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6TH BATCH

**FREE COACHING &
GUIDANCE PROGRAM
FOR IAS & KAS
2024-2025
EXAMS.**



Q. What is Civil Services?

R. Indian Civil Services refer to public services which are concerned with governmental and administrative functions, such as IAS, IPS, IRS etc. The Civil Services Exam is regularly conducted by the Union Public Service Commission (UPSC), New Delhi.



Q. Why should I join Civil Services?

R. Civil Services offer an attractive and challenging career to ambitious students with a wide variety of jobs in Public service. The variety of Civil Services like IAS, IPS, IRS etc. have relatively greater sphere of Prestige, Power, Perks and Job Security.



Prestige

Civil servants are highly respected by the people of India. It is because their selection process has always been transparent and fair. Hence, people of India never doubt the ability of a civil servant. Further, they serve people like no one else.



Power

The laws may be passed by the Parliament, but are executed only through civil servants. You have the original powers to implement the rule of law in this country.



Job Security

The Civil Servants are protected by Article 311 of the Indian Constitution according to which, he can't be dismissed from service without an enquiry where he would be given opportunity to defend himself. The promotion of a civil servant is not in the hands of politician, which is either time bound manner or based on seniority.



Good Salaries and Excellent Perks

The salaries of the government officers have become very decent in recent years. In addition, one also get free house, car, phone, medical Leave, Travel Concession, Children Education Allowance and pension. Most of the allowances are tax free.



Work Life Balance

1. Being a civil servant is presumed to work 24/7, but that is not the real picture.
2. There is enough time to have your desired personal life with good work life balance.
3. Work schedule is 5/6 days a week for 8hrs each day (except in few situations).
4. Every civil servant, in a year is entitled to
 - 16 casual leaves,
 - 30 days earned leave (casual leave),
 - 20 days of half payed leave,
 - Numerous Gazetted holidays.
5. Apart from that there is 2 to 3 years of full paid study leave, where you can choose to study abroad in top universities of the world and government may finance most of the expenses. It is an opportunity to enrich yourself to enrich the society by your contributions.
6. Also each government officer is entitled to 5 years of unpaid extra ordinary leave for taking care of personal needs.
7. A female government officer gets additional 2 years of fully paid child care leave to take care of their children, in addition to maternity leave.
8. Also one gets many foreign trips on official capacity (with white passport).



Job Satisfaction

Civil Servants do not work for an organisation or a person. They work for the Nation. As an IAS officer one will formulate and implement the developmental schemes for the well-being of the citizens. As an IPS one will enforce law and order and hence create an atmosphere for security, growth and prosperity of the nation.

An IRS officer collects revenue which fuels every activity of the government. It may be allowance to vulnerable sections or infrastructural development of the nation.



For example

- ▶ **Sri. T. N. Seshan** was an Indian civil servant who served with the Indian Administrative Service. He played a key role in changing the way the poll body functioned and was instrumental in implementing the model code of conduct to curb booth capturing and bogus voting which was considered normal before he took charge as the 10th Election Commissioner of India.
- ▶ **Sri. Ajit Kumar Doval** is a retired IPS officer and currently National Security Adviser to Prime Minister of India. During his services, he served as an undercover agent in Pakistan for 7 years and even disguised as an ISI agent during 1980s Golden Temple siege and helped the Indian army strategically.
- ▶ **Sri. Shivshankar Menon** was an Indian Foreign Service Officer. He played a big role in the Indo-US nuclear deal for which he took great efforts in convincing NSG countries to give India a clean waiver for nuclear supplies. His term as Ambassador to China saw a phase of marked improvement in Indo-China relations. He also served as fourth National Security Advisor for India under Dr Manmohan Singh.

Freedom to Work

Civil Servant post is created and empowered by Parliament. Article 311 of The Constitution of India protects all civil servants. So they have freedom to work within their domain. As far as you are on that chair, you have the full freedom to decide the things according to your judgment and discretion. Civil services help you to unleash your potential by translating your ideas into schemes, that are beneficial to people.



Diversity of Jobs

The civil services provide tremendous diversity of jobs. If you are in IAS, you can virtually head any organization in India. As secretary, you can head different ministries of the government and also different public sector undertaking, educational and research institutions. One can get posted to international organizations like WTO, UN, WHO, World Bank, IMF etc.

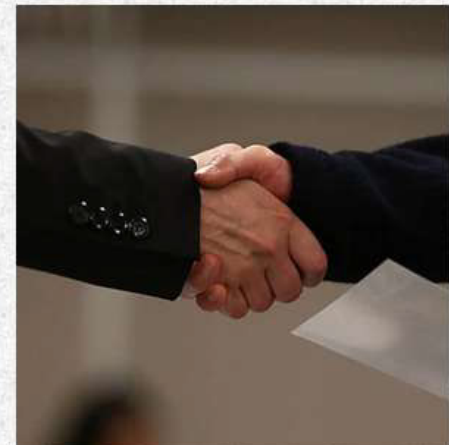
Widest Networking



The networks of civil servants are the widest in the country. There is also a brotherhood between all officers. The businessman, actors, leaders are all interested in networking with you, because you are always in position to help others. It is you who have to restrict your network due to time constraints and due to its effect on performing your job professionally and impartially.

Post Retirement Opportunities

A civil servant get the experience of the government as no one else can. It is often said in movies that an IAS (or IPS / IRS) officer can always choose to become a Minister but a Minister can't become a civil servant. The retiree officers usually get very good job offers by corporate, if they choose to work later.



Q. How can I become a Civil Servant?

R. By clearing "Civil Services Examination" (CSE) conducted by "Union Public service commission" (UPSC).

Q. What is UPSC?

R. Union Public service commission is the "Central Recruiting Agency" in India, which is an independent constitutional body.



Q. When is civil services examination is conducted?

R. It is conducted Once in a year.

Q. How many stages does CSE include?

R. It includes three stages that is

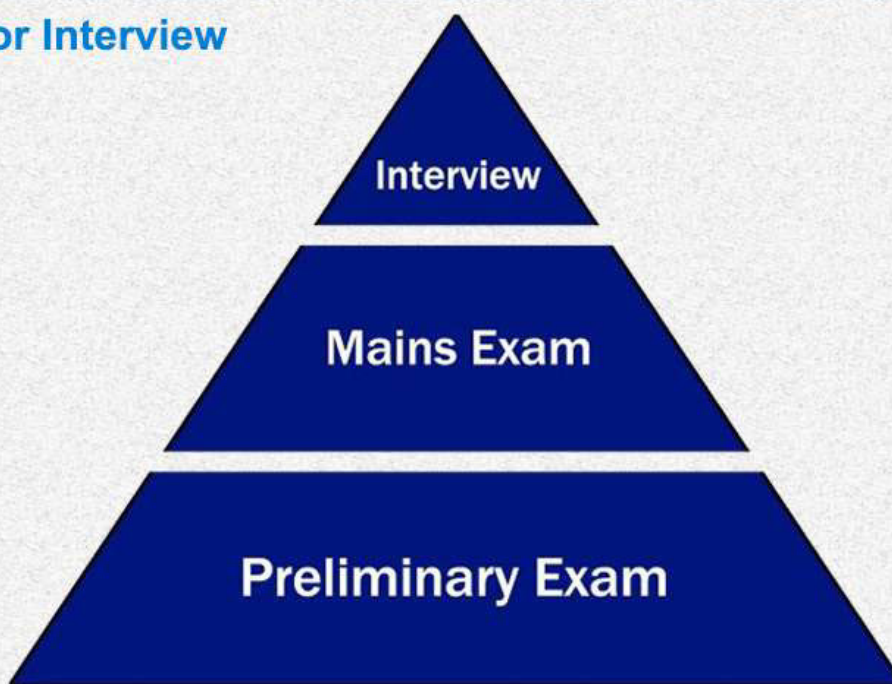
- Preliminary examination,
- Mains examination,
- Personality Test (Interview).

Q. What is the pattern of the examination?

R.

- ◆ Preliminary examination is Objective type (multiple choice questions) examination,
- ◆ Mains examination is Descriptive answer writing examination
- ◆ Personality test is Viva-voce based examination.

Candidates who qualify Preliminary exam are called for the Main exam and on the basis of marks secured in the Main exam, they will be called for Interview



Q. If I clear all the three stages of CSE, will I be an IAS officer?

R. CSE is a single exam which recruits for 21 different services. Depending upon your Rank, Preference (for the Service) & Eligibility (physical fitness) you will be allocated to a particular service. Following are the services one can opt for:

- (i) Indian Administrative Service**
- (ii) Indian Foreign Service**
- (iii) Indian Police Service**
- (iv) Indian Audit and Accounts Service, Group 'A'**
- (v) Indian Civil Accounts Service, Group 'A'**
- (vi) Indian Corporate Law Service, Group 'A'**
- (vii) Indian Defence Accounts Service, Group 'A'**
- (viii) Indian Defence Estates Service, Group 'A'**
- (ix) Indian Information Service, Group 'A'**
- (x) Indian Postal Service, Group 'A'**
- (xi) Indian P&T Accounts and Finance Service, Group 'A'**
- (xii) Indian Railway Protection Force Service, Group 'A'**
- (xiii) Indian Revenue Service (Customs & Indirect Taxes) Group 'A'**
- (xiv) Indian Revenue Service (Income Tax) Group 'A'**
- (xv) Indian Trade Service, Group 'A' (Grade III)**
- (xvi) Indian Railway Management Service, Group 'A'**
- (xvii) Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade)**
- (xviii) Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service (DANICS), Group 'B'**
- (xix) Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service (DANIPS), Group 'B'**
- (xx) Pondicherry Civil Service (PONDICS), Group 'B'**
- (xxi) Pondicherry Police Service (PONDIPS), Group 'B'**

Out of 1000 selections usually top 100 candidates will get into IAS depending upon number of vacancies. Rest others will be allocated to different services depending upon their Rank, Preference (for the Service) & Eligibility (physical fitness).

In order to get into IAS you should be with in top 100 ranks. However if seats get reduced, you must also ace among toppers in the merit list.

Q. What is the age limit for CSE?

- R.**
- For General Merit it is 32y
 - For OBC it is 35y
 - For SC/ST it is 37y



Q. Can I give any number of attempts till I turn 32 if I am General merit student?

R. Depending upon the category one belongs to, their attempt limit is fixed:

- For General it is 6 attempts,
- For OBC it is 9 attempts,
- For SC/ST there no limit on attempt.

Q. What is the minimum qualification to give an attempt in CSE?

R. One must have attained 21 years of age and must have completed their Graduation.

Q. What is the scheme of the examination?

R. Preliminary examination

It is common test for all aspirants. It include two papers. It is just a qualifying stage to filter candidates for the mains exam. Marks earned here do not contribute in your final ranking.



Paper I

General Studies paper - Competitive paper

- ✓ **Number of questions is 100.**
- ✓ **Time limit is 2hrs.**
- ✓ **Each question carries 2 marks each (200 total).**
- ✓ **Negative marking is 33% (0.66 marks for each wrong answer).**
- ✓ **Minimum qualifying marks depends on the competition (Usually 110+ is safe score).**

Paper II

Aptitude test paper - Qualifying paper

- ✓ **Number of questions is 80.**
- ✓ **Time limit is 2hrs.**
- ✓ **Each question carries 2.5 marks each (200 total).**
- ✓ **Negative marking is 0.33% (0.825 marks for each wrong answer).**
- ✓ **Minimum qualifying marks is 33% of the total marks (66+ is passing mark).**

On scoring 66+ marks in Paper II and above cut-off marks in Paper I (fixed by UPSC), one gets opportunity to give mains exam.

Mains examination

It is for only those who qualify prelims test. It include Nine papers. All of the mains papers except language papers A and B, will be contributeing for your final ranking. Hence paper A and B are of qualifying in nature only.



Paper A

- ✓ One of the Indian Languages to be selected among those listed in 8th Schedule of the Constitution.
- ✓ Maximum marks is 300.
- ✓ Minimum marks for qualification is 25% of the total marks (75+ is passing marks).
- ✓ It is compulsory to qualify this paper to get other papers evaluated.

Paper B

- ✓ English language paper.
- ✓ Maximum marks is 300.
- ✓ Minimum marks for qualification is 25% of the total marks (75+ is passing marks).
- ✓ It is compulsory to qualify this paper to get other papers evaluated.

Essay paper

- ✓ Maximum marks is 250.
- ✓ Minimum marks is 10% of the total (ie., 25 marks).
- ✓ Average score for selected candidates range from 130 to 160.

General studies I

- ✓ **Maximum marks is 250.**
- ✓ **Minimum marks is 10% of the total (ie., 25 marks).**
- ✓ **Average score for selected candidates range from 110 to 130.**

General studies II

- ✓ **Maximum marks is 250.**
- ✓ **Minimum marks is 10% of the total (ie., 25 marks).**
- ✓ **Average score for selected candidates range from 90 to 110.**

General studies III

- ✓ **Maximum marks is 250.**
- ✓ **Minimum marks is 10% of the total (ie., 25 marks).**
- ✓ **Average score for selected candidates range from 120 to 145.**

General studies IV

- ✓ **Maximum marks is 250.**
- ✓ **Minimum marks is 10% of the total (ie., 25 marks).**
- ✓ **Average score for selected candidates range from 100 to 125.**

Optional Paper I & II

- ✓ **Maximum marks is 500 (250 marks each for papers I & II).**
- ✓ **Minimum marks is 10% of the total (ie., 25 marks in each paper).**
- ✓ **Average score for selected candidates range from 250 to 300.**

Maximum and minimum scores of a general merit candidate, who was in the 2018 batch it list was 942 and 809 respectively. Considering ambiguity in interview, it is always better to score well in mains to have an edge over other aspirants.

Similar to Paper I in prelims exam, UPSC fix a cut-off score for mains exam. One who crosses such cut-off score will be given an opportunity to attend the Personality Test.

To know the detailed syllabus of the examination and list of optional subjects on can opt, please visit our website vasaviacademy.co.in

Personality Test

It is for only those who qualify mains exam.

- ✓ **Maximum marks is 275.**
- ✓ **Average score for selected candidates range from 150 to 180.**

The personality test is not intended to test either of the specialised 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.

Civil Services Examination, 2022 – minimum qualifying marks

In the Civil Services Examination 2022, the minimum qualifying standards/marks secured by the last recommended candidate in various categories at various stages are as under:-

Exam	General	EWS	OBC	SC	ST	PwBD-1	PwBD-2	PwBD-3	PwBD-5
CS(Prelim)*	88.22	82.83	87.54	74.08	69.35	49.84	58.59	40.40	41.76
CS(Main)**	748	715	714	699	706	677	706	351	419
CS(Final)	960	926	923	893	900	879	913	632	590

*Cut off marks on the basis of GS Paper-I only. GS Paper-II was of qualifying nature with 33% marks as per Rule-15 of Civil Services Examination, 2022.

** Subject to 10% marks in each of the seven competitive papers i.e. Essay, GS-I, GS-II, GS-III, GS-IV, Optional-I and Optional-II.

Civil Services Examination, 2023 – minimum qualifying marks

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Examination	General	EWS	OBC	SC	ST	PwBD-1	PwBD-2	PwBD-3	PwBD-5
CS (Prelim)*	75.41	68.02	74.75	59.25	47.82	40.40	47.13	40.40	33.68
CS (Main)#	741	706	712	694	692	673	718	396	445
CS (Final)	953	923	919	890	891	894	930	756	589

*Cut off marks on the basis of GS Paper-I only. GS Paper-II was of qualifying nature with 33% marks as per Rule-15 of Civil Services Examination, 2023.

Subject to 10% marks in each of the seven competitive papers i.e. Essay, GS-I, GS-II, GS-III, GS-IV, Optional-I and Optional-II.



Q. What are the popular optional subjects?

R. Optional subjects which has got good material and guidance from reputed faculty with scope of getting good score in UPSC may be termed as popular optional subjects. Some of them are:

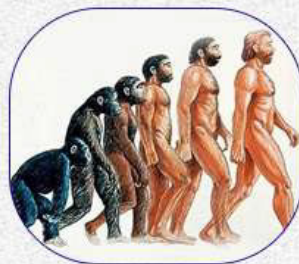
✓ **Kannada Literature.**

✓ **Anthropology.**

✓ **Sociology.**

✓ **Political Science and International relations.**

✓ **Mathematics.**



Q. How to choose an optional?

R. Selection of an optional subject depends on Passion of the candidate towards a subject, Faculty accessibility, Availability of the material. If there is an issue in it, then you can interact with faculties at Vasavi Academy once the course commence.

Q. Can I get optional guidance from Vasavi Academy?

R. Yes off course. Depending upon students request we will provide guidance for at least two optional subjects.

Q.

From which book I can start my journey towards becoming an IAS?

R.



By reading NCERT text books from class 6th to 12th of subjects **Geography, History, Polity, Economics, Science** etc, **Religiously reading daily newspaper**, preferably **The Hindu**, also one can start watching **Rajyasabha TV** debates like **Big picture, World panorama** and **All India Radio** programs like **Spotlight** etc.

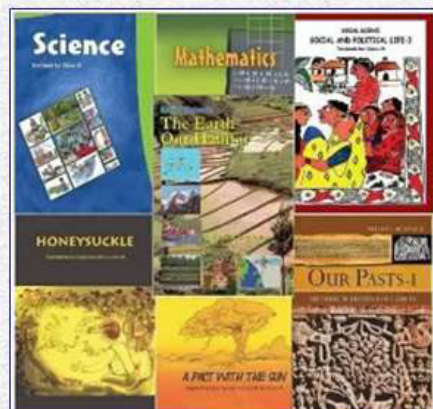
Your basics become stronger if you read NCERT.

Q.

How to read NCERT?

R.

If you read previous year questions of UPSC prelims and mains you will be a better guide for yourself in reading NCERT's from exam perspective.



Q.

Should I make notes out of NCERT's?

R.

Yes, because it will reduce your last minute revision time, just before exam. However you should make notes only after ensuring following two points.

- 1 Knowing the demand of the exam from prelims and mains point of view and**
- 2 Completing at least one reading of the material from which you want to make notes.**

Because without knowing the demand of the exam if you make notes, you will end up creating another set of NCERT's and without giving one complete reading if you make notes you end up rewriting same things again and again, because few topics get repeated in higher standards from lower standards of NCERT's.

Q. How to make notes of NCERT's?

R.



It should be very concise. It should contain only "Key Words" which ignite your memory to deduce all that is relevant to a topic you have studied rather writing everything that is given in the book. It should be illustrative, with diagrams and flowcharts. Because illustrative representation remains longer in our memory than a descriptive one.

Q. So how does Vasavi Academy help me?

R. Vasavi Academy plays pivotal role in your success by

- ✓ Orienting your hard work into **Smart Work**,
- ✓ Channelizing your efforts to the **Actual Need of the Exam**,
- ✓ Giving you **Conceptual Clarity** on topics that demand much of your time and energy,
- ✓ Making you exam ready by well-organized **Integrated Test Series Program**,
- ✓ Ensuring your consistency by **Personal Mentorship Program**,
- ✓ Boosting your enthusiasm through **Expert Guest Speakers** from across the services,
- ✓ Sharpening your **WRITING SKILLS** to have an edge over your competitors.
- ✓ Refining your **COMMUNICATION SKILLS** in English and Regional language.
- ✓ Arranging **Interactive Session** with both retired and serving Civil Servants.
- ✓ Chalking out an **Officer in you** before you become one.

Q. How does Vasavi Academy help me to work smartly?

R. Vasavi Academy has been designing courses scientifically. The coaching of each subject is prioritised depending upon their contribution in understanding other subjects. This helps you in building your knowledge in an organic way which help you to score high marks.

Q. How does Vasavi Academy help in channelizing my efforts to the actual demand of the exam?

R. It will be ensured by frequent and rigorous tests. After completing substantial number of topics there will be both MCQ's and Descriptive tests on them. It helps you keep your preparation in line with exam needs.

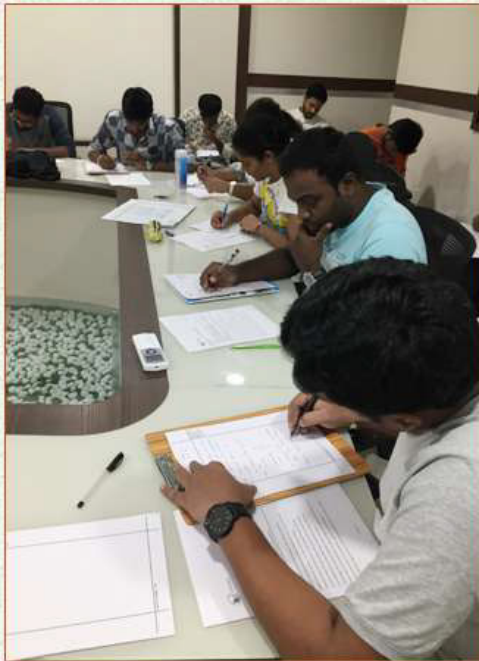


Q. How dose Vasavi Academy help me in getting conceptual clarity on different topics?

R. It will be ensured through eminent and experiential faculties for every subject. Best of the best faculties are handpicked for each and every subjects. Our faculties are not only academic experts but also one who has given attempts in CSE. Also some of our faculties are one who have cleared the exam and are serving under Central and State Governments.

Q. What is all about "Integrated Test Series Program"?

R. We at Vasavi Academy administer you with regular tests, where you first write descriptive answers and then take up MCQ based test on the same topic. It is tested and proven strategy, that preparing for descriptive questions makes you better at MCQ questions rather the other way.



Q. What is all about "Personal Mentorship program"?

R. It is an innovative program of Vasavi Academy, where serving and retired bureaucrats will be monitoring your performance in every test. Also it is a platform where you can get your grievance redressed through practical solutions suggested by our mentors.



Q. What is the role of "Guest Speakers" in my preparation?

R. Many fail in CSE due to lack of consistency which is very much dependent on motivational levels one possess within. So in order to maintain your energy levels high, "Guest Speakers" are invited from across the services like IAS,IPS, IRS, IFS etc. It will give you a first-hand experience of a bureaucrats personal and professional life. It also help you in tackling the issue that you encounter in your day to day preparation by knowing how the speakers did it in their life.



Q.

How will my answer writing skills get enriched at "Vasavi Academy"?

R. All your answers will be evaluated by our expert faculties and given a valuable feedback on how to improve your answers to get those extra brownie points. Apart from your test answers, your day to day practices answers can also be submitted for review.



Q. What shall I do till the classes begin?

R. Chalk out a time table to complete the following studies and activities:

- 1. Syllabus should be mastered thoroughly (both prelims and mains).**
- 2. Previous year UPSC questions must be analyzed thoroughly (both prelims and mains).**
- 3. Daily News Paper (preferably The Hindu - Editorials and Lead articles)**
- 4. NCERT text books from 6th to 12th standard of History, Polity, Economics, Geography, Science.**
- 5. All India Radio program - Spotlight.**
- 6. Rajya Sabha TV programs - Big Picture, Pulse, Science Reporter Pulse etc.**
- 7. Any one monthly magazine on current affairs.**
- 8. Refer to following websites like Press Information Bureau, PRS Legislative research, websites of different ministries etc.**

Q. Where do I get the afore-mentioned material?

R. Everything is available on internet.
Can read soft or hard copy
(by getting it printed).



Q. What should I do first in the afore-mentioned list of material?

R. Preferably in the same order as mentioned.

Q. Will it help me in clearing "Screening Test" going to be conducted in September?

R. Definitely it will help you to clear and join our "Free UPSC Coaching & Guidance Program"

Vasavi Academy has successfully completed its Fifth Batch of "Free Coaching & Guidance Program" for the civil services exam 2024 conducted by UPSC and the aspirants are ready to crack the Civil Services Exam shortly.

Selection process begins shortly with a Screening Test" and "Interview" to identify talented students for the upcoming New Batch.

Interested candidates can register themselves by submitting online application by scanning the following QR code



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