

## ABOUT CIVIL SERVICES EXAM

The Civil Services Examination (CSE) is a nationwide competitive examination in India conducted by the Union Public Service Commission for recruitment to various Civil Services of the Government of India, including Indian Administrative Service (IAS), Indian Foreign Service (IFS), Indian Police Service (IPS), Indian Revenue Service (IRS) and other services.

The Indian Civil Services has its foundations in the British Raj where the service was designed to serve the British interests. Since then it has become the steel frame of the Indian administration and has continued even after independence.

The competitive examination comprises two successive stages: Civil Services (Preliminary) Examinations (Objective Type) for the selection of candidates for Main Examination; and Civil Services (Main) Examination (Written and Interview) for the selection of candidates for the various services and posts.

The Preliminary Examination will consist of two papers of Objective type (multiple choice questions) and carry a maximum of 400 marks. This examination is meant to serve as a screening test only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination will be about twelve to thirteen times the total approximate number of vacancies to be filled in the year in the various Services and Posts. Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in the year will be eligible for admission to the Main Examination of that year provided they are otherwise eligible for admission to the Main Examination.

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 interview for a Personality Test. Marks obtained in the papers will be counted for ranking. The number of candidates to be summoned for interview will be about twice the number of vacancies to be filled.

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.

## SOME PAST YEARS RECORDS

Year	No. of candidates who applied for Prelims	No. of candidates who appeared for Prelims	No. of candidates who appeared for Mains	No. of candidates who appeared for the interview	No. of candidates who got selected
2016	11.36 lakhs	5 lakhs	15,452	2,961	1,099
2015	9,45,908	4,65,882	15,008	2,797	1,078
2014	9,47,428	4,46,623	16,286	3,308	1,236
2013	7,76,604	3,24,279	14,178	3,001	1,122
2012	5,50,080	2,71,442	12,190	2,674	998
2011	4,99,120	2,43,236	11,237	2,415	999
2010	5,47,698	2,69,036	11,865	2,589	965

## CIVIL SERVICES EXAM PATTERN

<b>PRELIMS (400 Marks)</b>		
<b>PAPER-I</b>	<b>GENERAL STUDIES/200 MARKS/02 HRS</b>	<b>Multiple choice, objective type.</b>
<b>PAPER-II</b>	<b>CIVIL SERVICES APTITUDE TEST/200 MARKS/ 02 HRS (Minimum qualifying marks 33%)</b>	<b>Multiple choice, objective type.</b>

<b>MAINS (1750 Marks)</b>		
PAPER-I	ESSAY/250 MARKS/03 HRS	Write any two essays from multiple topics.
PAPER-II	G.S-01 Indian Heritage & Culture, History & Geography of World & Society/250 MARKS/03 HRS	Descriptive type.
PAPER-III	G.S-02 Governance, Constitution, Polity, Social Justice & International Relations/250 MARKS/03 HRS	Descriptive type.
PAPER-IV	G.S-03 Technology, Economic Development, Bio diversity, Environment, Security & Disaster Management /250 MARKS/03 HRS	Descriptive type.
PAPER-V	G.S-04 Ethics, Integrity & Aptitude/250 MARKS/03 HRS	Descriptive type.
PAPER-VI	Optional Subject Paper-I/250 MARKS/03 HRS	Candidate may choose any optional subject from the list of subjects given by UPSC/Descriptive type.
PAPER-VII	Optional Subject Paper-II/250 MARKS/03 HRS	Candidate may choose any optional subject from the list of subjects given by UPSC/Descriptive type.
There is two more paper in mains Any one Indian Language & English (Only qualifying nature, marks will not add in final merit)		
<b>INTERVIEW (275 Marks)</b>		
Grand total marks is 2025 (Mains + Interview), Final Merit will decide it from mains & interview marks.		

## OPTIONAL SUBJECTS

**Students can choose any one optional subjects from below mentioned list either from subjects or literature languages.**

OPTIONAL SUBJECTS	LITERATURE LANGUAGE
Agriculture	Assamese
Animal Husbandry and Veterinary Science	Arabic
Anthropology	Bengali
Botany	Bodo
Chemistry	Dogri
Civil Engineering	French
Commerce and Accountancy	German
Economics	Gujarati
Electrical Engineering	Hindi
Geography	Kannada
Geology	Kashmiri
History	Konkani
Law	Maithili

Management	Malayalam
Mathematics	Manipuri
Mechanical Engineering	Marathi
Medical Science	Nepali
Philosophy	Oriya
Physics	Persian
Political Science and International Relations	Punjabi
Psychology	Russian
Public Administration	Sanskrit
Sociology	Santhali
Statistics	Sindhi
Zoology	Tamil
-	Telugu
-	Urdu
-	English

### **G S (PRELIM) SYLLABUS**

The Preliminary Examination consists of two papers of objective type (multiple-choice questions) carrying a maximum of 400 marks. From Civil Service Examination 2011, Preliminary Examination would consist of two papers- Paper I and Paper II. The syllabus and pattern of the Preliminary Examination would be as under:

#### **Paper I (200 marks)– Duration: Two hrs**

- 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.

#### **Civil Services Aptitude Test: –**

The new Recruitment Process of Civil Services Exam is called the CSAT or the Civil Services Aptitude Test:-

The CSAT has come into effect from the Civil Services Examination, 2011. CSAT does not only enable us to choose civil servants with right aptitudes but also end the use of scaling system for varying subjects that has been a matter of concern for many.

#### **Paper II (200 marks) – Duration: Two hrs**

- 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)
- Questions Relating to English Language Comprehension Skills of Class X Level (Last Item in The Syllabus of Paper-II) Will Be Tested Through Passages from English Language Only Without Providing Hindi Translation Thereof in The Question Paper.
- The Questions Will Be of Multiple Choices, Objective Type.

## **G S (MAINS) SYLLABUS**

### **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
- 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, redrawing 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 waterbodies and ice-caps) and in flora and fauna and the effects of such changes.

### **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.
- Structure, 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 fora- their structure, mandate.

### **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, bio-technology 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.

### **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 utilise 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.
- Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
- Aptitude and foundational values for Civil Service, integrity, impartiality and non-partisanship, 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.

## **GENERAL STUDIES: SUGGESTED READINGS**

### **General Studies- I**

**Indian Heritage and Culture:** This Part will require appreciation of Indian art, sculpture, dance, architecture, music festivals, folklore, drama, literatures etc. One has to capture the evolution of Indian art and culture since ancient times. Out of 250 marks in this paper, it is expected that approximately 50-70 marks will be allotted to this section.

#### **Suggested readings:**

- Gazetteer of India-volume II
- A. L Basham: The wonder that was India
- S.A.A Rizvi: The wonder that was India (volume II)
- Books on India Dance, painting, temples etc. of Publications Divisions and National Book Trust (NBT)

**Modern History:** It covers the period between the Revolt of 1857 and modern times. It will have the following components:

- Political History: British conquest of India
- Freedom Struggle: The moderates, the militants, the revolutionaries and the Gandhian Era.
- Important leaders of freedom movement, their ideologies and contributions.
- Social-Religious movements.
- British Economic policies and their consequences.
- Revolts: Tribal, peasant and popular revolts.
- Educational and Press policies.
- Important Governor Generals and the significant measures initiated by them.

It is expected that this section will account for 70-80 marks

**Post-independent India:** This will have questions relating to the following areas:

- Integration of Indian States.
- Linguistic Reorganisation of States.
- Task of nation building.
- Secularism, communalism, backward classes and affirmative action.

**Suggested Readings:**

- Tarachand : History of Freedom Movement in India, Vol- I to IV, (Publications Division).
- Surendernath Sen: 1857 (Publications Division)
- Ancient India-Collection of Article (Publications Division)
- NCERT-Modern India.
- NBT- Freedom Struggle.
- Bipan Chandra-India's Struggle for Independence.
- Bipan Chandra-Post Independent India.
- Gazetteer of India- Volume II.

**World History:** One can conceptualize and systematize the syllabus of the World History as follows:

**Suggested Readings:**

- NCERT: The Story of Civilization (2 Volumes)
- NCERT: Contemporary World History.
- L.Mukherji : A History of the World.

Topics related to Indian Society:

**Suggested Readings**

- SC Dubey- Indian Society
- Arjun Appadurai – Globalisation
- NCERT Books on Sociology



**Geography of the World:** Applied aspects have been emphasized in both Indian and World Geography syllabus. NCERT books on Indian and world Geography continue to remain extremely relevant to the new syllabus. The following books can help in covering the new geography syllabus:

- Physical Geography: Savindra Singh
- Geomorphology: Savindra Singh
- Oceanography: Sharma and Vatal (NCERT)
- Economics and Social Geography: Rupa Publications
- Environmental Geography: Savindra Singh
- Survey of Indian Agriculture: The Hindu Publications.
- Survey of Indian Economy: The Hindu Publications
- India-2018: Publications Division
- Certificate Physical and Human Geography: G. C. Leon

### **GS Paper II**

Governance, Constitution, Polity, Social Justice and International Relations.

This paper is likely to find utmost favour with the aspirants because it contains interesting areas like Polity, Constitution and International Relations. The new polity syllabus is very well outlined this time and it emphasizes on the following:

- Structure of our polity i.e. the Constitutional framework of our political system.
- Operational aspects of our polity.
- Issues relating to governance.
- Public Administration.

**The following source-material can be consulted on polity:**

- D.D.Basu: Indian Constitution.
- P.M.Bakshi: Indian Constitution
- S.C. Kashyap : Encyclopaedia of Governance
- S.C.Kashyap: Our Parliament (NBT)
- S.C.Kashyap: Our Political System (NBT)
- M Laxmikant: Indian Polity

International Relations: It covers three areas: Indian Foreign Policy, International affairs, and International Organizations. Since very contemporary issues will be asked in this section, one has to keep a close watch on day to day happenings on international affairs specially those which have a bearing on India. The following sources can be consulted:

- Rajiv Sikri: Challenge and Strategy- Understanding India's foreign policy
- C.Rajamohan: Crossing the Rubicon
- World Focus (Magazine) & The Economist (Magazine)

The best way to cover these areas is to read relevant articles in leading newspapers. Doordarshan News, Lok Sabha and Rajya Sabha TV presents excellent panel discussions on international issues. This gives a proper perspective and balanced approach and understanding of a particular issue.

**GS Paper III**

Technology, Economic Development, Bio-Diversity, Environment, Security and Disaster Management.

**Technology:** Technology, questions will be framed on latest developments on the front of technology such as nano-technology, robotics, IT, space etc. Emphasis would be on India's advances and future

programmes on Science and Technology. There is no single book available to include the vast theme under this section. An effort has to be made to collect material from a variety of sources.

**Suggested Readings:**

- India Year book-2018
- Annual Reports of the department of Space, Atomic Energy, Ministry of Environment etc.
- Down to Earth (Magazine)

**Indian Economy: The current syllabus under this section can be covered by referring to the following source materials.**

- Mishra and Puri: Indian Economy
- NCERT: India's Economic Development
- Relevant Economic Survey
- 12th Five Year Plan Document
- Any one Economic Newspaper
- Yojana & Kurukshetra.

**Environment and Bio-diversity:**

- NCERT: India's Physical Environment
- Together, Towards a Safer India: CBSE Publication

**Security:**

Since internal security is the greatest threat to our country, a good

number of questions can be expected from this section of the syllabus. The Home Ministry is responsible for internal security. Its website contains vital information on the internal security architecture including agencies, plans, mechanism. Therefore, one must visit this site and extract highly useful material relating to internal security.

**Suggested Readings:**

- Annual Reports of Ministry of Home Affairs, Defence and External Affairs.
- ARC II report on public order
- M MPunchhi Commission report

**Disaster Management**

- ARC II report on crisis management

**GS Paper-IV**

Ethics, Integrity and Aptitude: This GS paper is a complete dark zone for the Civil Services aspirants because it has been introduced for the first time by UPSC. This paper aims to evaluate the candidate's attitude and approach to issues relating to integrity, probity in public life. Further, it also seeks to test his solving approach to various issues and conflicts while dealing with society as a civil servant.

Ethics and Integrity: These two concepts have been borrowed from public administration. They deal with administrative ethics and integrity in public life. A regular study of Newspapers with focus on issues before society and issues raised by Civic Society groups will help. These two areas can be covered from the following sources.

**Suggested Readings:**

1. William Lillie – An Introduction to Ethics
2. ARC-II report on ethics in governance.

**Attitude, Aptitude and Emotional Intelligence:** These topics belong to the realm of psychology. Its theoretical aspects can be comprehended by referring to any good text book of psychology.

**Suggested Readings:**

1. NCERT (Psychology 10+2)

**Public/Civil service values & Probity in governance:**

- 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.

**Suggested Readings:**

1. ARC-II report on ethics in governance.
2. ARC-II report on Citizen Centric Administration
3. Nolan Committee Report
4. R. K. Arora – Ethical Governance in Business & Government
5. IGNOU Notes on Ethics