

CIVIL SERVICES GUIDANCE

ORIENTATION PROGRAMME

“So long as the millions live in hunger and ignorance, I hold every man a traitor who, having been educated at their expense, pays not the least need to them. (Swami Vivekananda, Complete works , Vol V, P58, 7th Edition, Quoted from Social Responsibilities of Public Administrators P24, (Lecture delivered at IIPA, New Delhi, Aug2 1977 by Swami Ranganathananada, Published by Vivekananda Institute of Human Excellence, Hyderabad, Sep 2015)

- ▶ **Need for Imaginative sympathy and Impersonal loyalty to our free state and constitution as a citizen**
- ▶ **Efficiency measures through Dynamic responses to National Urges**
- ▶ **(The Philosophy of democratic administration, 1970[IIPA Mysore] and Social Responsibilities of Public Administrators, 1977[IIPA New Delhi], Lectures Delivered By Swami Ranganathananda**

CORE ISSUES TO REMEMBER AS AN ADMINISTRATOR

- ▶ **Transition from colonial to a Democratic society**
- ▶ **Change of Administration From Colonial revenue –oriented to a democratic development-oriented**
- ▶ **Importance of Constitution and Rule of Law**


THE NATIONAL CONTEXT

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

- ▶ **Adopted by Constituent Assembly on Nov 26, 1949**
- ▶ **395 Articles**
- ▶ **12 Schedules**
- ▶ **Articles 308 to 313 concern the Civil Services**
- ▶ **Articles 315 to 323 concern the Public Service Commission**
- ▶ **Articles 323-A and 323-B concern the Administrative Tribunals.**

**FUNDAMENTAL ASPECTS OF
CONSTITUTION**



- ▶ **Primary Responsibility of an Administrator is that of being a citizen of a free country called upon to perform particular functions from time to time as administrators.**
 - ▶ **Two Important terms to remember**
 - ▶ **Being and Function**
 - ▶ **Being is the primary existence and function is only secondary**
- 


- ▶ Being enhances one's existence both internally and externally and enhances one's creativity and functions making one a change agent (Democratic Administration in the light of Practical Vedanta, Swami Ranganathananda, lecture Delivered at IIPA, Mysore, 19 Feb 1970, published by Ramakrishna Math Mylapur 2006)

SOCIAL RESPONSIBILITIES OF
ADMINISTRATORS

- ▶ **Ethics and Integrity**
- ▶ **Confidence, team work and team building abilities**
- ▶ **Objectivity and impartiality**
- ▶ **Follow principles of Natural Justice**
- ▶ **Empathy for the poor and the needy**
- ▶ **Communication and analytical skills**
- ▶ **Capable of interacting with all sections of society with awareness of the ground realities**
- ▶ **Ability to exist without fear or favour.**

**WHAT ONE LOOKS IN AN
ADMINISTRATOR**

▶ WBCS

- ▶ The Exam consists of 3 parts- **Prelims, Main ,Personality test**
 - ▶ **Prelims**-consist of 200 objective MCQs upto graduate level(200 Marks)of 2hr 30 mts duration
 - ▶ Consists of 8 parts-
 - ▶ English composition (25 marks)
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right corner of the slide.

- ▶ **General science(25marks),**
- ▶ **Current events of national and international importance (25marks),**
- ▶ **History of India(25 marks),**
- ▶ **Geography of India with special ref to West Bengal (25marks)**

STRUCTURE OF CS EXAMINATION SYSTEM

- ▶ **Indian polity and Economy(25marks),**
- ▶ **Indian National Movement(25marks),**
- ▶ **General Mental Ability (25marks)**

STRUCTURE OF CS EXAMINATION SYSTEM

▶ **English composition:**

▶ synonyms, analogues, same word having more than one meaning, vocabulary test, phrasal verbs, use of appropriate qualifying words, etc.

▶ **General science:**

▶ General appreciation and understanding of science including matters of everyday observation and experience

▶ **History:**

- ▶ emphasis will be on broad and general understanding of the subject in its social, economic and political aspects

BRIEF TOPICS TO BE COVERED IN
PRELIMS



▶ **Geography:**

- ▶ Physical, social and economic geography of the country including main features of Indian agricultural and natural resources with special reference to West Bengal.

BRIEF TOPICS TO BE COVERED IN
PRELIMS (CONTD)

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

- ▶ **Indian polity and economy:**
 - ▶ Panchayati Raj, knowledge of county's political system, community development and planning in India.
 - ▶ Indian National Movement: Nature and character of 19th century resurgence, Growth of nationalism and attainment of independence.
- 

- ▶ **General Mental Ability:**
- ▶ Understanding logical perception, Natural conclusion

BRIEF TOPICS TO BE COVERED IN
PRELIMS (CONTD)



- ▶ **The main examination** consists of six compulsory papers, 200 marks each of 3 hrs duration for Groups A to D and Two papers of any one optional subject of 200 marks each of 3 hrs duration for only Groups A and B.


▶ **Compulsory papers:**

▶ Paper I :

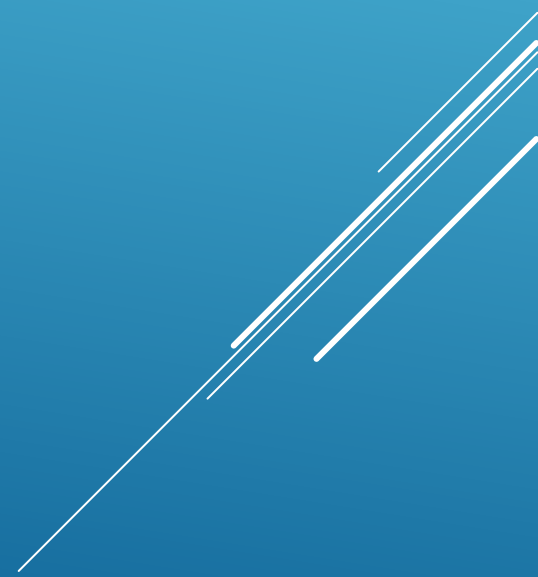
Bengali/Hindi/Urdu/Nepali/Santali
- Letter writing (within 150 words) /
Drafting of Report (within 200
words) Precis Writing, Composition
and Translation from English to
Bengali/Hindi/Urdu/Nepali/Santali


- ▶ **Paper II : English - Letter writing (within 150 words) / Drafting of Report (within 200 words), Precis Writing, Composition and**
- ▶ **Translation from Bengali/Hindi/Urdu/Nepali/Santal i to English**


MAIN EXAMINATION SYLLABUS

- ▶ **Paper III:**
 - ▶ **General Studies-I : (i) Indian History with special emphasis on National Movement and (ii) Geography of India with**
 - ▶ **special reference to West Bengal.**
- 

- ▶ **Paper IV : General Studies-II :
Science and Scientific &
Technological advancement,
Environment, General Knowledge
and current affairs**




- ▶ **Paper V : The Constitution of India and Indian Economy including role and functions of the Reserve Bank of India.**
 - ▶ **Paper VI : Arithmetic and Test of Reasoning.**
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

- ▶ **Paper VII: Optional subject(paper I)**
 - ▶ **Paper VIII: Optional subject(Paper II)**
 - ▶ **Total Marks(written): 1600**
- 

- ▶ **Personality Test:** 200 (Gr A and B), 150(gr C), 100(Gr D)
- ▶ Grand total: 1800 (Gr A and B) 1350 (Gr c), 1300 (Gr D)
- ▶ For list of optional subjects please see PSC Notification

MAINEXAMINATION SYLLABUS(CONTD)

▶ IAS/Allied


- ▶ The Civil Services Examination, conducted by the UPSC ,New Delhi , consists of two stages:
 - ▶ 1-Civil Services Prelims consisting of objective type questions
 - ▶ 2-Civil Services Main examination(Written &Interview)
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right corner of the slide.

▶ Prelims:

- ▶ The prelims will consist of two papers of objective type and carry a maximum of 400 marks.
- ▶ Paper I: 200 marks
- ▶ Paper II: 200 marks

STRUCTURE OF EXAMINATION
SYSTEM (CONTD)

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.


- ▶ **Paper I: Duration 2 Hours(200 marks)**
 - ▶ **Course content**
 - ▶ **Current events of national and international importance**
 - ▶ **History of Indian National Movement**
- 

- ▶ **India and world geography – physical, social, economic geography of India and world.**
 - ▶ **Indian polity and governance- constitution, political system, panchayati raj, public policy, rights issues, etc**
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

- ▶ **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 specialisation**
- ▶ **General science**

STRUCTURE OF THE PRELIMS

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

- ▶ **Paper II: Duration 2 hours(200 marks)**
 - ▶ **Comprehension**
 - ▶ **Interpersonal skills including communication skills**
 - ▶ **Logical reasoning and analytical ability**
 - ▶ **Decision making and problem solving**
 - ▶ **General mental ability**
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

- ▶ **Basic numeracy-numbers and their relations, orders of magnitude(Class x level), data interpretation(charts, graphs, tables, data sufficiency, etc)**
- ▶ **Paper II will be of a qualifying nature with qualifying marks fixed at 33%**


STRUCTURE OF PRELIMS(CONTD)


- ▶ **The main examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of information and memory.**
- ▶ **It consists of 9 papers, two of which are of a qualifying nature while the rest will be counted for merit.**

▶ **Qualifying papers**

- ▶ Paper A: one of the Indian languages to be selected by the candidate from the languages included in the 8th schedule to the Constitution(300 marks)
- ▶ Paper B: English(300 marks)

STRUCTURE OF THE MAIN EXAMINATION


- ▶ **Papers to be counted for merit**
 - ▶ **Paper I: Essay (250 marks)**
 - ▶ **Paper II: General Studies –I(250 marks) consists of Indian heritage and culture, history and geography of the world and society**
- 


- ▶ **Paper III: General Studies II(250 marks)** consists of **governance, constitution, polity, social justice and international relations**
 - ▶ **Paper IV: General studies III(250 marks)** consists of **Technology, economic development, bio-diversity, environment, security and disaster management**
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

- ▶ **Paper V: General studies IV (250 marks) consists of ethics, integrity and aptitude**
- ▶ **Paper VI: Optional subject- Paper I (250 marks)**

**STRUCTURE OF MAIN EXAMINATION
(CONTD)**


A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

- ▶ **Paper VII: Optional subject Paper II(250 marks)**
 - ▶ **Marks: 1750 (Written test)**
 - ▶ **275(personality test)**
 - ▶ **Grand Total: 2025**
- 

- ▶ **Indian Economic Service(IES)**
 - ▶ It is conducted in two stages: 1- Written, 2-Viva voce
 - ▶ Written: Consists of 6 papers, each of 3 hours duration
 - ▶ Paper I:General English (100 marks)
 - ▶ Paper II: General studies(100 marks)
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

- ▶ **Paper III: General economics-I (200 marks) consists of**
- ▶ **Part -A: Theory of consumer demand, Theory of production, Theory of Value, Theory of Distribution, Welfare economics. Part-B: Mathematical methods in Economics, Statistical and Econometric methods**

STRUCTURE OF CIVIL SERVICE EXAM

- ▶ **Paper IV: General Economics-II(200 marks):** consists of **Economic Thought, Concept of national income & social accounting, Theory of employment, output, inflation, Money & Finance, Financial & Capital market, Economic Growth and Development, International Economics, Balance of Payments, Global Institutions,**
- 

- ▶ **Paper V: General Economics-III(200marks):** public finance, environmental economics, industrial economics, State, Market & Planning, Indian Economics, History & Development of Planning, federal Finance, Budgeting & Fiscal policy, poverty, Unemployment, and Human development, Agriculture & rural strategies, India's experience with urbanization & Migration, Industry, Labour, Foreign trade, Money & Banking, Inflation.

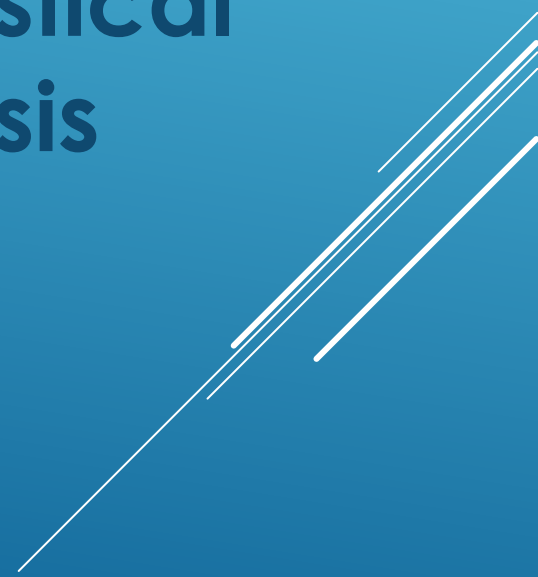
- ▶ **Paper VI: Indian Economics**
- ▶ **Total marks:1000**
- ▶ **Vivavoce:250**
- ▶ **Grand Total :1250**

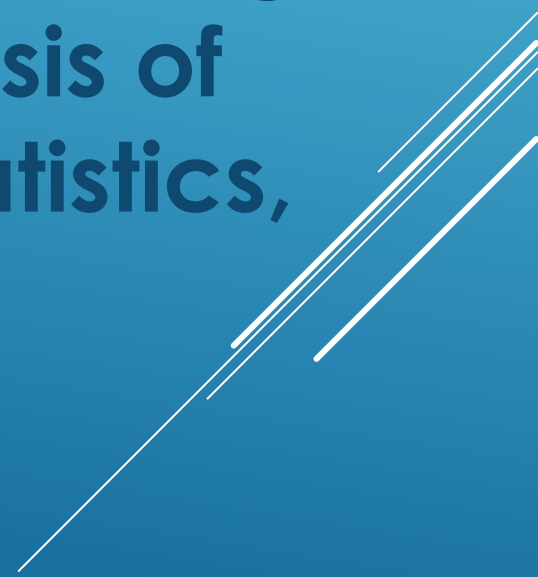
STRUCTURE OF CIVIL SERVICE EXAM(CONTD)

▶ **Indian statistical Service Exam(ISS)**

- ▶ It is conducted in two stages: 1- Written, 2- Viva voce
- ▶ Written: Consists of 6 papers, each of 3 hours duration

STRUCTURE OF CIVIL SERVICE EXAM
(CONTD)

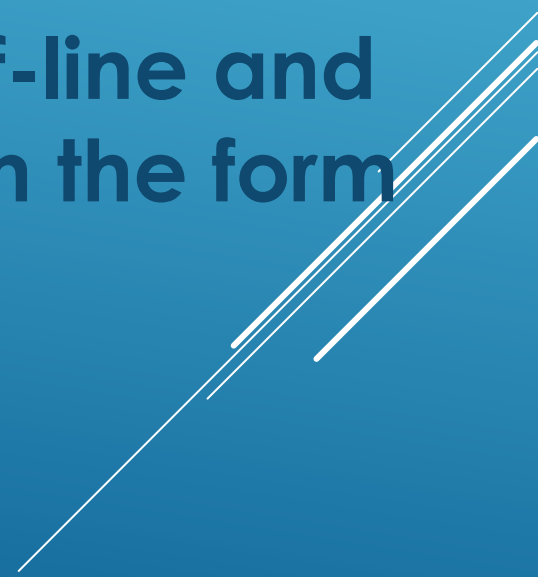
- ▶ **Paper I: General English (100 marks)**
 - ▶ **Paper II: General studies(100 marks)**
 - ▶ **Paper III: Statistics I (200marks)**
consists of **Probability, statistical methods, Numerical analysis**
- 

- ▶ **Statistics II(200 marks):** Linear models, Estimation, Hypothesis testing & Statistical quality control, Multivariate analysis
 - ▶ **Statistics III (200marks):** Sampling techniques, Design & analysis of experiments, Economic statistics, Econometrics
- 

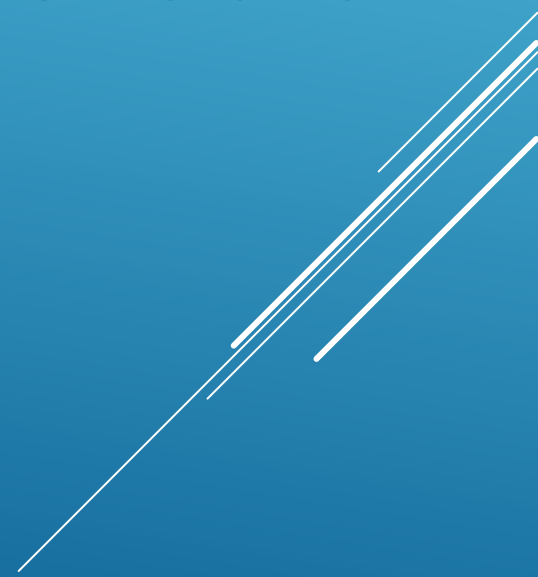
- ▶ **Statistics IV (200marks): Stochastic processes, Operations research, Demography & Vital statistics, Computer application & Data processing**
- ▶ **Total marks:1000**
- ▶ **Vivavoce:250 ; Grand total:1250**

**STRUCTURE OF CIVIL SERVICE
EXAM(CONTD)**

▶ **What CSGI is all about**

- ▶ The CSGI has been taken to facilitate students to seriously look at civil services as a career option
 - ▶ The CSGI would offer both off-line and on-line faculties to students in the form of reading material .
- 

- ▶ It would also guide students to choose the optional papers and also help them in preparing for interviews and viva voce by arranging for lectures from time to time by civil servants and experienced teachers



- ▶ **Offline reading material is already available for IAS/Allied Services in the library on the following subjects: Sociology, History, Anthropology, Psychology, Political science & international relations, Economics, veterinary science & Animal husbandry, IES and WBCS(Prelims)**

**CIVIL SERVICES GUIDANCE
INITIATIVE(CSGI)**

- ▶ **On-line would be made available through email and college website**

