CIVIL SERVICES

Q. What is Civil Service?

Civil Services constitute all non-military departments of the government machinery, which run State Administration. The Central and the State Civil Servants ensure that the constitutional guarantees and entitlements are brought within the reach of every citizen. In the present era of market economy Civil Services has lost some of its sparkle, nonetheless it still ranks high as a career option among young students. The power and social status along with job security that a civil servant enjoys is unimaginable anywhere else. Besides the lure for power and perks the service provides enough scope for a dynamic person with zeal and desire to bring qualitative changes in the functioning of the government and even opportunities which could ameliorate the lives of millions of Indians.

The present day civil service is a legacy of the British. ICS officers during the British Raj were bestowed with immense administrative powers and their main tasks were preservation of law and order, dispensation of justice and collection of taxes. However today civil servants operate within the framework of a democratic welfare state, with focus on development and progress. Therefore, unlike many other occupations civil service is more of a vocation than a job.

The Civil Services Examination conducted by the Union Public Service Commission (UPSC) selects candidates for various central services, including for the most coveted cadres of Indian Administrative Service (IAS), Indian Police Service (IPS) and Indian Foreign Service (IFS). IAS and IPS are All India Services created under article 312 of the constitution. The creation of such services provides safeguards for national unity and ensures uniformity of the administrative system throughout the country to maintain the minimum common administrative standards. Candidates selected for these two services are appointed to different state cadres and as and when required they also move to Central Government jobs on deputation. The remaining services are categorised in two Central Services, Group A, and Group B. The Group 'A' services are:

Indian Railway Traffic Services (IRTS)

Indian Railway Accounts Services (IRAS)

Indian Railway Personnel Service (IRPS)

Indian Railway Protection Force (IRPF)

Indian Postal Service

Indian Audit & Accounts Service (IA &AS)

Indian Defense Accounts Service (IDAS)

Indian Civil Accounts Service (ICAS)

Indian Revenue Service (IRS)

The Indian Information Service (IIS)

Indian Ordnance Factories Service (IOFS),

Indian Defense Estate Service (IDES),

The Indian P &T Accounts & Finance Service

Assistant Commandants in Central Industrial Security Force.

The Group B Services for which recruitment is made through civil services are the following:

Central Secretariat Service, (Section Officer Grade)

Railway Board Secretariat Service (Section Officer Grade)

Armed Forces Headquarters Civil Service Group B (Assistant Civilian Staff Officer Grade)

Customs Appraisers' Service Group B.

The Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service Group B.

The Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service Group B.

Pondicherry Civil Service Group B.

Educational Qualification:

A graduate in any discipline from a recognized university or institution, between 21-28 years of age as on 1st August of the examination year, is eligible to sit for the Civil Services Examination.

The UPSC conducts the combined Civil Services Exam in three phases comprising of preliminary exam, mains and interview or the personality test, and the entire cycle well over a year to complete. The preliminary exam is notified in December and usually held on the second Sunday of the following June. The results are declared by end of July or the first week of August. The exam consists of two objective types multiple choice question papers. The first paper is on general studies and carries 150 marks. The second paper, called `optional' is on the

subject chosen by the candidate and carries 300 marks. Preliminary examination basically eliminates all those who are not serious or well prepared. The success rate of preliminary exam is less than 10%.

Main exam is held around November/December every year and consists of eight papers of conventional type carrying 300 marks each. Two of these are language papers, one in English and the other in any recognized Indian language chosen by the candidate. Qualifying in both these papers is compulsory, however marks obtained in them is not added in the total score, in other words performance in these papers would not affect the final position in merit.

Third and the fourth papers are on general studies and carry 600 marks. The rest of the four papers are on two optional subjects, carrying total marks of 1200. Results of the Mains are declared by February/March and those who qualify make it to the third stage of the selection process i.e. the Personality Test. The interview or the personality test carries 250 marks and is held around April/May. Final results are declared by June and successful candidates are allotted different services according to their ranks in the final list. Individual preferences of the candidates are also taken into account while allocation of service. Those who are at the top of the merit list get IAS, IPS, IFS and so on and so forth.

Q. Who can appear in Civil Services Examination and when it is conducted?

Educational Qualification: Degree of a Recognized University or equivalent. Candidates appearing in the requisite Degree qualification are also eligible for appearing in the examination; however, they are supposed to submit proof of passing the requisite qualification along with Detailed Application Form for Civil Services (Main) Examination. Age limit: 21-30 years as on 1st August of the year of Examination. Certain categories of persons are eligible for age relaxation. Notification of Examination: November/December of previous year and Conduct of Examination: May

What is the Scheme of Civil Services (Preliminary) Examination?

The Preliminary Examination consists of two papers of objective type (multiple-choice questions) carrying a maximum of 450 marks. The Question Papers (Test Booklets) are set in English & Hindi. Paper – I: General Studies, 150 Marks. Paper – II: One of the optional subjects to be selected from the prescribed optional subjects, 300 Marks

Q. What subjects I can opt for preliminary examination?

Any one subject from: Agriculture, Mathematics, Animal Husbandry & Veterinary Science, Mechanical Engineering, Botany, Medical Science, Chemistry, Philosophy, Civil Engineering, Physics, Commerce, Political Science, Economics, Psychology, Electrical Engineering, Public Administration, Geography, Sociology, Geology, Statistics, Indian History, Zoology, Law.

Q. What is the scheme of Civil Services Final Examination?

Paper-I: One of the Indian Languages to be selected by the candidate from the 18 languages included in the VIIIth Schedule to the Constitution (Qualifying Paper), 300 Marks

Paper-II: English (Qualifying Paper) 300 Marks

Paper-III: Essay 200 Marks

Papers IV & V: General Studies (300 Marks for each paper) 600 Marks

Papers VI, VII, VIII & IX: Any two subjects (each having 2 papers) to be selected from the prescribed optional subjects (300 marks for each paper) 1200 Marks

Total Marks for Written Examination: 2000 Marks

Interview Test: 300 Marks

Grand Total: 2300 Marks

Q. What subject I can opt in the civil services final examination?

You can opt any one subject from: Agriculture, Management, Animal Husbandry & Veterinary Science, Mathematics, Anthropology, Mechanical Engineering, Botany, Medical Science, Chemistry, Philosophy, Civil Engineering, Physics, Commerce & Accountancy, Political Science & International Relations, Economics, Psychology, Electrical Engineering, Public Administration, Geography, Sociology, Geology, Statistics, Indian History, Zoology, Law

Q. What are the Optional Subjects (Literature) for Civil Services Main Examination?

The optional literature subjects are: Arabic, Gujarati, Manipuri, Sanskrit, Assamese, Hindi, Nepali, Sindhi, Bengali, Kannada, Oriya, Tamil, Chinese, Kashmiri, Pali, Telugu, English, Konkani, Persian, Urdu, French, Marathi, Punjabi, German, Malayalam, and Russian.

Q. What books and periodicals I should read for general studies?

- Monorama Year Book
- CSR Year Book
- Hindustan Year Book
- Yojana/planning commission reports
- Civil services chronicle/civil service today
- Employment News
- Competition Success Review
- India Today
- Front Line
- Business World
- The Economic Times
- The Hindu/The Times of India/The Hindustan Times
- NDTV/STAR NEWS/AJTAK/CNBC 18 ETC

Q. What books I should study for opting History?

FOR PRELIMINARY

- IGNOU BOOKLETS ON INDIAN HISTORY
- R.S.SHARMA:ANCIENT INDIA (NCERT)
- SATISH CHANDRA: MEDIEAVEL INDIA (NCERT)
- BIPIN CHANDRA: MODERN INDIA (NCERT)
- D.N.JHA: AN OUTLINE OF INDIAN HISTORY
- R.C.MAZUMDAR, H.P.ROYCHOUDHURY & K.K.DUTTA: AN ADVANCED HISTORY OF INDIA
- R.S.SHARMA: MATERIAL CULTURE & SOCIAL FORMATION; SOCIAL & ECONOMIC PERSPECTIVE IN ANCIENT INDIA
- ROMILA THAPAR: HISTORY OF INDIA, VOL-I
- A.L.BASHAM: THE WONDER THAT WAS INDIA
- BIPIN CHANDRA: FREEDOM STRUGGLE (NBT)
- SUMIT SARKAR: MODERN INDIA 1885-1947
- GAZETTER OF INDIA, PUBLISHED BY THE PUBLICATION DIVISION
- S.A.A.RIZVI: THE WONDER THAT WAS INDIA, VOL-II

FOR MAIN EXAMINATION

ANCIENT HISTORY:

- IGNOU BOOKLETS OF ANCIENT INDIA

- R.S.SHARMA: MATERIAL CULTURE & SOCIAL FORMATION; ANCIENT INDIA
- ROMILA THAPAR: ASHOKA & DECLINE OF MAURYA; HISTORY OF INDIA, VOL-I
- A.L.BASHAM: THE WONDER THAT WAS INDIA
- DEVBHUTI: HARSHVARDHAN

MEDIEVAL HISTORY:

- IGNOU BOOKLETS ON MEDIEVAL INDIA
- SATISH CHANDRA: MEDIEVAL INDIA (NCERT)
- S.A.A.RIZVI: THE WONDER THAT WAS INDIA, VOL-II
- U.N.DEY: SOME ASPECTS OF MEDIEVAL INDIAN HISTORY

MODERN HISTORY:

- IGNOU BOOKLETS ON MODERN INDIA
- BIPINCHANDRA: INDIA'S STRUGGLE FOR INDEPENDENCE
- SUMIT SARKAR: MODERN INDIA 1885-1947
- B.L.GROVER: MODERN INDIAN HISTORY

WORLD HISTORY:

- L.MUKHERJI: A STUDY OF EUROPEAN HISTORY (1453-1815); EUROPE SINCE FRENCH REVOLUTION
- RALPH & BURNS: WORLD CIVILIZATION

IN ADDITION TO THE ABOVE RAO'S STUDY MATERIAL ON HISTORY ARE ALSO HELPFUL

Q. What books I should study to opt Sociology?

FOR PRELIMINARY EXAMINATION:

- T.B. BOTTOMORE : SOCIOLOGY
- FRANCIS ABRAHAM & JOHN HENRY MORGAN: SOCIOLOGICAL THEORY
- M.HARALOMBOS: SOCIOLOGY-THEMES & PERSPECTIVE
- MACLVER & PAGE : SOCIOLOGY
- ALEX INKELES: WHAT IS SOCIOLOGY?
- M.N.SRINIVAS: INDIA-SOCIAL STRUCTURE
- YOGENDRA SINGH: MODERNIZATION OF INDIAN TRADITION
- G.DUNCAN MITCHELL: A NEW DICTIONARY OF SOCIETY
- K.L.SHARMA: INDIAN SOCIETY (NCERT)
- IGNOU BOOKLETS
- RAO'S STUDY MATERIALS

FOR MAIN EXAMINATION:

- T.B.BOTTOMORE: SOCIOLOGY (BLACKIE & SONS)
- FRANCIS ABRAHAM & JOHN HENRY MORGAN : SOCIOLOGICAL THEORY (MACMILLAN)
- ANTHONY GIDDENS: CAPITALISM & MODERN SOCIAL THEORY-AN ANALYSIS OF THE WRITINGS OF MARX, DURKHEIM & MAX WEBER (CAMBRIDGE UNIV PRESS)
- M.FRANCIS ABRAHAM: MODERN SOCIOLOGICAL THEORY-AN INTRODUCTION (OXFORD UNIV PRESS)
- M.HARALOMBOS: SOCIOLOGY-THEMES & PERSPECTIVE (OXFORD UNIVERSITY PRESS)
- PAUL B.HORTON & CHESTER L.HUNT: SOCIOLOGY (Mc GRAW HILL)
- JONATHAN H.TURNER: THE STRUCTURE OF SOCIOLOGICAL THEORY (RAWAT, JAIPUR)
- ALES INKELES: WHAT IS SOCIOLOGY? AN INTRODUCTION TO THE DISCIPLINE (PRENTICE HALL)
- IGNOU BOOKLETS
- RAO'S STUDY MATERIALS

PAPER TWO:

- YOGENDRA SINGH: MODERNIZATION OF INDIA (RAWAT, JAIPUR); SOCIAL STRATIFICATION & CHANGE IN INDIA (MANOHAR, DELHI); SOCIAL CHANGE IN INDIA (HARANAND)
- S.C.DUBEY: UNDERSTANDING CHANGE-ANTHOLOGICAL & SOCIOLOGICAL PERSPECTIVES (VIKAS); TRADITION & DEVELOPMENT; INDIAN SOCIETY (NBT)
- M.N.SRINIVAS: INDIA-SOCIAL STRUCTURE (HINDUSTAN, DELHI); CASTE IN MODERN INDIA & OTHER ESSAYS (MEDIA PROMOTERS & PUBLISHERS, MUMBAI)
- WILBERT E. MOORE: SOCIAL CHANGE (PENTICE HALL)
- RAU'S STUDY MATERIAL
- IGNOU BOOKLETS

Q. What books I should study to opt Public Administration?

- S.R.MAHESWARI: INDIAN ADMINISTRATION; PUBLIC ADMINISTRATION
- PRASSAD & PRASSAD: ADMINISTRATIVE THINKERS
- MOHIT BHATTACHARYA: PUBLIC ADMINISTRATION
- A.R.TYAGI: PRINCIPLES OF PUBLIC ADMINISTRATION
- PADMA RAMACHANDRAN: PUBLIC ADMINISTRATION IN INDIA
- JOURNAL OF THE INDIAN INSTITUTE OF PUBLIC ADMINISTRATION (IIPA, NEW DELHI)
- IGNOU BOOKLETS

FOR MAIN EXAMINATION:

PAPER ONE:

- A.AVASTHI & S.MAHESWARI: PUBLIC ADMINISTRATION
- PRASAD & PRASAD: ADMINISTRATIVE THINKERS (STERLING)
- MOHIT BHATTACHARYA: PUBLIC ADMINISTRATION STRUCTURE, PROCESS & BEHAVIOUR (WORLD PRESS, KOLKATA)
- KOONTZ O' DONNEL: ESSENTIALS OF MANAGEMENT (Mc GRAW HILL)
- O.G.SATHL: PUBLIC, PERSONNEL ADMINISTRATION (OXFORD)
- M.J.K.THAVARAJ: FINANCIAL ADMINISTRATION OF INDIA(S.Chand)
- Ramesh K.Arora: COMPARATIVE PUBLIC ADMINISTRATION

PAPER TWO:

- D.D.BASU: INTRODUCTION TO THE CONSTITUTION OF INDIA
- S.MAHESWARI: INDIAN ADMINISTRATION; LOCAL GOVERNMENT IN INDIA (ORIENT LOMGMAN)
- S.S.KHERA: DISTRICT ADMINISTRATION IN INDIA (ASIA PUBLISHING HOUSE)
- JOURNAL OF THE INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
- IGNOU BOOKLETS

Q. What books I should study to opt Geography?

- PHYSICAL GEOGRAPHY: R.N.TRIKHA
- PHYSICAL GEOGRAPHY: SAVINDER SINGH
- PRINCIPLES OF GEOGRAPHY, VIL-I&II: NCERT
- HUMAN & ECONOMIC GEOGRAPHY:LEONG & MORGAN
- GEOGRAPHICAL THOUGHT: MAJID HUSSAIN
- PRACTICAL GEOGRAPHY: R.L.SINGH
- PRACTICAL GEOGRAPHY: NCERT
- HUMAN GEOGRAPHY: MAJID HUSSAIN
- POPULATION GEOGRAPHY: R.C.CHANDANA
- WORLD: A REGIONAL GEOGRAPHY: L.D.STANP
- INDIA- ECONOMIC & COMMERCIAL GEOGRAPHY (C.B.MEMORIAL)
- INDIA: GOPAL SINGH
- INDIA- GENERAL GEOGRAPHY: NCERT
- INDIA-RESOURCE & REGIONAL GEOGRAPHY: NCERT
- URBANIZATION IN INDIA: RAM CHANDRAN

Q. What books I should study to opt Psychology?

- JAMES C.COLEMAN: ABNORMAL PSYCHOLOGY & MODERN LIFE (FORESMAN & COMPANY)

- CLIFFORD T.MORGAN, RICHARD A.KING, JOHN R.WEISZ & JOHN SCHOPLER: INTRODUCTION TO PSYCHOLOGY (TATA Mc GRAW HILL)
- JAMES P.CHAPLIN & T.S.KRAWIEC: SYSTEMS & THEORIES OF PSYCHOLOGY (RHINEHART & WINSTON)
- ERNEST R.HILGARD, RICHARD C.ATKINSON & RITA L.ATKINSON: INTRODUCTION TO PSYCHOLOGY (OXFORD & IHB NEW DELHI)
- CALVIN S. HALL & GARDENER LINDZEY: THEORIES OF PERSONALITY (WILEY EASTERN)
- DAVID C.Mc CLELLAND: THE ACHIEVING SOCIETY (FEFFER & SIMONS)
- DURGANAND SINHA, R.C.TRIPATHI, GIRISHWAR MISHRA: DEPRIVATION-ITS SOCIAL ROOTS AND PSYCHOLOGICAL CONSEQUENCES (CONCEPT PUBLISHING CO.)
- ROBERT A.BARON: PSYCHOLOGY (PENTICE HALL)
- WOOD WORTH & SCKOSHBERG: EXPERIMENTAL PSYCHOLOGY (OXFORD & IHB)
- JOSEPH B.COOPER & JAMES L.Mc GAUGH: INTEGRATING PRINCIPLES OF SOCIAL PSYCHOLOGY
- JANAK PANDEY: PSYCHOLOGY IN INDIA-THE STATE OF THE ART (VOL-I); PERSONALITY & MENTAL PROCESSES (VOL-II); BASIC & APPLIED PSYCHOLOGY (VOL-III); ORGANIZATIONAL BEHAVIOUR & MENTAL HEALTH (SAGE, NEW DELHI)
- USHA ALIM PSYCHOLOGY (STUDY CENTRE, N.DELHI)
- NCERT BOOKS (CLASS-XI &XII)
- INDIAN JOURNAL OF PSYCHOLOGY, INDIAN PSYCHOLOGICAL REVIEW, JOURNAL OF EDUCATION & PSYCHOLOGY
- UPSC STUDY MATERIAL FOR PSYCHOLOGY (JAWAHAR PUBLICATION, NEW DELHI)

Q. What books I should study to opt Political Science?

- INTRODUCTION TO POLITICAL THEORY: O.P.GAUBA
- A GRAMMER OF POLITICS: H.J.LASKI
- SUBSTANCE OF POLITICS: A.APPADORAI
- POLITICAL THEORY: RAY & BHATTACHARYA
- POLITICAL THOUGH: C.L.WAYPER
- INTRODUCTION TO THE INDIAN CONSTITUTION: D.D.BASU
- THEORIES OF DEVELOPMENT AND UNDERDEVELOPMENT: CHILCOTE
- RAO'S STUDY MATERIALS

Q. What other examinations are conducted by UPSC?

The following examinations are conducted by Union Public Service Commission (UPSC)

i) Combined Medical Services Examination [CMS]

ii) National Defence Academy & Naval Academy Examination [NDA]

iii) Indian Forest Service Examination [IFS)

iv) Special Class Railway Apprentices Examination [SCRA]

v) Geologists' Examination [GEOL]

vi) Combined Defence Services Examination [CDS]

vii) Indian Economic Service Examination [[ES]

viii) Indian Statistical Service Examination [ISS]

ix) Engineering Services Examination [ENGG]

Q. What is Indian Forest Service (IFS) and how can I become an IFS Officer?

The **Indian Forest Service** (**IFS**) is the Forestry service of India. It is one of the three All India Services of the Indian government, along with the Indian Administrative Service and Indian Police Service; its employees are recruited by the national government but serve under the state governments or Central Government. The Indian Forest Service was created in 1966 for protection, conservation, and regeneration of forest resources.

India was one of the first countries in the world to introduce scientific forest management. In 1864, the British Raj established the **Imperial Forest Department**. In 1866 Dr. Dietrich Brandis, a German forest officer, was appointed Inspector General of Forests. The **Imperial Forestry Service** was organized subordinate to the Imperial Forest Department in 1867. The British colonial government also constituted provincial forest services and executive and subordinate services similar to the forest administrative hierarchy used today.

The modern Indian Forest Service was established in the year 1966, after independence, under the All India Services Act 1951. The first Inspector General of Forests, Hari Singh, was instrumental in the development of the IFS. India has an area of 635,400 km^2 designated as forests, about 19.32 percent of the country. India's forest policy was created in 1894 and revised in 1952 and again in 1988.

Recruitment to the Forest Service is made through the Indian Forest Service Examination conducted by Union Public Service Commission (UPSC) annually. Entry is open to candidates who hold a Bachelor's degree with at least one of the subjects namely, Animal Husbandry & Veterinary Science, Botany, Chemistry, Geology, Mathematics, Physics, Statistics and Zoology or a Bachelor's degree in Agriculture or Forestry or Agricultural Engineering from a recognised

University or equivalent and who are between the ages of 21 and 30 as on July 1 of the year of the examination. Upper age limits are less restrictive for scheduled castes and scheduled tribes and Other Backward Classes (SC/ST/OBC).

Notification of the Indian Forest Service Examination is generally in February. The written essay-based examination is conducted in July and is conducted in English. Each paper is of three hours' duration. Applicants are tested in General English, General Knowledge, and two optional science subjects from a list of 14 subjects, which includes among them four branches of engineering (Mechanical, Chemical, Civil, and Agricultural). The level required for the option subjects is at least of the Honours degree level.

Candidates who qualify the written examination appear for an Interview, where they are questioned on academics; current affairs; basic knowledge of forest-related issues and policies and the status of their implementation; knowledge of the geographical features, forest cover, wildlife, and economic and cultural issues of one's community.

Selected candidates are sent for foundation training at the Lal Bahadur Shastri National Academy of Administration at Mussourie. This is followed by Forest Service-specific orientation at the Indira Gandhi National Forest Academy at Dehradun, with training on forest and wildlife management, soil conservation, surveying, Scheduled Tribes, and handling weapons.

After completing the academies, candidates go through a year of on-the-job field training in the state to which he or she is assigned. There is a probationary period four years during which they are posted as Assistant Conservators of Forests. On completion of this, officers are appointed to the Senior Time Scale and are entitled to be posted as the Deputy Conservators of Forests or Divisional Forest Officers in charge of districts/forest divisions.

Ranks of the Indian Forest Service are as follows:

- Assistant Conservator of Forests
- Deputy Conservator of Forests
- Conservator of Forests (CFs)
- Chief Conservator of Forests (CCFs)

- Additional Principal Chief Conservator of Forests (Addl.PCCFs)
- Principal Chief Conservator of Forests (PCCF) - highest post in a State

- Director General of Forests - highest post at Centre, selected from amongst the senior-most PCCFs of states

Q. What is Combined Medical Services Examination? What job I can get through Combined Medical Services Examination?

The Union Public Service Commission (UPSC) New Delhi conducts Combined Medical Services Examination every year to recruit medicos into a variety of central Government organizations and services such as the Indian Railways, Indian Ordnance Factories Health Services, Central Health Services, Municipal Corporation of Delhi and so on. The combined medical services examination is conducted in the month of January in accordance with the Rules published by the Ministry of Health & Family Welfare (Department of Health) in the Gazette of India in August of every year.

The Examination is held for the recruitment to the following posts:

1. Assistant Divisional Medical Officer in the Railways.

2. Assistant Divisional in Indian Ordnance Factories Health Service.

3. Junior Scale Posts in Central Health Services.

4. Medical Officers in the Municipal Corporation of Delhi.

5. General Duty Medical Officers in NDMC.

Eligibility Criteria: Eligibility Criteria for appearing in Combined Medical Services (CMS) Exam are as follows:

Age limits: Below 32 years as on 1st January of the year of Examination. The upper Age-limit is relaxable for SC/ST/OBC and some other categories, as notified by Govt. from time to time.

Educational Qualification: A pass in the written and practical parts of the final M.B.B.S. Examination. Candidates appearing in the final M,B.B.S. Examination are also eligible to apply but such candidates who qualify the written part of the examination will be required to submit proof of passing the written and practical parts of final MBBS Examination along with their detailed application form to be filled up at that stage. A candidate who has not completed compulsory rotating internship is also eligible for admission to the examination but on qualifying

the written examination he will be appointed only after he has completed the compulsory rotating internship.

Application form along with an Information Brochure containing general instructions for filling up the form, an acknowledgement card and an envelope for sending the application is obtainable from the designated Head Post Offices/Post Offices throughout the country against cash payment of a requisite amount. Form should be purchased from the designated Post Offices only and not from any other agency. This form can be used only once and for only one examination. Candidates must use the form supplied with the Information Brochure only and they should in no case use photocopy/reproduction/unauthorized printed copy of the Form. Since this form is electronically scan-able, due care should be taken to fill up the application form, correctly.

The examination is held generally in the month of June. Blank application forms and other particulars are published in the Employment News generally in the month of December of previous year. A candidate seeking admission must apply to The Secretary, Union Public Service Commission, Dholpur House, New Delhi-110011. Last date for the submission of applications is third week of February. Further details are available on the UPSC website : www.upsc.gov.in

Q. What is Special Class Railway Apprentice (SCRA)?

The SCRA scheme was started in 1927 by the British, to select a handful of most intelligent Indians to assist them in their Railway Operations, after training at their Railway's largest workshop, i.e. Jamalpur Workshop, and for one year in United Kingdom. The selected candidates were required to appear in the Mechanical Engineering Degree Examination held by Engineering Council (London).

Since then, the few admission seats for one of the country's first engineering college have always been hotly contested, with as many as 1 to 1.5 lakh candidates taking the entrance examination, now conducted by UPSC, for about 10 seats. That translates into an astonishing ratio of 1 selection per 10,000 applicants. The scheme has continued to draw the country's best talent after independence and has provided Indian Railways with its top-ranking officers in all walks. Many of the Institute's alumni have won international accolade for having achieved excellence in their chosen careers, which include inventors, academicians, entrepreneurs, and

high-ranking officers in other nations.

The examination comprises written test in Mathematics, Physics, Chemistry, English Language, General Knowledge, and Psychological Test (Mental Ability). The selected candidates are called for an interview, which is followed by a medical examination. The standard of syllabus is that of Class XII (CBSE equivalent).

The notice for the SCRA entrance examination, along with form and syllabus, is brought out by the UPSC around the months of June-July. According to the new rules issued by the Ministry of Railways, the exam is now conducted once in every two years.

The selected candidates undergo a four-year rigorous training programme in Mechanical Engineering, for which the Institute has a Memorandum of Understanding with BIT, Mesra, Ranchi. The semester system of BIT, Mesra is followed, with workshop training sessions during the holidays at BIT, Mesra.

The apprentices get a stipend of Rs. 9100 with Dearness Allowance, apart from medical benefits, privelege passes and PTOs.

After successful completion of four years of training, the candidates join as Indian Railway Services of Mechanical Engineers (IRSME) Officers in Indian Railways to face a challanging and satisfying career.

Q. What is Geologists Examination?

The Union Public Service Commission (UPSC) holds a competitive Examination named Geologists Examination for recruitment to the posts of

Category I (i) Geologist (Junior), Group A (ii) Assistant Geologist, Group B in the Geological Survey of India.

Category II (i) Jr. Hydrogeologist, Group A (ii) Assistant Hydrogeologist, Group B in the Central Ground Water Board (CGWB) at selected centres in India.

Candidates selected under category I are appointed on probation for two years. During this period they have to undergo training and pass test or examination prescribed by the competent authority. Candidates under category II are also appointed on probation for two years.

Educational requirement: Master's degree in Geology or Applied Geology or Marine Geology or Mineral Exploration or Hydrology from a recognised University, or Diploma of Associate ship in Applied Geology of Indian School of Mines, Dhanbad or Master's degree in Mineral Exploration or Master's degree in Hydrogeology. **Age:** 21-32 years on January 1 of the year of examination.

Plan of Examination: The examination shall be conducted according to the following Plan:
Part I - Written examination
Part II - Interview

Written examination: Subjects of written examination and marks allotted to each is as follows

Sl. no	Subjects	Marks
1	General English	100
2	Geology Paper I	200
3	Geology Paper II	200
4	Geology Paper III	150
5	Hydrogeology	150

Candidates competing for posts under both category I and category II have to appear in all the five subjects mentioned above. Candidates competing for posts under category I only need to appear in subjects at (1) to (4) above and candidates competing for posts under category II only will be required to appear in subject (1), (2), (3) and (5) above. The Examination in all the subjects will be of conventional (Essay) type. The Question Papers are set in English only. The standard of the paper in General English will be such as may be expected of a science graduate. The papers on geological subjects will be approximately of the M.Sc. degree standard of an Indian University and questions will generally be set to test the candidate's grasp of the fundamentals in each subject.

Interview: The object of the interview is to assess his suitability for the posts for which he has competed. Special attention will be paid in the Personality Test to assess the candidate's capacity

for leadership, initiative and intellectual curiosity, tact and other social qualities, mental and physical energy, powers of practical application, integrity of character and aptitude for adapting themselves to the field life.

Q. What is Indian Economic Service (IES) and Indian Statistical Service (ISS) Exam?

Indian Economic/Statistical Services Exam is conducted by the Union Public Service Commission to recruit Grade IV officers for the Indian Statistical Service (ISS) and Indian Economic Service (IES). Indian Economic/Statistical Services Exam is generally conducted in the month of November. Out of several careers offered by the Government Sector, Indian Economic/Statistical Service offers a very attractive opening to graduates in Economics and Statistics. Selected candidates are placed in the planning commission, planning board, ministry of economic affairs, National sample survey and other allied offices where specialists in economics and statistics are required.

Indian Economic Service (IES) is Central Government Services, which is involved, in economic planning and analysis through state boards, planning commission and other government owned bodies in the country. Out of several careers offered by the Government Sector, it is an attractive opening to post-graduates in Economics. Selected candidates are placed in the Planning Commission, Labour Bureau, Central Electricity Authority, Economic Advisers to many ministries, Forward Market Commission, Tariff Commission, Planning Board, Tariff Commission National sample survey and other allied offices where specialists in Economics are required. An illustrious yet highly specialized service where the appointees are giving critical inputs in the policy making of the financial and economic affairs, and, additionally, they can go on deputations to different agencies of United Nations.

A candidate for Indian Economic Service must have obtained a degree with Economics or Statistics as a subject and a candidate for the Indian Statistical Service must have a degree with Statistics or Mathematics or Economics as a subject 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 Universities under Section 3 of the Universities Grant Commission Act, 1956 or possess an equivalent qualification. Candidate should have

attained the age of 21 years and must not have attained the age of 28 years on the 1st January of the year of examination. The upper age limit may be relaxed in respect of the Scheduled Castes, Scheduled Tribes, Other Backward Classes and such other categories of persons as may from time to time be notified in this behalf by the Government of India to the extent and subject to the conditions notified in respect of each category.

The subjects of written examination for IES are as follows. Viva voce of such candidates as may be called by the Commission, carrying a maximum of 200 marks:

Sl. No.	Subject	Max. Marks
1	General English	100
2	General Studies	100
3	General Economics- I	200
4	General Economics- II	200
5	General Economics-III	200
6	Indian Economics	200

The subjects for ISS written examination are as follows:

1	General English	100
2	General Studies	100
3	Statistics- I	200
4	Statistics- II	200
5	Statistics- III	200
6	Statistics-IV	200

Q. What is Engineering Services Examination and who can appear in it?

The Combined Engineering Services Examination is conducted by the UPSC every year for recruitment to the four categories of Engineering services:

(a) Civil Engineering

(b) Mechanical Engineering

(c) Electrical Engineering and

(d) Electronics & telecommunication Engineering.

The following are the services/posts to which selection is made in the four categories:

Category I-Civil Engineering (Services/Posts):

(i) Indian Railway Service of Engineers

(ii) Indian Railway Stores Service (Civil Engineering Posts)

(iii) Central Engineering Service

(iv) Military Engineer Services (IDSE-Building and Roads Cadre)

(v) Military Engineer Service (Surveyor of Works Cadre)

(vi) Survey of India Service, Group 'A' (Civil Engineering Posts)

(vii) Central Water Engineering Service (Civil Engineering Posts)

(viii) Assistant Executive Engineer (Civil) in P & T Building Works (Group `A') Service

(ix) Central Engineering Service (Roads), Group `A';

(x) Assistant Executive Engineer (Civil) in Border Roads Engineering Service Group `A'

(xi) Indian Ordnance Factories Service (Engineering Branch)

(Civil Engineering Posts).

Category II-Mechanical Engineering (Services/Posts):

(i) Indian Railway Service of Mechanical Engineers

(ii) Indian Railway Stores Service (Mechanical Engineering Posts)

(iii) Central Water Engineering Service (Mechanical Engineering Posts)

(iv) Central Power Engineering Service (Mechanical Engineering Posts)

(v) Indian Ordnance Factories Service (Engineering Branch) (Mechanical Engineering Posts)

(vi) Indian Naval Armament Service (Mechanical Engineering Posts)

(vii) Military Engineer Service (IDSE-Electrical and Mechanical Cadre) (Mechanical Engineering Posts)

(viii) Central Electrical & Mechanical Engineering Service (Mechanical Engineering Posts)

(ix) Assistant Executive Engineer (Elect. & Mech.) (Mechanical Engineering Posts) Border Roads Engineering Service, Group 'A';

(x) Assistant Manager (Factories). Department of Telecom (Telecom Factories Organization)

(xi) Central Engineering Service (Roads) Group `A' (Mechanical Engineering Posts)

(xii) Assistant Executive Engineer Group `A' (Mechanical Engineering Posts) in the Corps of E.M.E., Ministry of Defence

(xiii) Indian Inspection Service Group 'A' (Mechanical Engineering Posts)

(xiv) Indian Supply Service Group' A' (Mechanical Engg. Posts). Group `B' Services/Posts

(xv) Assistant Engineer Group 'B' (Mechanical Engineering Posts) in the Corps of E.M.E., Ministry of Defence.

Category III-Electrical Engineering (Services/Posts):

(i) Indian Railway Service of Electrical Engineers

(ii) Indian Railway Stores Service (Electrical Engineering Posts)

(iii) Central Electrical -& Mechanical Engineering Service (Electrical Engineering Posts)

(iv) Indian Ordnance Factories Service (Engineering Branch) (Electrical Engineering Posts)

(v) Indian Naval Armament Service (Electrical Engineering Posts)

(vi) Central Power Engineering Service (Electrical Engineering Posts)

(vii) Assistant Executive Engineer (Electrical) in P &T Building Works (Group 'A') Service

(viii) Military Engineering Service (IDSE-Electrical and Mechanical Cadre) (Electrical Engineering Posts)

(ix) Assistant Manager (Factories), Department of Telecom (Telecom Factories Organization)

(x) Assistant Executive Engineer Group `A' (Electrical Engineering Posts) in the Corps of E.M.E., Ministry of Defence

(xi) Indian Inspection Service Group 'A' (Electrical Engineering Posts)

(xii) Indian Supply Service Group `A' (Electrical Engg. Posts). Group `B' Services/Posts

(xiii) Assistant Engineer, Group `B' (Electrical Engineering Posts) in the Corps of E.M.E., Ministry of Defence.

Category IV-Electronics and Telecommunication Engineering (Services/Posts):

(i) Indian Railway Service of Signal Engineers

(ii) Indian Railway Stores Service (Telecommunication/ Electronics Engineering Posts)

(iii) Indian Telecommunication Service

(iv) Engineer in Wireless Planning and Coordination Wing/ Monitoring Organization; Ministry

of Communications (Deptt. of Telecommunications)

(v) Indian Broadcasting (Engineers) Service

(vi) Indian Ordnance Factories Service (Engineering Branch) (Electronics Engineering Posts)

(vii) Indian Naval Armament Service (Electronics Engineering Posts)

(viii) Central Power Engineering Service (Telecommunication Engineering Posts)

(ix) Survey of India Service Group 'A' (Electronics and Telecom. Engineering Posts)

(x) Assistant Manager (Factories), Deptt. of Telecom (Telecom Factories Organization)

(xi) Indian Inspection Service, Group `A' (Electronics Engineering Posts)

(xii) Indian Supply Service; Group `A' (Electronics Engineering Posts)

(xiii) Assistant Executive Engineer Group 'A' (Electronics Engineering Posts) in the Corps of E.M.E., Ministry of Defence.

(xiv) Assistant Engineer Group 'B' (Electronics Engineering Posts) in the Corps of E.M.E., Ministry of Defence.

The IES paper is divided into two sections. The candidates have to qualify in the written examination followed by a Personality test. The written examination is again divided into three parts. The first part is the general ability test. The duration of this paper is 120 minutes. It carries 200 marks. The second part will be a paper on Relevant Trade. It consists of two papers. The duration of each paper is 60 minutes. It carries 200 marks each. The third one is the conventional paper having two parts. It again carries 200 marks. The duration for each paper is 180 minutes. The total marks allotted for the above section is 1000. The IES examination is difficult exam to crack. Those who wish to qualify should start their preparation at the earliest. The portions to be covered are very large. It requires a lot of time and a very calm mind to prepare for the test. One of the methods would be to prepare a timetable and follow it accordingly. Another method would be to join an entrance coaching center. It will be very helpful as these centers will focus on the portions very well and prepare the students to face the entrance. But one should also put in a lot of hard work from his/her side to qualify for the exam. Revising the daily portions is a very good method to memorize the important points. Students can also practice previous years question paper. They should also learn to manage the time. It will help them to finish the paper on time and will also increase their confidence level. Those who qualify in the written test will be called for a personal interview. This interview carries 200 marks.

Age: A candidate must have attained the age of 21 years and must not have attained the age of 30 years on the first day of August of the year in which the Examination is being held. The upper age may be relaxed in respect of Scheduled Castes, Scheduled Tribes, Other Backward Classes and such other categories of persons as may from time to time be notified in this behalf by the Government of India, to the extent and subject to conditions notified in respect of each category. The upper age is also relaxable upto 35 years for departmental candidates.

Educational Qualification:

(i) Degree in Engineering from a University or

(ii) Pass in A and B of the Institution Examinations of the Institution of Engineers (India); or

(iii) Degree/diploma in Engineering from such foreign University/College/Institution or

(iv) Pass in Graduate Membership Examination of the Institute of Electronics and Telecommunications Engineers (India); or

(v) Pass in Associate Membership Examination Part II and III/Sections A and B of the Aeronautical Society of India or

(vi) Pass in Associate Membership Examination (Sections A and B) of the Institution of Mechanical Engineers (India) or

(vii) Pass in Graduate Membership Examination of the Institution of Electronics and Radio Engineers, London held after November, 1959; Provided that a candidate for the posts of Engineer, Group 'A', in Wireless Planning and Coordination Wing/Monitoring Organization, Ministry of Communications, Indian Broadcasting (Engineers) Service and Indian Naval Armament Service (Electronics Engineering Posts) may possess any of the above qualifications or the qualification mentioned below, namely, M.Sc. Degree or its equivalent with Wireless Communication, Electronics, Radio Physics or Radio Engineering as a special subject.