotechnology 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 non-state 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 utilize 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.

**Aptitude:** content, structure, function; its influence and relation with thought and behavior; moral and political attitudes; social influence and persuasion.

Aptitude and foundational values for Civil Service , integrity, impartiality and nonpartisanship, 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.

**PAPER VI & PAPER VII: Optional Subject Papers I & II Candidate may choose any optional subject from amongst the List of Optional Subjects given above.**

**C. Interview 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 caliber 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 judgment, 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 specialized 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.

**Attempts:** A general category candidate is allowed to appear for Civil Service Examination **four** times (now 6 times the details will follow in the notification, while candidates belonging to reserved categories get higher number of attempts.

**Methodology:** Those who are to appear for the Civil Services Examination have to keep in mind that every answer should have a good beginning and a definite conclusion. They should avoid making sweeping generalizations. All the important points should be highlighted in their answers. Brief and relevant answers help to fetch good marks. Answers should be presented with flow charts, diagrams and pie charts which are bound to impress the examiners. The last two months before the examinations should be devoted to revision only. Students are advised to practice a number of times solving mock papers and cautioned against touching upon new topics. Any attempt at expanding one's knowledge base in the run-up to the Mains may have a negative effect. The candidates are also advised to avoid reading unnecessary things, as what not to read is as necessary as what to read during the limited time for preparation. By avoiding unnecessary topics, one can save a lot of time and concentrate more on main issues. All answers should be written in legible and easy-to-read handwriting,.

The number of vacancies to be filled on the result of the examination is expected to be approximately 1450. which may vary

- Reservation will be made for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled Categories in respect of vacancies as may be fixed by the Government.

**List of IAS & Allied Services:**

- (i) Indian Administrative Service.
- (ii) Indian Foreign Service.
- (iii) Indian Police Service.
- (iv) Indian P & T Accounts & Finance Service, Group 'A'.
- (v) Indian Audit and Accounts Service, Group 'A'.
- (vi) Indian Revenue Service (Customs and Central Excise), Group 'A'.
- (vii) Indian Defence Accounts Service, Group 'A'.
- (viii) Indian Revenue Service (I.T.), Group 'A'.
- (ix) Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration).
- (x) Indian Postal Service, Group 'A'.
- (xi) Indian Civil Accounts Service, Group 'A'.
- (xii) Indian Railway Traffic Service, Group 'A'.
- (xiii) Indian Railway Accounts Service, Group 'A'.
- (xiv) Indian Railway Personnel Service, Group 'A'.
- (xv) Post of Assistant Security Commissioner in Railway Protection Force, Group 'A'
- (xvi) Indian Defence Estates Service, Group 'A'.
- (xvii) Indian Information Service (Junior Grade), Group 'A'.
- (xviii) Indian Trade Service, Group 'A' (Gr. III).
- (xix) Indian Corporate Law Service, Group "A".
- (xx) Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade).
- (xxi) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'.
- (xxii) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar

Haveli Police Service, Group 'B'.

(xxiii) Pondicherry Civil Service, Group 'B'.

(xxiv) Pondicherry Police Service, Group 'B'.

The number of vacancies to be filled on the result of the examination is expected to be approximately 1,000 which include 34 vacancies reserved for P.H. Category, i.e. 34 vacancies for LDCP, 7 Vacancies for B/LV and 13 Vacancies for H.I. The final number of vacancies may undergo change after getting firm number of vacancies from Cadre Controlling Authorities. Reservation will be made for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled Categories in respect of vacancies as may be fixed by the Government.

### **Conclusion**

The Director of this coaching and guidance cell can be contacted on the address & contact nos. given below for any further enquiry in the matter of UPSC civil services examinations:

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