

UPSC
(Union Public Service
Commission)
Civil Services Exam



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Posts Offered

Group A

- Indian Administrative Service
- Indian Foreign Service
- Indian Police Service
- Indian P & T Accounts & Finance Service, Group 'A'
- Indian Audit and Accounts Service, Group 'A'
- Indian Revenue Service (Customs and Central Excise), Group 'A'
- Indian Defense Accounts Service, Group 'A'
- Indian Revenue Service (I.T.), Group 'A'
- Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration)
- Indian Postal Service, Group 'A'



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Posts Offered

Group A Contd

- Indian Civil Accounts Service, Group 'A'
- Indian Railway Traffic Service, Group 'A'
- Indian Railway Accounts Service, Group 'A'
- Indian Railway Personnel Service, Group 'A'
- Post of Assistant Security Commissioner in Railway Protection Force, Group A
- Indian Defense Estates Service, Group 'A'
- Indian Information Service (Junior Grade), Group 'A'
- Indian Trade Service, Group 'A' (Gr. III)
- Indian Corporate Law Service, Group "A".



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Posts Offered

Group B

- Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade)
- Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'
- Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'
- Pondicherry Civil Service, Group 'B'
- Pondicherry Police Service, Group 'B'



SELECTION PROCESS

- Notification – Feb
- Civil Services Prelim Exam – May
- Civil Services Mains – Oct –Nov
- Interview – March
- Results – May

ELIGIBILITY CRITERIA

CATEGORY	DEGREE	AGE As on 1 st Aug (as per the year of exam)	No. of Attempts Allowed
General (Open)	Degree from Recognized Univ.	Between 21-30 years	4 attempts till you attain the age of 30 years
OBC	Degree from Recognized Univ.	Between 21-33 years	7 attempts till you attain the age of 33 years
SC/ST	Degree from Recognized Univ.	Between 21-35 years	Unlimited attempts till you attain the age of 35 years

Candidates in their final year of graduation can also apply!!



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ELIGIBILITY CRITERIA

CATEGORY	DEGREE	AGE As on 1 st Aug (as per the year of exam)	No. of Attempts Allowed
Physically Handicapped	Degree from Recognized Univ.	Between 21-40 years	7 attempts if belongs to General Category, & as per the rules of the category they belong to.
Ex-Servicemen	Degree from Recognized Univ.	Between 21-35 years	as per the rules of the category they belong to.
of J&K Domicile	Degree from Recognized Univ.	Between 21-35 years	as per the rules of the category they belong to.

Duties of IAS officer

- The Indian Administrative Service (IAS) is the administrative civil service of the executive branch of the Govt. of the Republic of India.
- The officers of the IAS play a major role in managing the bureaucracy of both the Union Government (Central Government) and the state governments, with its officers holding strategic posts across the country.
- Functions of IAS Officer:
 - Policy Formulation
 - Policy Implementation
 - Civil administration
 - Advisors to Ministers
 - Managing bureaucracy (Center and State)

DUTIES OF IPS OFFICER

- To fulfill duties in the areas of maintenance of public peace and order, crime prevention, investigation, and detection, collection of intelligence, VIP security, counter-terrorism, border policing, railway policing, tackling smuggling, drug trafficking, economic offences, corruption in public life, disaster management, enforcement of socio-economic legislation, bio-diversity and protection of environmental laws etc.
- Leading and commanding the Indian Intelligence Agencies like Research and Analysis Wing (R&AW), Intelligence Bureau (IB), Central Bureau of Investigations (CBI), Crime Investigation Department (CID) etc., Indian Federal Law Enforcement Agencies, Civil and Armed Police Forces in all the states and union territories.
- Leading and commanding the Para-Military Forces of India (PMF) which include the Central Police Organizations (CPO) and Central Paramilitary Forces (CPF) such as Border Security Force (BSF), Central Reserve Police Force (CRPF), Indo-Tibetan Border Police (ITBP), National Security Guard (NSG), Central Industrial Security Force (CISF), Vigilance Organizations, Indian Federal Law Enforcement Agencies.

DUTIES OF IPS OFFICER

- Serve at head of the departments in policy making in the Ministries and Departments of Central and State Governments and public sector undertakings both at centre and states, Government of India.
- To interact and coordinate closely with the members of other All India Services and Central Civil Services and also with the Indian Armed Forces primarily with the elite Indian Army.
- Endeavour to inculcate in the police forces under their command such values and norms as would help them serve the people better.
- Inculcate integrity of the highest order, sensitivity to aspirations of people in a fast-changing social and economic milieu, respect for human rights, broad liberal perspective of law and justice and high standard of professionalism
- Last but not the least, to lead and command the force with courage, uprightness, dedication and a strong sense of service to the people.

Prelim Exam Pattern

PAPER	SUBJECT	MARKS	DURATION
PAPER 1	GENERAL STUDIES	200 MARKS	2 HOURS
PAPER 2	GENERAL APTITUDE	200 MARKS	2 HOURS

Prelim Exam Pattern

- Exam is conducted in May each year.
- Multiple Choice, Objective Test
- Negative Marking
 - Penalty for wrong answers is 1/3rd i.e of the marks assigned to that question will be deducted as penalty
 - If a candidate gives more than one answer, it will be treated as a wrong answer
 - If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question
- Passing Criteria – 12 to 13 times of the No. of Vacancies
- Results are expected in days in 30-45 days

Syllabi for Prelim Exam

- Paper I – General Studies (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

Syllabi for Prelim Exam

- Paper II- General Aptitude (200 marks) Duration: Two hours
- English –
 - Reading Comprehension
 - English Language Comprehension skills
 - Interpersonal skills including communication skills
- Reasoning –
 - Logical reasoning and analytical ability
 - Decision-making and problem solving
 - General mental ability
- Mathematics –
 - Basic numeracy (numbers & their relations, orders of magnitude, etc.)
 - Data interpretation (charts, graphs, tables, data sufficiency etc.)

MAINS EXAM PATTERN

- Eligibility Criteria - Those who clear the Prelims Exam are eligible to appear for the Mains Exam
- Forms for the Mains exam will be sent by UPSC
- All 7 papers are Subjective Tests

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MAINS EXAM PATTERN

PAPER	DESCRIPTION	MARKS
Paper-I	Essay + English	200 + 100 Marks
Paper-II	General Studies I	250
Paper-III	General Studies II	250
Paper-IV	General Studies III	250
Paper-V	General Studies IV	250
Paper-VI	Optional Subject – Paper 1	250
Paper-VII	Optional Subject – Paper 2	250
Total Marks for Written Exam		1800
Interview Test		275
Grand Total		2075 Marks

Mains Exam Pattern

List of optional subjects for Main Examination

If you are taking literature subject your graduation must be in that field.

- Agriculture
- Animal Husbandry & Veterinary Science
- Anthropology
- Botany
- Chemistry
- Civil Engineering
- Commerce and Accountancy
- Economics
- Electrical Engineering
- Geography

- Geology
- History
- Law
- Management
- Mathematics
- Mechanical Engineering
- Medical Science
- Philosophy
- Physics
- Political Science and International Relations

- Psychology
- Public Administration
- Sociology
- Statistics
- Zoology
- Literature

Literature of one of the following languages:

Arabic, Assamese, Bodo, Bengali, Chinese, Dogri, English, French, German, Gujarati, Hindi, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Pali, Persian, Punjabi, Russian, Sanskrit, Santali, Sindhi, Tamil, Telugu, Urdu.

Interview

- Only those Qualifying the Mains Exam will be summoned for the Dholpur House, New Delhi
- The number of candidates to be summoned for interview will be about twice the number of vacancies to be filled
- Interview will be for 30 – 60 minutes approximately
- Interview panel would include – Retired Judge, Retired Colonel, Ex-Vice Chancellor of University, Subject Matter Expert etc.

Interview

SKILLS JUDGED IN THE INTERVIEW ROUND

- Smart & Witty Answers
- Clarity of expression
- Grasp of narrative and argument
- Reasoning ability
- Appreciation of different points of view
- Awareness and concern for socio-economic problems, ranges and depth of interests and personal attributes relevant to interaction with people
- In-depth knowledge of Optional Subjects

INTERVIEW SAMPLE QUESTIONS

- “Why do you want to become a Civil Servant?”
- "What are the problems faced by wheat cultivators in your state?"
- "Is there a law in physics, which is relevant to administration?"
- “Don't you think you can serve your country better by remaining a doctor and treating poor patients? Why do you want to be a civil servant?"

INTERVIEW SAMPLE Q & A.

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- Q. How can you drop a raw egg onto a concrete floor without cracking it?
A. Concrete floors are very hard to crack! (UPSC Topper)
 - Q. If it took eight men ten hours to build a wall, how long would it take four men to build it?
A. No time at all it is already built. (UPSC 23 Rank Opted for IFS)
 - Q. If you had three apples and four oranges in one hand and four apples and three oranges in the other hand, what would you have?
A. Very large hands.(Good one) (UPSC 11 Rank Opted for IPS)
 - Q. How can you lift an elephant with one hand?
A. It is not a problem, since you will never find an elephant with one hand.(UPSC Rank 14 Opted for IES)
 - Q. How can a man go eight days without sleep?
A. No Probs, He sleeps at night. (UPSC IAS Rank 98)
 - Q. If you throw a red stone into the blue sea what it will become?
A. It will Wet or Sink as simple as that. (UPSC IAS Rank 2)
 - Q. What looks like half apple?
A: The other half. (UPSC - IAS Topper)
 - Q. What can you never eat for breakfast?
A: Dinner.
 - Q. What happened when wheel was invented?
A: It caused a revolution.
 - Q. Bay of Bengal is in which state?
A: Liquid (UPSC 33Rank)
 - Q: What is the opposite of Nag panchmi?
A: Nag did not punch me

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