

**THOUGHTS ON CLEARING GOVERNMENT EXAMS**  
**AND ENTERING PUBLIC SERVICES**

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**MY THOUGHTS**

*Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.*

*- Mark Twain*

Nothing great was ever achieved without enthusiasm and a clear strong willpower. It is a competitive environment and there will be a gamut of opportunities available with you, however your success lies in tapping the full potential of these opportunities and attaining excellence in the same. If you haven't found 'opportunity' yet, you must spend time looking for 'opportunity' until you find it. With the right mindset you will discover, that your defeat can also be an opportunity.

Nothing is easy, but Nothing is Impossible either. The only thing you need is passion and determination – and you can conquer mountains. When you work hard on yourself and inculcate discipline in your life, you can achieve the unimaginable.

If the 'WHY' is powerful, the 'HOW' is easy. Ask yourself 'Why' you want to clear an exam or achieve some particular success. If your answer is clear and strong enough to drive you – you will find the right strengths within you to clear any exam and achieve success.

I am sharing my Thoughts on into the Civil Services exam (also called the Union Public Service Commission Exam) and various other Government exams which can lead to a career in public services. It contains information on the kinds of civil services and posts in India and the

recruitment exams for the same. It gives information about the syllabus, resources, strategies and preparation tips for cracking the exams. I am sharing my tips not only on how to clear Government exams but also on how to achieve super success in the 'exam of Life'.

## **INTRODUCTION**

A career in public services has always been perceived as a dependable and stable career option. Millions of aspirants with diverse educational and cultural backgrounds, compete every year to secure that coveted 'Government job'. However, it is important to understand the dynamics of the sector which is full of challenges and opportunities. The competitive exams for Government services are not just about studying and securing marks - they go much beyond, as they gauge the entire personality of an individual and his/her conviction in uncomfortable situations.

These exams are not about just consuming information and cramming data, it is more about in-depth understanding, decision making and execution skill.

When anyone wants to begin this journey, some basic questions they face are how to begin and where to begin. Therefore, before beginning, it is important to know a little about the system – the various posts and classification of services in the Government, recruitment to various posts and the important authorities for the same. The business of the Government of India is transacted in the Ministries, Departments, Secretariats and Offices specified in the First Schedule to the Government of India (Allocation of Business) Rules, 1961. The Ministries and the organizations thus, classify the services into various groups and transact the business allocated to them.

## **CLASSIFICATION OF GOVERNMENT POSTS AND SERVICE**

The civil service of the Central Government is organized into four groups, viz.

Group 'A' (which includes All- India Services) Group 'B', Group 'C' and Group 'D'. Such classification broadly corresponds to the rank, status and the degree of the level of responsibility attached to the posts. Group 'A' posts carry higher administrative and executive responsibilities and include senior management positions in the ministries/departments and field organizations. The middle and junior levels of Group 'A' along with Group 'B' constitute middle management.

Group 'C' posts perform supervisory as well as operative tasks and render clerical assistances in ministries and field organizations. Group 'D' posts are meant for carrying out routine duties. The Central Civil Services (Classification, Control and Appeal) Rules, 1965 provide a concrete and specific criterion for classification of posts in terms of pay.

### **The 'Service' concept**

An important characteristic of the civil service system at the Centre is, its classification based on the concept of the 'Service'. Under this concept, civilian posts are grouped into distinct homogenous cadres under a common 'Service' named on the basis of specific functions attached to the posts in question. The Study Team on Personnel Administration appointed by the Administrative Reforms Commission (1969) appropriately defined a 'cadre' as follows: - *“A cadre comprises persons who have been adjudged suitable and recruited to hold a group of position requiring similar skills-technical, professional and/or administrative; within a Service there may be more than one grade arranged vertically according to the level of responsibility”*.

According to the Study Team, the concept so developed further presupposes that within a Service positions at same level are analogous and any member of the service qualified to hold that grade or position can be posted. Thus while constituting a Service, positions are not only examined with reference to skill requirement and graded but it is also determined whether those positions are also inter-changeable.

A Central Group 'A' Service represents a group of posts belonging to a distinct functional area arranged in a hierarchical order representing different grades or levels of responsibility. All the posts in the Service carry the same functions involving specific skills. They are uni-functional. They only differ in rank and status corresponding to given levels of responsibility attached to different grades of posts. The hierarchical arrangement of posts along with the pay scales attached to different grades constitutes what may be called a cadre and the arrangement itself is known as a cadre structure.

There are three All-India Services which are all Group 'A' Services, namely, the Indian Administrative Service, Indian Police Service and Indian Forest Service. These are common to

the Centre and the States. The manpower for performing the functions of the Central Government is, however, mainly provided by Central Services and cadres. The Central Group 'A' Services organized into regular cadres account for the bulk of the Group 'A' posts under the Central Government. They are broadly classified into (I) Non-Technical service, (II) Technical Service (which include engineering services), (III) Health Services and (IV) Other Services (which includes some engineering and scientific services).

The non-technical services are meant to administer non-technical areas of administration at the Centre like audit, income-tax, posts and railways. The technical services perform similar functions on the technical side of the Central Government in departments like Civil Engineering, Telegraph Engineering, Mechanical Engineering, etc. The Group 'A' category also includes officers engaged in research in the scientific and technological fields besides isolated - so called General Central Services - posts in the non-technical fields.

### **Recruitment to the 'Service'**

Recruitment is made to a 'Service' rather than to a post, at least in so far as organized services are concerned. There are generally two sources of recruitment, viz. (a) direct recruitment i.e. recruitment from the open market through an open competitive exam or an interview or a combination of both; and (b) recruitment through promotion from a lower cadre.

Direct recruitment to all non-technical Group 'A' Services is made through a combined competitive examination (Civil Services Examination) conducted by the Union Public Service Commission on annual basis. Candidates selected for different services as a result of this examination are trained in the functional fields to which they are subsequently allotted.

Regarding technical services, there is a different type of combined competitive examination also conducted by the UPSC in different areas of specialization e.g. civil engineering, economics etc. In case of departmental promotion, the promotion quota for the purpose varies from Service to Service.

## **RECRUITMENT AND SERVICE**

Article 309 of the Constitution of India, grants the authority to the appropriate legislature

(Parliament or State Legislature) to enact laws regulating the recruitment and conditions of service for public servants.

### **Recruitment Rules**

Recruitment is a process of selection of candidate to a designated post and Recruitment Rules are the provisions prescribed under the Statute for executing the same. Recruitment Rules are subordinate legislation and so, they are statutory in nature.

Recruitment Rules are rules notified under proviso to Article 309 or any specific statutes for post(s) prescribing inter alia the method of recruitment and eligibility for such recruitment. It contains:

- i. Notification part having substantive rules - Notification of Recruitment Rules contains the substantive rules which include the provisions related to title, date of commencement, enabling provision for applicability of schedule, disqualification clause, power to relax clause, saving clause and any other rule specific to a post viz. initial constitution clause, liability for all-India Service etc.; and
- ii. Schedule part (as per prescribed Annexure-I) - The schedule of Recruitment Rules of post(s) is a 13 columns table as per prescribed Annexure-I to Office Memorandum of Ministry of Personnel, Public Grievances and Pensions (vide OM No. AB-14017/48/2010-Estt. (RR) dated 31.12.2010) containing details of the post(s) along with method of recruitment and eligibility criteria viz. number of posts, classification, pay level, method of recruitment, educational qualification etc. The prescribed schedule is used for posts which are not covered by any organized service.

As soon as a decision is taken to create a new post / service or to upgrade any post or restructure any Service, action is taken immediately by the Administrative Ministry / Department concerned to frame Recruitment Rules/ Service Rules therefore. Posts which are created for a duration less than one year may be filled on deputation by drawing officers from other offices of the Central Government, holding posts of appropriate level (analogous posts or where necessary, the next below post with the minimum regular service prescribed for promotion) and possessing necessary qualifications required for the performance of duties attached to the post.

The Union Public Service Commission (UPSC) is required to advise upon the Recruitment Rules for various civil posts and services which are mandated to it under the Constitution of India or a specific Act governing a statutory organization. Accordingly, Ministries/Departments are required to consult the UPSC for framing/amendment of Recruitment Rules for Group 'A' and Group 'B' posts unless exempted from consultation. Exemption from Consultation with UPSC is governed by the Union Public Service Commission (Exemption from Consultation) Regulations, 1958 as amended from time to time and the Central Civil Services and Civil Post (Consultation with Union Public Service Commission) Rules, 1999 as amended.

### **Service Rules**

Service Rules are framed for defined Organized Central Services to the Union of India and are comprehensive statutory documents, which include inter alia the specifications with regard to title & definitions, authorized strength & grade, initial constitution of the service & future maintenance, seniority, qualifying service for promotion, probation & method of recruitment, liabilities & disqualifications, relaxation provisions, Savings clause etc.

The Recruitment Rules do not contain many Clause(s) of Service Rules of Organized Services.

### **TYPES OF PUBLIC SERVICES**

There are three types of Public/Government services in India – All India Services, Central Services and State Services.

#### **All India Services**

Part XIV, Article 312 of the Constitution of India provides for the creation of All India Services (AIS) common to the Union and the States. The All India Services Act, 1951 provides that the Central Government may make rules for regulating the recruitment and the conditions of service of persons appointed to the All India Services. Presently only the Indian Administrative Service (IAS), the Indian Police Service (IPS) and the Indian Forest Service (IFoS) have been constituted

as All India Services. Recruitment to these services may be done by Direct Recruitment (through Competitive Examinations) and by promotion from the State Service.

### **Central Services**

The persons appointed under Central Services are appointed by Central Government and they work under Central government only. Services under this category are Indian Foreign Service, Indian Revenue Service, Indian Statistical Service, Railway Personnel Service, Central Engineering Service, Central Health Service etc.

### **State Services**

The personnel of state services work under the exclusive jurisdiction of the state government. They are appointed by State Government and can be removed by State government. Services under this category differ from State to State. Each of these services is named after the state, meaning that the name of the state is added as a prefix. Some examples are Civil Service, Police Service, Forest Service, Agricultural Service, Medical Service etc.

The Union Public Service Commission is entrusted with promotions from State Services (State Civil/Police/Forest Services) to All India Services through a Selection Committee presided over by the Chairman or a Member of the Commission in terms of the respective IAS/IPS/IFoS Promotion Regulations and selection of Non-State Civil Service Officers for appointment to the IAS under IAS (Appointment by Selection) Regulations, 1997.

## **UNION PUBLIC SERVICE COMMISSION**

The Constitution of India is the supreme law of India. It came into force on 26<sup>th</sup> January, 1950 with 395 Articles, 8 Schedules, and 22 Parts. Currently, it contains 448 Articles, 12 Schedules and 25 Parts.

The Union Public Service Commission (UPSC) is a Constitutional Body established under Part XIV, Article 315 of the Constitution of India. Provisions with respect to the Commission are contained in Part XIV, Article 315 to Article 323 of the Constitution of India.

## **History of formation of UPSC**

Civil Service in India was introduced in 1854. Civil Service Commission was setup in 1854 in London and competitive examinations were started in 1855, which were initially conducted only in London. From 1922 onwards the Indian Civil Service Examination began to be held in India also, first in Allahabad and later in Delhi with the setting up of the Federal Public Service Commission. The Examination in London continued to be conducted by the Civil Service Commission. The Civil Services in British India were classified on the basis of the nature of work, pay-scales and appointing authority - The covenanted services comprised the higher rung where British civil servants occupied the higher posts in the government and the uncovenanted services comprised the lower rung to facilitate the entry of Indians at the lower stage of the administration.

The origin of the Public Service Commission in India is found in the First Dispatch of the Government of India on the Indian Constitutional Reforms on the 5th March, 1919 which referred to the need for setting up some permanent office charged with the regulation of service matters. This concept of a body intended to be charged primarily with the regulation of service matters, found a somewhat more practical shape in the Government of India Act, 1919. Section 96(C) of the Act provided for the establishment in India of a Public Service Commission which should “discharge, in regard to recruitment and control of the Public Services in India, such functions as may be assigned thereto by rules made by the Secretary of State in Council”. Subsequent to the provisions of Section 96(C) of the Government of India Act, 1919 and the strong recommendations made by the Lee Commission in 1924 for the early establishment of a Public Service Commission, it was on October 1, 1926 that the Public Service Commission was set up in India for the first time. It consisted of four Members in addition to the Chairman. The functions of the Public Service Commission were not laid down in the Government of India Act, 1919, but were regulated by the Public Service Commission (Functions) Rules, 1926 framed under sub-section (2) of Section 96(C) of the Government of India Act, 1919.

In terms of the provisions of the Government of India Act, 1935 and with its coming into effect on 1st April, 1937, the Public Service Commission became the Federal Public Service



Commission. With the inauguration of the Constitution of India in January 26, 1950, the Federal Public Service Commission came to be known as the Union Public Service Commission, and the Chairman and Members of the Federal Public Service Commission became Chairman and Members of the Union Public Service Commission by virtue of Clause (1) of Article 378 of the Constitution.

### **Organization Structure**

Union Public Service Commission website is - <https://upsc.gov.in/>. The Commission consists of a Chairman and ten Members. The UPSC has the following Divisions –

- Administration
- All India Services
- Appointments
- Examination
- General
- Recruitment
- Recruitment Rules
- Services I
- Services II

### **Functions of the UPSC**

The functions of the Commission as contained in Article 320 and 321 of the Constitution of India, include inter alia:

1. Recruitment by conduct of competitive examinations;
2. Recruitment by Selection through Interviews;
3. Advising on the suitability of officers for appointment on promotion as well as transfer-on – deputation;
4. Advising the Government on all matters relating to methods of Recruitment to various services and posts; framing and amendment of Recruitment Rules;
5. Disciplinary cases relating to different Civil Services;

6. Miscellaneous matters relating to grant of extra-ordinary pensions, reimbursement of legal expenses etc.
7. Advising the Government on any matter referred to the Commission by the President of India.
8. On the request of the Governor of a State, to serve all or any of the needs of a State relating to recruitment, with the approval of the President.

### **Recruitment by UPSC**

Under Article 320 of the Constitution of India, the UPSC is inter-alia, required to be consulted on all matters relating to recruitment to civil services and posts.

Recruitment is made by one of the following three methods:

- Direct Recruitment;
- Promotion; and
- Transfer

Direct Recruitment is conducted broadly under the following two methods:

- Recruitment by competitive examination.
- Recruitment by selection through interview.

Therefore, one of the functions of the Commission is to conduct examinations for appointment to Civil Services/Posts of the Union. In addition, competitive examinations are also held by the Commission under arrangements with the Ministry of Defence for entry to certain Defence Services, through the National Defence Academy, Indian Military Academy, Naval Academy, Air Force Academy and the Officers Training Academy.

The Commission usually conducts over a dozen examinations every year on an all India basis. These include Examinations for recruitment to services/posts in various fields, such as Civil Services, Engineering, Medical and Forest Service, etc.

### **Examinations conducted by the UPSC**

The Commission conducts following Structured Examinations on a regular basis at various Centres located throughout the country for appointment to various Civil/Defence services/posts:

1. Civil Services (Preliminary) Examination;

2. Civil Services (Main) Examination;
3. Engineering Services (Preliminary) Examination;
4. Engineering Services (Main) Examination;
5. Combined Medical Services Examination;
6. Indian Forest Service (Preliminary) Examination through CS (P) Examination;
7. Indian Forest Service (Main) Examination;
8. Combined Geo-Scientist (Preliminary) Examination;
9. Combined Geo-Scientist (Main) Examination;
10. Indian Economic Service/ Indian Statistical Service Examination;
11. Combined Defence Services Examination [Held twice a year];
12. National Defence Academy and Naval Academy Examination [Held twice a year];
13. Central Armed Police Forces (Assistant Commandants) Examination;
14. Section Officers/Stenographers (Grade-B/Grade- I) Ltd. Departmental Competitive Examination;
15. Central Industrial Security Force, Assistant Commandant (Exe) Limited Departmental Competitive Examination.

A Program (calendar) of Examination/Recruitment Test is published in the leading newspapers of the country, stating names of examinations, dates of notification, dates of receipt of applications and dates of commencement of examinations, well in advance normally in June of the preceding year and also displayed on the Commission's website.

UPSC Examination Notices encapsulate the Rules of Examinations notified by the Government. Examination Notices of all the 13 Structured Examinations are uploaded on the Commission's website around 3 months before the date of Examination. Examination Notices (indicative) are also published in the Employment News/Rozgar Samachar.

## **UNION TERRITORIES CIVIL SERVICES**

The Union territories(UTs) are administered in accordance with the provisions of Article 239 to

241 of the Constitution of India. The three UTs with Legislatures (i.e. The National Capital Territory of Delhi and Union Territory of Puducherry) and the UT of Andaman and Nicobar Islands, UT of Jammu & Kashmir and UT of Ladakh have Lt. Governors as Administrators. The Governor of Punjab functions as the Administrator of the UT of Chandigarh. The remaining 2 UTs viz. Dadra and Nagar Haveli and Daman and Diu (DNH & DD) and Lakshadweep are administered through IAS officers who are appointed as Administrators. A senior IAS officer functions as Advisor to the Administrator.

The Ministry of Home Affairs, Union Territories Division deals with all legislative and constitutional matters relating to Union territories except UT of Jammu and Kashmir and UT of Ladakh which is dealt by Department of Jammu, Kashmir and Ladakh Affairs, including the National Capital Territory of Delhi. It also functions as the cadre controlling authority of the Arunachal Pradesh-Goa-Mizoram and Union Territory (AGMUT) cadre of Indian Administrative Service (IAS)/Indian Police Service (IPS) as also Delhi-Andaman and Nicobar Island Civil Service (DANICS)/Delhi-Andaman and Nicobar Island Police Service (DANIPS).

DANICS - This service acts as a feeder service to the Indian Administrative Service. The full form of DANICS is Delhi, Andaman and Nicobar Islands Civil Services functioning under the Government of India. The initial posting of officers from cadre is the role of Assistant Collector (District Administration, Delhi). The officers from this cadre are responsible for the administrative functions of the Delhi and other Union Territories.

DANIPS – The full form of DANIPS is Delhi, Andaman & Nicobar Islands Police Service. It is a federal police service in India, administering Delhi and the Union Territories of India.

Pondicherry Civil Service - The recruitment for this cadre takes place through the Civil Service Examination conducted by UPSC.

Pondicherry Police Service - The recruitment for Pondicherry Police service takes place through Civil Service Examination conducted by UPSC.

## **STATE PUBLIC SERVICE COMMISSIONS**

State Public Service Commissions (SPSC) of various States of India are Constitutional Bodies established under Part XIV, Article 315 of the Constitution of India. Provisions with respect to the State Commission are contained in Part XIV, Article 315 to Article 323 of the Constitution of India.

State Public Service Commissions:

1. Andhra Pradesh Public Service Commission - <https://psc.ap.gov.in/>
2. Arunachal Pradesh Public Service Commission - [https://appsc.gov.in/Index/institute\\_home/ins/RECINS001](https://appsc.gov.in/Index/institute_home/ins/RECINS001)
3. Assam Public Service Commission - <https://apsc.nic.in/>
4. Bihar Public Service Commission - <https://www.bpsc.bih.nic.in/>
5. Chhattisgarh Public Service Commission - <https://psc.cg.gov.in/>
6. Goa Public Service Commission - <https://gpsc.goa.gov.in/>
7. Gujarat Public Service Commission - <https://gpsc.gujarat.gov.in/>
8. Haryana Public Service Commission - <https://haryana.gov.in/>
9. Himachal Pradesh Public Service Commission - <https://himachal.nic.in/en-IN/>
10. Jammu and Kashmir Public Service Commission - <https://jkpsc.nic.in/>
11. Jharkhand Public Service Commission - <https://www.jpssc.gov.in/>
12. Karnataka Public Service Commission - <https://www.kpsc.kar.nic.in/>
13. Kerala Public Service Commission - <https://www.keralapsc.gov.in/>
14. Madhya Pradesh Public Service Commission - <https://mppsc.mp.gov.in/>
15. Maharashtra Public Service Commission - <http://www.mpsc.gov.in/>
16. Manipur Public Service Commission - <https://mpscmanipur.gov.in/>
17. Meghalaya Public Service Commission - <https://mpsc.nic.in/>
18. Mizoram Public Service Commission - <https://mpsc.mizoram.gov.in/>
19. Nagaland Public Service Commission - <https://npssc.nagaland.gov.in/>
20. Odisha Public Service Commission - <https://www.opsc.gov.in/Public/OPSC/Default.aspx>
21. Punjab Public Service Commission - <https://www.ppsc.gov.in/>
22. Rajasthan Public Service Commission - <https://rpssc.rajasthan.gov.in/>
23. Sikkim Public Service Commission - <http://www.spscskm.gov.in/>
24. Tamil Nadu Public Service Commission - <https://www.tnpsc.gov.in/>

25. Telangana State Public Service Commission - <https://www.tspsc.gov.in/>
26. Tripura Public Service Commission - <https://tpsc.tripura.gov.in/>
27. Uttar Pradesh Public Service Commission - <https://uppsc.up.nic.in/>  
Uttar Pradesh Subordinate Services Selection Commission - <https://upsssc.gov.in/>
28. Uttarakhand Public Service Commission - <https://psc.uk.gov.in/>
29. West Bengal Public Service Commission - [https://wbpsc.gov.in](https://wbpsc.gov.in/)

### **National Conference of Chairpersons of State Public Service Commissions**

The Constitution of India does not provide any formal linkage or relationship between Union Public Service Commission and State Public Service Commissions. Through the National Conference of Chairpersons of State Public Service Commissions, held annually since 1999, a system of informal relationship has evolved over the years. The National Conference provides a forum for exchange of ideas and information regarding common areas of interest and has striven to bring about some uniformity in the functioning of the State PSCs.

### **STAFF SELECTION COMMISSION**

The Commission is headed by a Chairman who is assisted by two Members and a Secretary-cum-Controller of Examinations. They are further supported by other officers and Staff of the headquarters and by a regional network of offices established at various locations. The Headquarter of the Commission is located at New Delhi. The Staff Selection Commission Website is - <https://ssc.nic.in/>

Functions of Commission are:

1. To make recruitment to (i) all Group “B” posts in the various Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices which are in the pay scales the maximum of which is Rs. 10,500 or below and (ii) all non-technical Group “C” posts in the various Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices, except those posts which are specifically exempt from the purview of the Staff Selection Commission.

2. To conduct examinations and/or interviews, whenever required for recruitment to the posts within its purview.

3. In particular, to hold Open Competitive Examinations for recruitment to the posts of:

i. Lower Division Clerks in the various Ministries/Departments, Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Clerical Service /Indian Foreign Service (Branch B), Railway Board Secretariat Clerical Service and the Armed Forces Headquarters Clerical Service;

ii. Grade “C” and Grade ‘D’ Stenographers of the Central Secretariat Stenographers Service and equivalent Grades of Indian Foreign Service (Branch B) Railway Board Secretariat Stenographers Service/Armed Forces Headquarters Stenographers Service and to the posts of Stenographers in other Departments including Attached and Subordinate Offices of the Government of India not participating in the aforesaid Services;

iii. Assistants in the various Ministries/Departments including Attached and Subordinate Offices of the Government of India including those participating in the Central Secretariat Service/ IFS (Branch B)/ Railway Board Secretariat Service/Armed Forces Headquarters Civil Service;

iv. Inspectors of Central Excise in different Collectorates of Central Excise, Inspectors of Income-Tax in different charges of the Commissioners of Income-Tax, Preventive Officers and Examiners in different Custom Houses, Assistant Enforcement Officers in Directorate of Enforcement;

v. Sub-Inspectors in Central Bureau of Investigation and Central Police Organizations;

vi. Divisional Accountants, Auditors and Accountants under the Office of Comptroller and Auditor General of India and other Accounts Departments and Upper Division Clerks in Attached and Subordinate Offices of the Government of India.

vii. Junior Engineer (Civil & Electrical) in CPWD, a Group ‘C’ Non-Gazetted, Non-Ministerial, General Central Services (Technical) post.

viii. Statistical Investigators, Grade IV of Subordinate Statistical Service (SSC), a Group ‘C’ non-gazetted, non-ministerial post in the Ministry of Statistics and Programme Implementation

ix. Tax Assistant (a Group C non – Gazetted Ministerial post in various Commissionerates of Central Board of Direct Taxes (CBDT) and Central Board of Excise and Customs

x. Section Officer (Commercial Audit), a Group “B” Non-gazetted post in the Indian Audit and Accounts Department

xi. Section Officer (Audit) , a Group B Non-Gazetted post in the Office of the Comptroller and Auditor General

4. The Commission also holds Departmental Examination for promotion from:

i. Group “D” to Lower Division Clerk Grade of the Central Secretariat Clerical Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Force Hqrs. Clerical Service;

ii. Lower Divisional Clerks to Upper Divisional Clerks Grade of the Central Secretariat Clerical Service and equivalent Indian Foreign Service (B)/Railway Board Secretariat Clerical Service/Armed Forces Hqrs. Clerical Service;

iii. Stenographers Grade “D” to Stenographers Grade “C” of the Central Secretariat Stenographers Service and equivalent grades in Indian Foreign Service (B)/Railway Board Secretariat Stenographers Service/Armed Forces Hqrs. Stenographers Service.

5. The Commission conducts periodical Typewriting Tests in English and Hindi.

6. The Commission prepares schemes for recruitment to all Group “B” posts which are in the pay scale of Rs 9300 to 34800 (Grade pay Rs.4600) and Group “C” non-technical posts in the Ministries/Departmental of the Govt. of India including its Attached and Subordinate Offices in consultation with the Departments concerned.

7. The Commission conducts examinations/selections for recruitment to all Group “B” posts which are in the pay scales the maximum of which is Rs.10, 500 or below and all Group “C” non-technical posts in the Ministries/Departments of the Govt. from time to time.

8. The Commission performs such other functions as may be entrusted to it by the Central Govt. from time to time.

### **CIVIL SERVICES EXAMINATION (CSE)**

Conducted by the Union Public Service Commission (UPSC), the Civil Services Examination (CSE), a national level exam for various civil services in India, is also commonly referred to as



the UPSC exam. The minimum educational qualification to appear in this exam is a bachelor's degree in any discipline from a recognized university or institution and the age-limit for the candidates is 21-32 years but there are provisions for age relaxation for certain categories of candidates. The number of attempts a candidate can make for the UPSC CSE varies depending on their category. UPSC allows aspiring candidates from general category to take six attempts for the exam whereas the number of attempts vary for reserved category candidates.

The eligibility criteria for taking the CSE viz. age criteria, nationality, required educational qualification and number of attempts allowed is all communicated by UPSC through an official notification.

### **CSE conducted for which services**

UPSC conducts Preliminary Examination of the Civil Services Examination for recruitment to the Indian Administrative Service (IAS), Indian Foreign Service (IFS), Indian Police Service (IPS) and other Central Services and posts in accordance with the Rules published by the Government (Department of Personnel & Training) in the Gazette of India Extraordinary.

The following Group A and Group B services are covered:

1. Indian Administrative Service (IAS)
2. Indian Police Service (IPS)
3. Indian Forest Service (IFoS)
4. Indian Foreign Service (IFS)
5. Indian Audit and Accounts Service (IAAS)
6. Indian Civil Accounts Service (ICAS)
7. Indian Corporate Law Service (ICLS)
8. Indian Defence Accounts Service (IDAS)
9. Indian Defence Estates Service (IDES)
10. Indian Information Service (IIS)
11. Indian Ordnance Factories Service (IOFS)
12. Indian Communication Finance Services (ICFS)
13. Indian Postal Service (IPoS)
14. Indian Railway Accounts Service (IRAS)
15. Indian Railway Personnel Service (IRPS)

16. Indian Railway Traffic Service (IRTS)
17. Indian Revenue Service (IRS)
18. Indian Trade Service (ITS)
19. Railway Protection Force (RPF)
20. Armed Forces Headquarters Civil Service
21. Delhi, Andaman and Nicobar Islands Civil Service (DANICS)
22. Delhi, Andaman & Nicobar Islands Police Service (DANIPS)
23. Pondicherry Civil Service
24. Pondicherry Police Service

### **Structure and Phases of the Exam**

The Civil Services Examination is conducted in three stages:

Stage:1 – Preliminary Exam (commonly referred to as ‘Prelims’)

Stage:2 – Mains Exam (commonly referred to as ‘Mains’)

Stage:3 – Personal Interview

### **Stage 1: Prelims**

This is an objective type exam (i.e. it comprises of multiple choice questions). It comprises of 2 compulsory papers of 200 marks each. Each paper is of two hours duration. The question papers are set in Hindi and English.

Paper 1 – General Studies 1 (GS 1) – This paper has 100 questions of 2 marks each

Paper 2 – General Studies 2 (GS 2) (which is commonly also referred to as CSAT (Civil Services Aptitude Test)) – This is a qualifying paper comprising of 80 questions of 2.5 marks each. A candidate needs to score a minimum 33% in this paper to qualify for their GS 1 paper to be evaluated.

There is penalty (negative marking) for wrong answers in Prelims exam, which is one-third (1/3rd) of the marks assigned to that question. If a candidate gives more than one answer, it is treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question. If a question is left blank, i.e. no answer is given by

the candidate; there will be no penalty for that question.

The candidates securing above the cut-off mark (which varies each year) in the Prelims go the next stage i.e. the 'Mains' exam. The Prelims exam is meant to serve as a screening test only; the marks obtained in the Prelims are not counted for determining the candidate's final order of merit. Only those candidates, who are declared by the Commission to have qualified in the Preliminary Examination in the year, will be eligible to appear at the Main Examination of that year provided they are otherwise eligible for admission to the Main Examination.

### **Stage 2: Mains**

This is a written exam of conventional (essay) type which contains 9 papers, out of which only 7 are counted for the final merit ranking. Out of the 9 papers, 2 are compulsory language papers of 300 marks each, in which the candidate has to secure a minimum of 25% marks in each.

Remaining 7 of the 9 papers are of three-hour duration each and are of 250 marks each and thus the total marks of Mains are 1750. Out of the 7 papers above, 5 papers are common to all candidates and 2 are chosen by each candidate from a list of subjects given by UPSC.

Nine Papers:

1. Language Paper A - Compulsory Indian Language
2. Language Paper B - English
3. Paper 1 - Essay
4. Paper 2 - General Studies I
5. Paper 3 - General Studies II
6. Paper 4 General Studies III
7. Paper 5 General Studies IV
8. Optional Paper 1
9. Optional Paper 2

The papers on Indian languages (language of 8th Schedule of the Indian Constitution) and English (Paper A and paper B) will be of qualifying nature. The marks obtained in these papers will not be counted for ranking. The Language Paper A on Indian language is not compulsory for students hailing from Sikkim, Arunachal Pradesh, Nagaland, Manipur, Mizoram, and Meghalaya. The Language Paper A on Indian language is also not compulsory for the candidates

suffering from Hearing Impairment (sub-category of person with disability) provided they have been granted such exemption from 2nd or 3rd language courses by the concerned education Board/University.

Evaluation of the papers, namely, 'Essay', 'General Studies' and Optional Subject of all the candidates would be done simultaneously along with evaluation of their qualifying papers on 'Indian Languages' and 'English' but the papers on 'Essay', General Studies and Optional Subject of only such candidates will be taken cognizance who attain 25% marks in 'Indian Language' and 25% in English as minimum qualifying standards in these qualifying papers.

### **Stage 3: Personal Interview**

The interview is a Personality Test where the candidate is reviewed by a panel. It comprises of 275 marks. The objective of the Interview/Personality Test taken by a Board of competent and unbiased observers is to assess the suitability of the candidate for a career in public service.

### **Total Marks for CSE marks**

Prelims – It is a screening test and therefore marks are not counted in the total merit.

Mains – 1750 marks (7 subjects of 250 marks each)

Interview – 275 marks

Total Marks of CSE exam – 2025 marks.

### **Cut offs of Civil Service Examination**

The tables below give the cut-offs of the Civil Services Examination in 2020, 2021 and 2022 i.e. the minimum qualifying standards/marks secured by the last recommended candidate in various categories at various stages.

In the tables below:

CS(Prelims) Exam total are out of 200

CS (Mains) Exam total are out of 1750

CS (Final) Result is out of 2025

In CS (Prelims) totals - Cut off marks on the basis of GS Paper-I only is given. GS Paper-II was of qualifying nature with 33% marks

In CS (Mains) totals - 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 2022

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

#### Civil Services Examination 2021

Exam	General	EWS	OBC	SC	ST	PwBD-1	PwBD-2	PwBD-3	PwBD-5
CS(Prelim)	87.54	80.14	84.85	75.41	70.71	68.02	67.33	43.09	45.80
CS(Main)	745	713	707	700	700	668	712	388	560
CS(Final)	953	916	910	886	883	892	932	689	701

#### Civil Services Examination 2020

Exam	General	EWS	OBC	SC	ST	PwBD-1	PwBD-2	PwBD-3	PwBD-5
CS(Prelim)	92.51	77.55	89.12	74.84	68.71	70.06	63.94	40.82	42.86
CS(Main)	736	687	698	680	682	648	699	425	300
CS(Final)	944	894	907	875	876	867	910	675	465

#### CSE Program of Examination 2024

Year	Registration	Preliminary	Mains	Interview
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2024	From Feb 14 to March 5, 2024	On May 26, 2024	From Sept 20 to Sept 29	Not yet declared
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#### Dates of CSE of Last 4 years

Year	Registration	Preliminary	Mains	Interview
2023	From Feb 2 to Feb 21, 2023	On May 28, 2023	From Sept 15 to Sept 24, 2023	From Jan 2 to Feb 16, 2024
2022	From Feb 2 to Feb 22, 2022	On June 5, 2022	From Sept 16 to 25, 2022	From April 24 to May 18, 2023
2021	From March 4 to March 24, 2021	On Oct 10, 2021	From Jan 7 to Jan 16, 2022	From April 5 to May 26, 2022
2020	From Feb 12 to March 3, 2020	On Oct 4, 2020	From Jan 8 to Jan 17, 2021	From Aug 2 to Sept 22, 2021

### **SYLLABUS AND STUDY MATERIAL FOR CSE**

An in-depth understanding of the topics is imperative. For this purpose, study material and books referred to in the preparation is of utmost significance. When UPSC releases its Examination Notice, apart from the eligibility criteria, number of allowed attempts, description of papers etc. the notice also contains the detailed syllabus for the exams. Below-mentioned is the UPSC prelims and mains syllabus in brief contained in the previous year 2023 examination notice:

#### **UPSC Prelims Syllabus**

##### 1. General Studies –Paper I

- 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.
- CSAT paper is 200 marks and has Reasoning and Analytical, 'Reading Comprehension, and the seldom asked Decision Making questions.
- 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

## 2. General Studies – Paper II (CSAT)

- 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);

## **UPSC Mains Syllabus**

Qualifying Papers:

1. Paper A - Compulsory Indian Language
2. Paper B – English

The aim of the paper is to test the candidates' ability to read and understand serious discursive prose, and to express ideas clearly and correctly, in English and Indian language concerned.

The pattern of questions would be broadly as follows:

- (i) Comprehension of given passages.
- (ii) Precis Writing.
- (iii) Usage and Vocabulary.
- (iv) Short Essays.

Indian Languages: —

- (i) comprehension of given passages.
- (ii) Precis Writing.
- (iii) Usage and Vocabulary.
- (iv) Short Essays.
- (v) Translation from English to the Indian Language and vice-versa.

The papers on Indian Languages and English will be of Matriculation or equivalent standard and will be of qualifying nature only. The marks obtained in these papers will not be counted for ranking.

Papers to be counted for merit:

Paper-I (Essay) – Essay on multiple topics

Paper-II (General Studies I) - Indian Heritage and Culture, History and Geography of the World and Society

Paper-III (General Studies II) - Governance, Constitution, Polity, Social Justice and International relations

Paper-IV (General Studies III) - Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management

Paper-V (General Studies IV) - Ethics, Integrity and Aptitude

Paper-VI - Optional Subject - Paper 1

Paper-VII - Optional Subject - Paper 2

Optional Subjects:

Agriculture, Animal Husbandry and Veterinary Science, Anthropology, Botany, Chemistry, Civil Engineering, Commerce and Accountancy, Economics, Electrical Engineering, Geography, Geology, History, Law, Management, Mathematics, Mechanical Engineering, Medical Science,



Philosophy, Physics, Political Science and International Relations, Psychology, Public Administration, Sociology, Statistics, Zoology, and Literature of various languages.

### **Resources and Study Material**

The UPSC civil services exam syllabus is very extensive. The UPSC does not prescribe any specific books for the same nor does it provide study material. Hence, most aspirants take guidance of seniors or teachers for the same or watch videos/interviews of toppers for finding out the resources or books they referred to. Websites, books, notes etc. – the internet and the bookshops are flooded with CSE preparation material. Thus, the new entrants in this field are confused as to which books and resources they should refer to.

At the outset, following important points should be kept in mind while selecting study resource material:

- i. Initially you may pick and choose books and material based on suggestions from past aspirants or based on your own online/offline search for the same. However, after some days/months of preparation, you will be able to understand which material you find more suitable for your purpose.
- ii. Once you select the resource material which you will use for preparing for the exam, it is better to stick with it till the end instead of becoming skeptical with your choice if your peers are getting better marks in the mock exams with the material they are referring to.
- iii. The National Council of Educational Research and Training (NCERT) books which are used in schooling in Central Board of Secondary Education (CBSE) curriculum, are one of the most sought-after resources for UPSC Exam preparation due to explanation of basic concepts in lucid manner.
- iv. UPSC CSE Previous years' question papers are one of the most important resource to understand the nature of questions of this exam. They are indispensable for exam preparation and are easily downloadable from UPSC website and are also available in bookshops in hard copy.

Given below is an indicative book list for the papers of the CSE as compiled from the internet. This is in no way final, and each aspirant should do a thorough research offline and online, to select his/her final resources.

## 1. History –

- NCERT Class 11<sup>th</sup> Ancient History
- NCERT Class 11<sup>th</sup> Medieval History
- Ancient & Medieval History – Poonam Dalal Dahiya
- NCERT Class 12<sup>th</sup> Modern Indian History
- A Brief History of Modern India – by Rajiv Ahir
- India’s Struggle for Independence – by Bipan Chandra
- NCERT Class 9<sup>th</sup>-12<sup>th</sup> World History

## 2. Art & Culture –

- Indian Art & Culture - by Nitin Singhania

## 3. Indian Polity –

- NCERT Class 9<sup>th</sup>-12<sup>th</sup>
- Indian Polity – by M. Lakshmikanth
- Newspapers

## 4. Geography -

- NCERT Class 11<sup>th</sup> & 12<sup>th</sup>
- World Atlas (Orient Black Swan)
- Certificate Physical Geography – by Goh Cheng Leong
- India A Comprehensive Geography – by D. R. Khullar
- World Geography – by Majid Husain

## 5. Economics –

- NCERT Class 11<sup>th</sup> & 12<sup>th</sup>
- Indian Economy - by Nitin Singhania
- Indian Economy – by Sanjiv Verma

## 6. Environment –

- NCERT Class 11<sup>th</sup> & 12<sup>th</sup>
- Environment – by Shankar IAS Academy

#### 7. Ethics –

- Ethics, Integrity and Aptitude for Civil Services Main Examination - by G Subba Rao and P.N. Roy Chowdhury
- Lexicon for Ethics, Integrity and Aptitude– by Chronicle Publications

#### 8. Essay & Answer Writing –

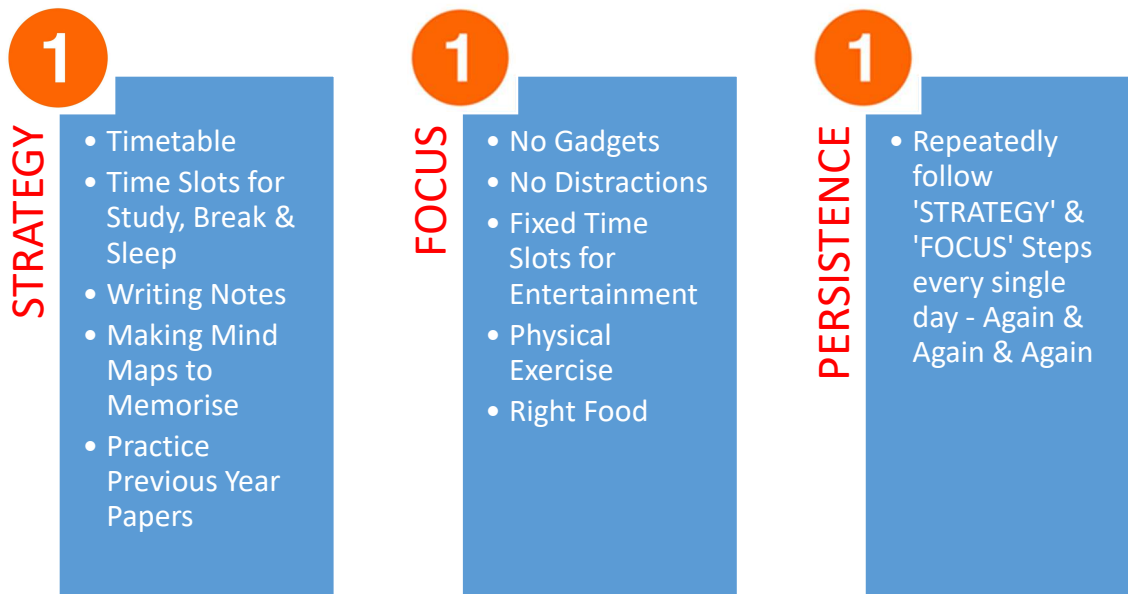
- Fundamentals of Essay & Answer Writing – by Anudeep Durishetty
- Mastering Essay & Answer writing – Dr. Awdesch Singh
- The Answer Writing Manual for UPSC Civil Services & State PSC Examinations Paperback – by Srushti Deshmukh Gowda

### **PREPARATION STRATEGIES FOR CSE**

UPSC CSE is a highly competitive exam for which aspirants start preparing many months before the exam. Deep understanding of topics, regular practice and revision are the three key factors which aspirants should base their study on. Balancing Prelims, Mains, and Interview preparation is an ongoing process. Flexibility, adaptability, and consistent effort are key to a successful strategy. Remember that effective time management and a holistic approach contribute significantly to your overall performance in the UPSC CSE.

Aspirants can follow the Strategy-Focus-Persistence Preparation Plan as suggested below to prepare for the Civil Services Exam. But it is important to remember that all three stages of the plan go hand in hand, one without the other is useless and hence all are labelled as point ‘1’.

### **STRATEGY-FOCUS-PERSISTENCE PREPARATION PLAN**



### **Preparation for Preliminary Exam (Prelims), Mains Exam and Interview Test**

1. **Early Start:** Begin your preparation early, allowing ample time for each phase. This helps in avoiding last-minute cramming and stress.
2. **Understand the Syllabus:** Gain a thorough understanding of the Prelims and Mains syllabi. Identify overlapping topics and allocate time accordingly.
3. **Basics are important -** Start building your base with NCERT textbooks of classes 9-12th for subjects like Polity, Economy, Geography, History. If you find a particular subject difficult to understand, shift backwards to class 6<sup>th</sup>-8<sup>th</sup> or else you may first complete 9-12th itself and choose to read 6th-8th as well, depending on your wish and requirement.
4. **Study Material:** Do a thorough search and pick study material and resources wisely. Utilize study materials that cater to both Prelims and Mains. Integrated materials help in efficient learning and reduce redundancy. Limit the number of resources you use for a particular subject so that it is possible to give multiple revisions at the end.
5. **Selection of Optional Subject:** Don't choose the optional subject in haste. Do not select a subject purely based on past year performances and popular choice of candidates. Give enough weightage to your area of interest when choosing your optional subject.

6. **Create an effective Study Plan:** A proper study plan is the very first step in your UPSC preparation journey. This plan will help you stay organized and focused throughout your preparation. While formulating your study schedule, make sure to give yourself time for breaks, revision, and other activities.
7. **Make Notes:** Making notes is a must for cracking this exam. Since there is enormous content of study, notes making helps in memorizing and highlighting important content. Try to make notes in a clear, crisp and concise manner so that they serve as a sufficient guide for last minute revision.
8. **Prelims Preparation:** Focus on conceptual clarity for subjects like history, geography, polity, and economics. Prioritize current affairs and practice solving multiple-choice questions (MCQs). Regularly take mock tests to improve time management.
9. **Mains Preparation:** Start answer writing practice early. Work on structuring your answers and conveying ideas coherently. Allocate specific time for optional subject preparation. Emphasize on essay writing, ethics, and case study preparation.
10. **Current Affairs Continuity:** Read Newspapers daily. Stay updated with current affairs consistently. Relate current events to Mains topics for a holistic understanding.
11. **Revision Cycles:** Incorporate regular revision cycles for both Prelims and Mains topics. This aids in better retention and recall.
12. **Previous Years Papers:** It is extremely important to practice previous year question papers as it familiarises the candidate with the exam and gives clarity w.re.to how the questions are framed.
13. **Mock Tests and Time Management:** Regularly take full-length mock tests that simulate exam conditions for Prelims and Mains. Marks in mocks are not indicative of your final result. You will gradually improve as you reach the final day. Analyze the results of the mocks and revise accordingly.
14. **Practice writing essays, answer scripts, and participate in mock interview sessions.**
15. **Read Carefully:** Develop habit of reading questions calmly and carefully with all instructions when doing mock tests. Do not just see a word and jump to answers in excitement.
16. **Subject Rotation:** Rotate between subjects to prevent monotony. This keeps your study routine dynamic and engaging.

17. **Strategic Breaks:** Include strategic breaks in your schedule to avoid burnout. Short breaks enhance productivity and focus.
18. **Adaptability:** Be adaptable in your approach. Adjust your timetable based on identified strengths and weaknesses.
19. **Continuous Assessment:** Assess your progress regularly. Identify areas that need more attention and make necessary adjustments.
20. **Handwriting:** Good handwriting and presentation of answers makes the work of evaluator easy and is definitely a good strategy. Neatness and clearly visible writing of good font size is another advantage.
21. **Interview Preparation:** Start interview preparation early. Stay informed about current events and be ready to discuss your DAF (Detailed Application Form). Participate in mock interview sessions for practice and feedback.
22. **Quality Study Time:** Prioritize quality over quantity. Efficient and focused study sessions are more beneficial than prolonged hours of distracted study.
23. **Healthy Lifestyle:** Maintain a healthy lifestyle with adequate sleep, regular exercise, and a balanced diet. Physical well-being contributes to mental sharpness.
24. **Review and Reflect:** Regularly review your study plan and adjust as needed. Reflect on your progress and reassess your strategies.
25. **Stay Positive and Motivated:** Maintain a positive mindset. Celebrate small victories, and stay motivated throughout the journey.
26. **Time Management Tips during preparation and in Examination Hall:**
  - During Preparation: - Success depends on effective time management. Determine the importance of tasks on your to-do list and prioritize accordingly. When there is so much left to do, it is a waste of time to sit idle. Take sufficient rest between the execution of tasks. Take rest and break tasks into smaller segments for maximum productivity.
  - In Examination Hall: - Prioritizing questions based on strengths and weaknesses, dividing the paper into parts, sequencing answers strategically, avoiding leaving questions unanswered, and adapting to changing writing speed are strategies that can help manage time effectively.
27. **Exam day:** Managing the exam day is crucial. Do not focus on the outcome as the nervousness and panic can ruin the mind and all preparation will go to waste. Reach the

venue before time and try not to interact with fellow aspirants. Be calm and just do your best.

### **Preparation for Interview stage**

For Interview stage: Reach the venue well in advance. The security guards at the venue check the identity proof of the candidate and the interview call letter. Carry Government issued identification cards to avoid any confusion there. After proper security checks, the candidates have to submit their mobile phones and other personal belongings. The candidates get a panel number and the order of their interview turns. The name of the panel chairperson is kept confidential. Then the candidates are divided according to their panel numbers. All the students of the same panel wait together. There is no time limit but the interview usually takes around 20-30 minutes. The key to a good interview is confidence and calmness.

The Interview Board consists of a panel of competent and unbiased observers with a Chairperson of the Board. There is no well-defined syllabus for the interview. The officers can ask about anything in this process. The idea is not to test the candidate's knowledge, but their personality.

The panel has your Detailed Application Form (DAF), therefore, prepare to answer questions on details you have submitted in the DAF viz. details of self, parents' details, education, work, hobbies, service preference etc. The panel may ask you to give a small introduction of yourself and then quiz you on the same. It is important to sit for few mock interviews which are available in both online and offline form, to get first-hand experience of interview stage of this exam. Feedback sessions on mock interviews are integral to refining interview skills and boosting confidence. Aspirants should actively participate in these sessions, view feedback as a valuable learning tool, and continuously strive to enhance their interview performance.

### **GOVERNMENT EXAMS FOR PUBLIC SERVICES**

There are many government exams in India. Some are more well-known and popular like the UPSC Civil Services Exam, SSC (Staff Selection Commission) exams, and IBPS (Institute of

Banking Personnel Selection) exams. However, there are many lesser known government exams in India, but they give excellent job opportunities in the government sector.

### **UPSC Engineering Services Exam**

The Engineering Services Examination (ESE) is an annual standardized exam conducted by the Union Public Service Commission (UPSC) to recruit officers to various engineering services under the Government of India. It is held in four categories: Civil, Mechanical, Electrical, and Electronics & Telecommunication. The recruitment on the results of this examination will be made to which Services/ Posts under the four categories specified above, are enumerated in the annual UPSC Notification for this exam.

The exam has three stages:

- (i) Stage-I: Engineering Services (Preliminary/Stage-I) Examination (Objective Type Papers) for the selection of candidates for the Stage-II: Engineering Services (Main/Stage-II) Examination;
- (ii) Stage-II: Engineering Services (Main/Stage-II) Examination (Conventional Type Papers) and
- (iii) Stage-III : Personality Test

The Engineering Services (Preliminary/Stage-I) Examination will consist of two objective type (multiple choices) questions papers and carrying a maximum of 500 marks (Paper 1 – 200 Marks & Paper II – 300 Marks). Only those candidates who are declared by the Commission to have qualified in the Preliminary/Stage-I Examination in the year will be eligible for admission to the Main/Stage-II Examination of that year provided they are otherwise eligible for admission to the Main/Stage II Examination. The Marks obtained in Preliminary/Stage-I Examination by the candidates who are declared qualified for admission to the Main/Stage-II Examination will be counted for determining their final order of merit.

The Engineering Services (Main/stage-II) Examination will consist two conventional type papers in Engineering Discipline specific with duration of three hours and maximum marks of 600 (300 Marks in each paper). The Stage-III will consist of Personality Test carrying 200 Marks.

Marks obtained by the candidates in the Stage-I:(Preliminary/Stage-I) Examination, Stage-II:(Main/Stage-II) Examination and Stage-III (Personality Test) would determine their final ranking. Candidates will be allotted to the various services keeping in view their ranks in the examination and the preference expressed by them for the various services/posts.



### **UPSC Combined Medical Services Examination**

The Combined Medical Services Examination is conducted by the Union Public Service Commission for recruitment as Medical Officer in various organizations functioning under the Government of India. The Services/Posts to which recruitment is to be made and the approximate number of vacancies to be filled are given in the UPSC exam notice. Successful candidates are admitted after an interview also known as Personality test (PT) conducted by the UPSC for those who have qualified the written examination. There is a written examination with two papers of two hours' duration, each carrying a maximum of 250 marks. The written examination in both the papers will be completely of objective (Multiple choice answers) type. This is followed by a Personality Test carrying 100 marks of candidates who qualify on the results of the written examination.

### **UPSC Indian Forest Service Exam**

The UPSC conducts the Indian Forest Service (IFoS) Exam in three rounds. A candidate has to clear one stage to qualify for the subsequent stage. The prelims exam for IFoS is the same as the UPSC IAS Prelims exam. Therefore, 1<sup>st</sup> Stage i.e. the Indian Forest Service (Preliminary) Examination is through Civil Services Preliminary Examination; There are two papers, GS I and CSAT, both objective in nature. The cut off for the IFoS exam is higher than for the IAS exam since the number of vacancies is markedly less. The 2<sup>nd</sup> stage i.e. the Indian Forest Service (Main) Examination consists of 6 papers. In the IFoS mains exam, all 6 papers are descriptive in nature. Each paper is for a duration of 3 hours. There are two optional subjects that candidates have to choose. The 3<sup>rd</sup> stage comprises of an Interview by a Board and a physical test follows the interview.

### **UPSC Combined Geo-Scientist Exam**

There will a three tier examination pattern i.e. (i) Stage-I: Preliminary Examination (Objective type) (ii) Stage-II: Main Examination (Descriptive type) (iii) Stage-III : Personality Test. Preliminary Examination will screen the candidates for taking the Main Examination (Stage-II). The Preliminary Examination will be of objective type having two Papers. Marks secured in this Examination will be counted for deciding the final merit. The Preliminary Examination will be a Computer Based Examination. The Main Examination will have three Papers for each Stream

and all Papers will be of descriptive type. Marks secured in this Examination will be counted for deciding the final merit. The four streams in this exam are – Geologist, Geophysicist, Chemist and Jr. Hydrogeologist.

### **UPSC Indian Economic Service (IES)/ Indian Statistical Service (ISS) Exam**

The IES exam is conducted by the UPSC and is structured into: Part I - (i) Written Examination [consisting of papers viz. General English (100 marks), General Studies (100), General Economics Paper-I (200), General Economics Paper-II (200), General Economics Paper-III (200) and Indian Economics (200)]; followed by Part II - (ii) Viva-voce (200).

The ISS exam is structured as follows: Part I - (i) Written Examination [consisting of papers viz. General English (100 marks), General Studies (100), Statistics Paper-I (Objective) (200), Statistics Paper-II (Objective) (200), Statistics Paper-III (Descriptive) (200) and Statistics Paper-IV (Descriptive) (200)]; followed by Part II - (ii) Viva-voce (200).

Statistics I & II will be of Objective Type Questions (80 questions with maximum marks of 200 in each paper) to be attempted in 120 minutes. Statistics III and IV will be of Descriptive Type having Short Answer/ Small Problems Questions (50%) and Long Answer and Comprehension problem questions (50%). At least one Short Answer and One Long Answer Question from each section is compulsory. In Statistics-IV, there will be SEVEN Sections in the paper. Candidates have to choose any TWO Sections out of them. All Sections will carry equal marks.

In the Viva voce part, the candidate will be interviewed by a Board of competent and unbiased observers who will have before them a record of his/her career. The object of the interview is to assess his/her suitability for the service for which he/she has competed. The interview is intended to supplement the written examination for testing the general and specialized knowledge and abilities for the candidate.

### **UPSC National Defence Academy and Naval Academy Examination**

The National Defence Academy (NDA) and Naval Academy exam is conducted twice a year, in April and September, by the UPSC. The selection process involves a written test consisting of objective type questions and an intelligence and personality test. The written test comprises of two papers – Mathematics (300 marks) and General Ability Test (600 marks).

The Union Public Service Commission shall prepare a list of candidates who obtain the minimum qualifying marks in the written examination as fixed by the Commission at their discretion. Such candidates shall appear before a Services Selection Board for Intelligence and Personality Test where candidates for the Army/Navy wings of the NDA and 10+2 Cadet Entry Scheme of Indian Naval Academy will be assessed on Officers Potentiality and those for the Air Force in addition to the above will have to qualify Computerized Pilot Selection System (CPSS). Candidates with Air Force as one of the choice would also undergo CPSS if they qualify SSB and are willing.

### **UPSC Central Armed Police Forces (Assistant Commandants) Examination (CAPF)**

The CAPF exam is conducted on yearly basis by the UPSC for recruitment of Assistant Commandants (Group A) in the Central Armed Police Forces (CAPF) viz. Border Security Force (BSF), Central Reserve Police Force (CRPF), Central Industrial Security Force (CISF), Indo-Tibetan Border Police (ITBP) and Sashastra Seema Bal (SSB).

There is a written exam consisting of two papers: Paper I : General Ability and Intelligence - 250 Marks (Objective (Multiple Answers) Type) and Paper II : General Studies, Essay and Comprehension - 200 Marks. Paper-I will be evaluated first and evaluation of Paper-II will be done only of those candidates who obtain the minimum qualifying marks in Paper-I.

Candidates who are declared qualified in the written examination will be summoned for Physical Standards/Physical Efficiency Tests and Medical Standards Tests. Candidates who are declared qualified in the Medical Standards Tests, will be called for Interview/Personality Test (150 marks) to be conducted by UPSC. The merit list will be drawn on the basis of marks obtained by the candidates in the Written Examination and Interview/Personality Test.

### **UPSC Combined Defence Services (CDS) exam**

The Combined Defence Services Exam is held by the UPSC twice a year, for admission to the Indian Military Academy, Indian Naval Academy, Air Force Academy and Officers' Training Academy. The Competitive examination comprises: (a) Written examination (b) Interview for intelligence and personality test of such candidates as may be called for interview at one of the Services Selection Centres.

## **State Public Service Commission (PSC) Exams**

State Public Service Commission exams: Each state in India has its own Public Service Commission, which conducts exams to recruit candidates for various state-level government jobs, including administrative services, police services, and engineering services.

Following are some of the State civil services exams:

- Karnataka Administrative Services (KAS) exam - Karnataka Public Service Commission
- Kerala Administrative Services (KAS) exam - Kerala Public Service Commission
- Provincial Civil Services (PCS) exam - Uttar Pradesh Public Service Commission
- Rajasthan Administrative Services (RAS) exam - Rajasthan Public Service Commission
- Maharashtra State Service Examination - Maharashtra Public Service Commission
- TNPCS Combined Civil Services Examination – I (Group-I Services) - Tamil Nadu Public Service Commission (TNPSC)
- APPSC Group-I Services - Andhra Pradesh Public Service Commission (APPSC)
- BPSC Combined Competitive Exam - Bihar Public Service Commission (BPSC)
- Gujarat Administrative Service (Class-1) - Gujarat Public Service Commission
- Combined Civil Services - Jharkhand Public Service Commission
- MPPSC State Service Exam - Madhya Pradesh Public Service Commission (MPPSC)
- West Bengal Civil Service Exam/ West Bengal Civil Service (EXE.) etc. Exam - West Bengal Public Service Commission

## **Staff Selection Commission Exams**

### **Staff Selection Commission Combined Graduate Level (SSC CGL) Exam**

The SSC CGL Exam is conducted by the Staff Selection Commission. It is conducted to recruit candidates for Group B and Group C posts in various departments of the Government of India.

This exam is a 4 stage exam:

- Tier-I (preliminary exam with subjects like reasoning, general awareness, quantitative aptitude, and English language),

- Tier-II (main exam with papers on mathematics, English language, statistics, and general studies),
- Tier-III (descriptive paper in English/Hindi),
- Tier-IV (skill test/computer proficiency test).

#### Staff Selection Commission Combined Higher Secondary Level (SSC CHSL) Exam

The SSC CHSL Exam is conducted by Staff Selection Commission. It is a yearly national-level government exam, to choose candidates with higher secondary education for various departments and offices in India. This is a 3 stage exam:

- Tier-I (computer-based exam),
- Tier-II (descriptive paper)
- Tier-III (skill/typing test)

#### Other Staff Selection Commission exams:

- Stenographer Grade 'C' & 'D' Examination
- Junior Engineer (Civil, Mechanical, Electrical and Quantity Surveying & Contracts) Examination
- Sub-Inspector in Delhi Police and Central Armed Police Forces Examination
- Constable (General Duty) in Central Armed Police Forces (CAPFs), SSF, Rifleman (General Duty) in Assam Rifles and Sepoy in Narcotics Control Bureau Examination
- Junior Hindi Translator, Junior Translator and Senior Hindi Translator Examination
- Head Constable (Ministerial) in Delhi Police Examination
- Head Constable {Assistant Wireless Operator (AWO)/Tele-Printer Operator (TPO)} in Delhi Police Examination
- Constable (Driver) -Male in Delhi Police Examination
- Scientific Assistant in India Meteorological Department Examination
- Multi-Tasking (Non-Technical) Staff, and Havaldar (CBIC & CBN) Examination

#### Institute of Banking Personnel Selection (IBPS) exams

The Institute of Banking Personnel Selection (IBPS), is an autonomous body. It conducts recruitment examinations for Public Sector Banks except the State Bank of India. Institute of Banking Personnel Selection Website - <https://www.ibps.in/>

### IBPS PO

This exam is conducted by The Institute of Banking Personnel Selection for the post of Probationary Officers in banks. The minimum educational qualification to appear in this exam is a bachelor's degree. The maximum age limit is 30 years. The IBPS PO exam consists of three main phases:

- i. Preliminary Examination: This is the first phase of the exam and consists of multiple-choice questions covering subjects like English language, quantitative aptitude, and reasoning ability.
- ii. Main Examination: Candidates who qualify in the preliminary exam advance to the main exam, which includes sections like reasoning and computer aptitude, general/economy/banking awareness, English language, and data analysis and interpretation. Descriptive writing is also a part of the main exam.
- iii. Interview: After clearing the main exam, candidates are called for an interview by participating banks. The final selection is based on the marks obtained in the main exam and the interview.

### IBPS SO Exam

Institute of Banking Personnel Selection Specialist Officer (IBPS SO) is a competitive banking examination in India. It is conducted by IBPS to recruit candidates for specialist officer positions in various public sector banks. The positions include IT Officer, Agriculture Field Officer, Marketing Officer, HR/Personnel Officer, Law Officer etc. Eligibility criteria vary based on the specific post but generally require specialized qualifications or experience in the relevant field. The selection process includes a preliminary exam, main exam, and interview. Successful candidates join public sector banks as specialist officers.

### IBPS Clerk

The Institute of Banking Personnel Selection Clerk exam is a competitive examination in India for recruiting clerical staff in various public sector banks. It is conducted annually by IBPS. Eligible candidates must meet the specified qualification and meet age criteria. The selection process consists of two main phases: Preliminary and Main exams. The Preliminary exam assesses candidates in English language, numerical ability, and reasoning ability. Successful candidates then take the Main exam, which includes sections on general/financial awareness, general English, quantitative aptitude, reasoning ability, and computer aptitude. After clearing these stages, candidates are provisionally allotted to participating banks as clerks.

### IBPS RRB

This exam is conducted for Recruitment of Officers (Scale-I, II & III) and Office Assistants (Multipurpose) in Regional Rural Banks (RRBs).

Any eligible candidate, who aspires to join any of the Regional Rural Banks listed at (A) as Group “A”-Officers (Scale- I, II & III) and Group “B”-Office Assistant (Multipurpose), is required to register for the Common Recruitment Process (CRP for RRBs). For the posts of Officers Scale I and Office Assistant (Multi-purpose) the examination will be two tier i.e. the Online Examination will be held in two phases, Preliminary and Main. For the post of Office Assistant (Multi-purpose), candidates who will qualify in Preliminary Examination and shortlisted will have to appear for Main Examination. They will be provisionally allotted on the basis of the marks obtained by them in the Main Examination and the actual vacancies reported by the RRBs. For the post of Officers Scale I, candidates who will qualify in Preliminary Examination and shortlisted will have to appear for Main Examination and shortlisted candidates in the Main Examination will subsequently be called for a Common Interview to be coordinated by the Nodal Regional Rural Banks with the help of NABARD and IBPS in consultation with appropriate authority. For the post of Officers Scale II (Generalist and Specialists) and Scale III, candidates will appear for Single Online Examination and shortlisted candidates in the Single Online Examination will subsequently be called for a Common Interview to be coordinated by the Nodal Regional Rural Banks with the help of NABARD and IBPS in consultation with appropriate authority. Depending on the vacancies as per the business needs of the Regional Rural Banks and as reported to IBPS, candidates shortlisted will be provisionally allotted to one of the Regional Rural Banks keeping in view the merit cum preference (state wise for Officers in

Scale I and Office Assistant (Multipurpose)), the spirit of Govt. Guidelines on reservation policy, administrative convenience, etc.

### **Reserve Bank of India Exam**

The Reserve Bank of India (RBI), the apex bank of the country, conducts examinations for recruitment to various posts in the RBI.

#### **RBI Grade B Officer Exam**

The RBI Grade B exam is conducted by the Reserve Bank of India (RBI) to recruit officers for various Grade B positions in the central bank. It is a prestigious examination in India's banking sector. Satisfying the three main parameters, namely nationality, age limit, and qualification is of utmost importance. The RBI Grade B Educational Qualification differs from post to post.

The selection process comprises three phases: Phase-I with objective-type questions on general awareness, reasoning, English language, quantitative aptitude, and economics; Phase-II with three papers (economic and social issues, finance and management, and descriptive English); and Phase-III with an interview.

#### **RBI Assistant Exam**

The RBI Assistant exam is conducted to recruit candidates into the clerical and assistant cadre handling day to day operations of the bank.

### **State Bank of India Exams**

State Bank of India (SBI Exams) are conducted by the SBI to hire eligible candidates for various posts.

#### **State Bank of India PO Exam**

This is the Junior Management Level direct entry point for graduates. Annual recruitment exercise is conducted for the post of Probationary Officers (PO) for SBI and separately for Probationary Officers in Associate Banks of SBI. The advertisements are generally announced in the month of April & September respectively. The advertisement clearly mentions the eligibility criteria in detail. Graduate degree in any discipline from a recognized University or any equivalent qualification recognized as such by the Central Government. Those who are in the



Final year/Semester of their Graduation may also apply provisionally subject to the condition that, if called for interview, they will have to produce proof of having passed the graduation examination on or before eligibility date as given in related advertisement.

#### State Bank of India Junior Associate

Young graduates are recruited as Junior Associate in the Clerical cadre. The Bank offers fast track growth opportunities wherein Junior Associates are eligible for promotion in Officer Cadre on completion of 3 years of service.

#### State Bank of India Lateral Hire

Recruitment for the various posts in the Lateral Hire is conducted as per vacancies indented by State Bank of India and its Associate Banks viz. State Bank of Bikaner & Jaipur, State Bank of Hyderabad, State Bank of Mysore, State Bank of Patiala and State Bank of Travancore. Some of the Lateral Hire Posts for which recruitment is carried out in various Grades are Economist, Chartered Accountant, Hindi (Official Language) Officers, Law Officers, Security Officers, System Officers, Electrical Engineers, Civil Engineers, Network Engineers, Fire Officers, Medical Officers (Permanent-Part-Time), Risk Analysts etc.

#### **Securities and Exchange Board of India (SEBI) Recruitment**

The Securities and Exchange Board of India (SEBI), the regulator for securities markets in India, conducts the SEBI Grade 'A' Exam to recruit for various management positions. The required eligible qualification will differ as per the post viz. general, legal, research etc. The Grade 'A' General exam is suitable for candidates having Master's Degree in any discipline or Bachelors' Degree in Law, Bachelors' Degree in Engineering from a recognized university or be a CA / CFA / CS / Cost Accountant.

There are 3 stages in this exam – 1<sup>st</sup> Stage, a screening examination consisting of 2 papers of 100 marks each; 2<sup>nd</sup> stage consisting of 2 papers of 100 marks each and 3<sup>rd</sup> stage is interview stage.

#### **National Bank for Agriculture and Rural Development (NABARD) Exam**

NABARD is India's apex development bank, to promote sustainable and equitable agriculture and rural development. NABARD Grade A & Grade B exams are conducted for recruitment to the post of Assistant Manager (Grade A Officer) & Manager (Grade B Officer) respectively. For Grade 'A' General (Rural Development Banking Service), the educational qualification required is Bachelor's Degree in any subject from any recognized University/Institution with a minimum of 60% marks (SC/ST/PWBD applicants - 55%) in aggregate OR Post Graduate degree, MBA/PGDM with a minimum of 55% marks (SC/ST/PWBD applicants - 50%) in aggregate OR CA/ CS/ICWA OR Ph.D from Institutions recognized by GOI/UGC. For Grade 'A' Finance (Rural Development Banking Service) – a Bachelor's degree in any discipline from a recognized University/ Institution with Membership of Institute of Chartered Accountants of India (ICAI) OR CFA Institute, is an eligibility criterion.

### **Railway Recruitment Board Exams**

The Indian Railway services are categorized into two cadres – technical and non-technical. They are further divided into 4 groups – Group A, Group B, Group C, and Group D.

Among these groups, groups A and B are the official cadre posts. The engineering, medical, and officials fall under groups A and B. Group C comprises staff positions like clerks, supervisors, and skilled labour. Group D consists of unskilled labour.

Vacancies in Indian Railways are filled either by recruitment or by promotion from serving candidates.

Group A recruitments are filled by UPSC by All India Competitive examinations.

Group B posts are normally filled by promotion from serving Group C candidates.

Group C recruitments are made by Railway Recruitment Boards.

Group D posts are filled by Railway Recruitment Cells.

Some important Railway recruitment exams are:

- The Railway Recruitment Board Assistant Loco Pilot (RRB ALP) Exam
- The Railway Recruitment Board Junior Engineer (RRB JE) Exam
- RRB Non-Technical Popular Categories (NTPC) Exam
- RRB Group D Exam

## **Public Sector Undertakings (PSUs) Recruitment Exams**

PSUs are the organizations whose significant paid share capital (51 per cent or more) is owned by the government. PSUs are officially classified into three categories, which are Central Public Sector Enterprises (CPSE) and Public Sector Banks (PSB) owned by the central government or other CPSEs/PSBs, and State Level Public Enterprises (SLPE) owned by state governments or other SLPEs. Depending on their financial performance and progress, the Department of Public Enterprises has given the status of Maharatna, Navratna, or Miniratna to Public Sector Enterprises.

Many PSUs, float recruitment notice to hire eligible individuals through The Graduate Aptitude Test in Engineering (GATE). Several PSUs solely consider applicants' GATE scores while hiring for the offered position, while some use the GATE scores as an initial step to shortlist applicants for further stages of selection, which may include interviews, written exams, or group discussions.

Chartered Accountants and other finance professionals can target PSU recruitment in the following ways:

- National Career Service – dedicated jobs website of Ministry of Labour and Employment - <https://www.ncs.gov.in/>
- Newspapers
- Career portal of PSU – most PSUs have dedicated career page where they post all forthcoming jobs and vacancies
- Job posting websites which post Government jobs (e.g. - <https://www.sarkari-naukri.in/>; <https://linkingsky.com/>)
- You tube channels dedicated specifically to government jobs

## **Teaching exams**

Government jobs in teaching are highly respected and sought after in India. The CTET (Central Teacher Eligibility Test) passed certificate is necessary to apply for a Central government teaching job. The National Council for Teacher Education (NCTE) laid down the minimum qualifications for a person to be eligible for appointment as a teacher for class I to VIII. It had

been inter alia provided that one of the essential qualifications for a person to be eligible for appointment as a teacher in any of the below-mentioned schools, is that he/she should pass the Teacher Eligibility Test (TET) which will be conducted by the appropriate Government in accordance with the Guidelines framed by the NCTE:

- (i) a school established, owned or controlled by the appropriate Government or a local authority;
- (ii) an aided school receiving aid or grants to meet whole or part of its expenses from the appropriate Government or the local authority;
- (iii) a school belonging to specified category; and
- (iv) an unaided school not receiving any kind of aid or grants to meet its expenses from the appropriate Government or the local authority;

The Ministry of Education, Govt. of India has entrusted the responsibility of conducting the Central Teacher Eligibility Test (CTET) to the Central Board of Secondary Education Delhi. Opportunities exist at various levels such as Central Government Schools like Kendriya Vidyalayas (KVs) and Jawahar Navodaya Vidyalayas (JNVs).

### **LATERAL ENTRY FOR GOVERNMENT SERVICES**

Lateral entry refers to the process of appointing individuals from outside the government directly to mid-level and senior positions. It aims to bring in domain-specific expertise and fresh perspectives to enhance governance. In lateral recruitment, candidates are typically hired for positions for a fixed term, with the possibility of extension at the discretion of the hiring authority, and are required to meet specific academic qualifications and possess a defined period of professional experience in a relevant field.

These 'lateral entrants' are appointed on contracts for 3 years, which can be extended to a maximum of 5 years. In the recent UPSC Lateral Entry recruitment drive, candidates were required to have at least 15 years of relevant experience in the field for which they were applying. For example, candidates applying for the Joint Secretary position in Emerging Technologies needed to have 15 years of experience in the field of technology, along with a

strong understanding of related laws, government regulations, and public policies. However, it is important to note that eligibility requirements can vary depending on the specific post, the seniority of the role, and the job profile. The primary goal of lateral recruitment drives has been to address complex governance and policy challenges by leveraging external expertise.

The concept of lateral entry was first introduced under the 2004-09 and was strongly endorsed by the Second Administrative Reforms Commission (ARC) established in 2005. It was later recommended by NITI Aayog in 2017 to bring in expertise and fresh perspectives.

In 2017, NITI Aayog, in its 3-year Action Agenda, and the Sectoral Group of Secretaries (SGoS) on Governance recommended the induction of personnel at middle and senior management levels in the central government.

Individuals with domain expertise and a proven track record in relevant fields from the private sector, state governments, autonomous bodies, or public sector undertakings are eligible to apply for these positions. The selection criteria typically emphasize professional accomplishment and subject matter expertise. Lateral entries have been excluded from the reservation system.

As of August 2023, 57 lateral entrants currently hold positions in the central government.

## **GOVERNMENT MAGAZINES AND EMPLOYMENT JOURNAL**

### **Kurukshetra**

‘Kurukshetra’ is a leading journal devoted to the issues of Rural Development being brought out in English since 1952 by the Government. It reflects the initiatives of the Government and the country’s progress through credible and analytical articles by academicians, planners, Government agencies and NGOs on varied aspects linked to socio-economic transformation taking place in rural India.

<https://www.publicationsdivision.nic.in/journals/>

### **Yojana**

‘Yojana’ is a Development Monthly magazine being published since 1957 by Government of India. It provides in-depth analysis on various topics by a diverse range of Domain Experts

including Government think-tanks, Policy Makers, Senior Authors and Journalists. It also gives information about the policies and schemes of the government.

<https://www.publicationsdivision.nic.in/journals/>

### **India Year Book**

It is a Reference Annual carrying information of Central Government schemes, programmes and policies as well as information of States and UTs.

[https://www.publicationsdivision.nic.in/index.php?route=product/product&product\\_id=4829](https://www.publicationsdivision.nic.in/index.php?route=product/product&product_id=4829)

### **Employment News/ Rozgaar Samachar:**

Employment News is the flagship journal for job seekers published by the Ministry of Information and Broadcasting, Government of India. It was launched in 1976 with a view to provide information on employment opportunities to the unemployed and under employed youth of the country. The journal is published in English (Employment News), Hindi (Rozgar Samachar) and Urdu (Rozgar Samachar).

The journal provides information related to job vacancies, job oriented training programmes, admission notices, notices related to job oriented exams and results of recruitment exams in respect of:

- a) Ministries/Departments/Offices/Organizations/Autonomous bodies/Societies/PSUs of the Central Government, State Government and UT Administrations;
- b) Nationalised Banks/ RRBs /UPSC/SSC/ Constitutional and Statutory bodies; and
- c) Universities/ Colleges/Institutes recognised by the UGC/AICTE.

In addition to this, Employment News also provides editorial content on socio-economic issues and career guidance that helps youth in broadening their horizons.

The journal is available throughout the country on every Saturday.

Employment News is available in e-version as well as print version. You can subscribe to any of them or both.

<https://employmentnews.gov.in/NewEmp/Home.aspx/>

<https://rojgarsamachar.gov.in/NewRS/Home.aspx>

### **National Career Service (NCS) Platform and NCS Newsletter**

National Career Service is a Mission Mode Project launched by the Government in 2015. It is a one-stop solution that provides a wide array of employment and career related services to the citizens of India. National Career Service platform brings together Job Seekers, Employers, Skill Providers, Career Counsellors, Career Centers, Placement Organizations, Households and Government Departments on a common platform through the efficient use of information technology.

Through its digital platform <https://www.ncs.gov.in/> it provides variety of employment related services in online mode. The NCS portal is also integrated with the States/UTs and with multiple private portals. It is also interlinked with Skill India portal of Ministry of Skill Development and Entrepreneurship and various other important Government portals.

It gives a host of career related information and information of job fairs and events etc. in its monthly newsletter.

### **Reports and Publications**

Some important reports and publications which are good resources for government exams are:

- Economic Survey by Ministry of Finance
- Budget Documents
- Monetary Policy by Reserve Bank of India (RBI)
- Report on Trend and Progress of Banking in India
- Annual Status of Education Report (ASER)
- NITI Aayog Reports

### **Other Magazines and Information Sources**

There are many websites and coaching academies on the internet which provide free resources and information with respect to preparation for various Government competitive exams. They are good information sources but are not related to the Government.

Some such good private magazines and weekly are listed below:

Pratiyogita Darpan - <https://www.pdgroup.in/>

Economic & Political Weekly - <https://www.epw.in/>

## **FAILURE – THE BIGGEST TEACHER**

*“Success consists of going from failure to failure without loss of enthusiasm.”*

*- Winston Churchill*

The importance of ‘failure’ has been lost somewhere in the crowd.

Failure is often classified as a ‘negative’ concept because it is a tendency of human beings to classify those things as negative which instill fear in us. Failure invokes fear...the fear of having to prove yourself all over again. However, if you face that fear, you will realize it makes you stronger, and becomes a stepping stone to astounding success.

Clearing Government exams and joining Public services is a coveted career option for millions in India. However, this area is infamous as the field where the competition is cut-throat and where majority of the students fail rather than succeed in the exams. Some of the failed students keep re-appearing for exam whereas some tend to drop out of the course altogether after repeated attempts. So, for the ones who remain, the best teacher is ‘Failure’.

### **FOCUS**

There are many benefits of Failing in life, however the most important of all, is the ability it grants of the magic word “FOCUS”. Only when we fail, we are forced to focus on the task at hand and reanalyze. Crisis creates clarity. Failures force us to clear out the noise and zero in on what is most important. We discard the methods of study we had adopted earlier, and chalk out a new plan to tackle the exam again. We now approach the subject with a new found clarity and surge ahead.

### **FACE YOUR FEARS**

Once you hit rock bottom, you can’t go down any further. Then the only way left is to rise up. Fear squeezes the willpower out of us to pursue our better future. If you want to break free, then you have to face your fears one by one. Accepting your failure takes an act of humility. You can now go about your business without the constant pressure to appear to be perfect.

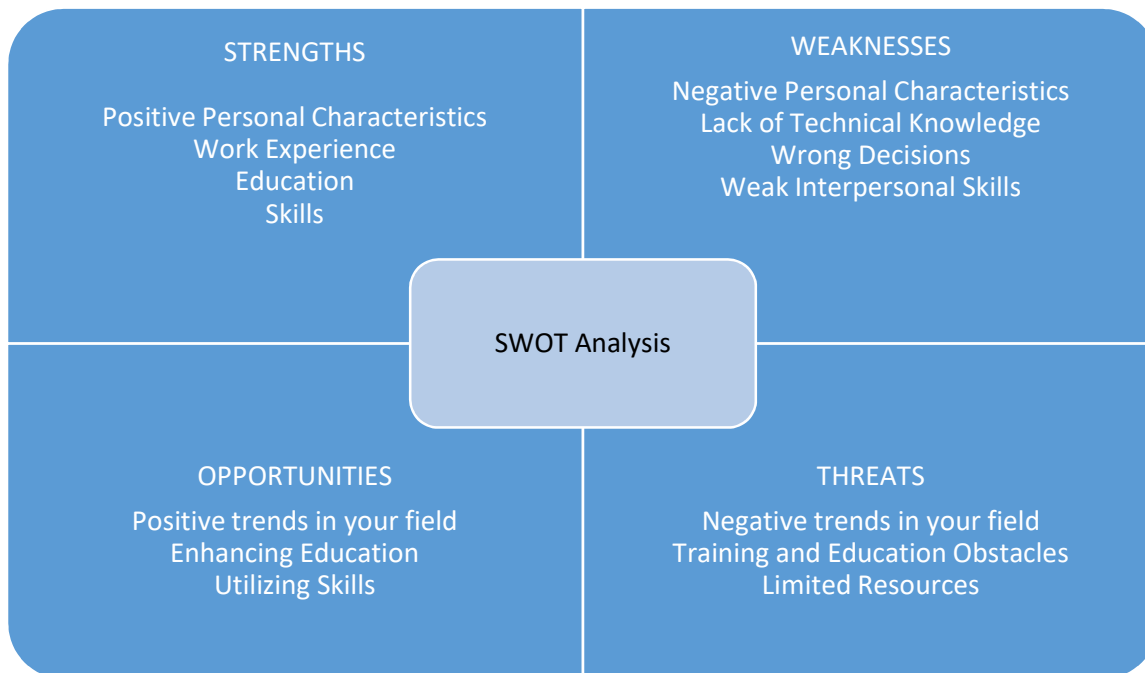


## SWOT ANALYSIS

Many of us hear this word in commercial parlance as it is a subject of study in management and business. At the time of mergers and acquisitions, the top line managers perform a SWOT analysis to ascertain if it is conducive to take over the business.

SWOT Analysis – Strengths/Weaknesses/Opportunities/Threats Analysis

Perform a personal SWOT Analysis of yourself and don't cheat, and use the results to reorganize your methods.



## PERSEVERANCE

Imagine yourself in 10 years' time. What would you like to look back upon? What would you like to achieve in 10 years from now? Now remind yourself that this failure is just an obstacle between your 'Now' and your 'Future' which you can visualize 10 years from now.

If you get punched down by Failure and bounce back up, you have the strength of perseverance, resilience, grit, determination. These are not just strong words, but words which can make you learn, adjust and actually return better than before.

Failures along the way are like intervals in the movies...the show must go on.

So Don't Quit. March On.

## **MAGIC FORMULAS FOR SUCCESS**

### **PART I – MAGIC FORMULAS FOR BECOMING SUCCESSFUL PERSON**

*Many-a-times we elude success by not recognizing our shortcomings and blame it on luck. However, success is and was always within you and it is just a matter of time before it is in your hands. Success is a subjective term – It has different meanings for different people. Society may measure success in materialistic terms but every individual has certain expectations from himself/herself. It is not necessary that a person needs to be famous or rich in order to be successful. If you attain pleasure and satisfaction from your achievements and from life in general, you can truly call yourself a ‘successful person’.*

*So let the Magic Formulas help you to discover the potential locked within you for becoming a Successful Person.*

### **MAGIC FORMULA OF ATTITUDE**

If you google ‘attitude’ on the internet, you will be greeted with a list of Synonyms viz. “a settled way of thinking or feeling about something, point of view, frame of mind, way of thinking, way of looking at things, school of thought, outlook, angle, perspective, reaction, stance, standpoint, position, inclination, orientation, approach...etc.” This small little word has huge impacts. It determines on which path you take your life. In a nutshell, it is your ‘Attitude’ which determines success. You can achieve only what you think you can achieve. The attitude towards life – the strength of character of getting up after a fall, dusting yourself and starting afresh once again – determines how successful you become. The proverb ‘Attitude determines Altitude’ is a reminder that anything is possible for the person with the right attitude.

### **MAGIC FORMULA OF HAVING MORE THAN 24 HOURS A DAY**

We have mastered the art of ‘blaming time’ as a culprit for everything that goes wrong in our life. Let’s approach the 24-hour day not as 24 hours in a day but 86400 seconds in a day! Now that’s a lot of time. The reason a 24 hour day seems short is because we prioritize our jobs and the ones on low priority never end up getting done. We all have things we don’t want to do, but

we have to do them anyway. However, in life you cannot choose the enjoyable parts and leave out the unpleasant parts of a task. You have to do the entire job. That's the only way to reach your goal. The sense of accomplishment you will feel at the end of the hardest, boring and complicated task is immeasurable. There is a methodological way of increasing the hours in the day - For getting the maximum out of the 24 hours' day, 'prioritizing' the work is important.

### **MAGIC FORMULA OF ELIMINATING EXPECTATIONS**

If you have 'Great Expectations', you will never achieve personal growth and personal development. Nowadays we have mountains of expectations from others. Expectation only keeps you waiting and waiting and waiting. When we expect from others, we never experience a sense of personal achievement and growth as we are depending on another person for pushing things forward. To be successful, an individual has to depend only on himself/herself and no one else.

### **MAGIC FORMULA OF HAVING WORK AS PASSION**

A famous quote which we all may have heard many times in life is 'Choose a job you love and you will never have to work another day'. It is such an oft repeated quote that you would think everyone must be following it by now. But we humans are slow learners. If your job/work etc. is not your passion, quit sitting and moaning about it. Make it your passion. Bring some innovation into it so as to make it more appealing.

### **MAGIC FORMULA OF ACCEPTANCE**

*The Serenity Prayer: "God grant me the serenity to accept the things I cannot change, Courage to change the things I can, and wisdom to know the difference"*

Sometimes we refuse to accept 'Change' in our lives. We are too settled in our comfort zones and feel uneasy on experiencing something different from the usual. What we forget is that the only permanent thing in this world is 'change' and one who does not change with the times gets left far behind. Accept Change. It is the shortest route to success.

Acceptance does not mean compromise. It means to consent to the reality of a situation.

### **MAGIC FORMULA OF RESPONSIBILITY**

With authority comes responsibility. Responsibility is a scary word to many. The moment you hear this word you feel it will keep a cartload of burden on your head. It takes courage to shoulder responsibility for your deeds and it takes even more courage to shoulder responsibility for the deeds of others. But without responsibility, authority commands no respect.

Responsibility also includes personal responsibility. Accountability begins with taking responsibility of your own life. Holding others responsible for our failures and our own self responsible for our success is a fallacy we all commit at some point in our lives. There is only one person responsible for your happiness, sorrow, achievements, failures, actions, inactions and all decisions which have affected your life in any particular way (good or bad), and that person is you. When you accept responsibility for the way your life has turned out, you are on the path to success.

### **MAGIC FORMULA OF STRONG RELATIONSHIPS**

Man is a social animal. Healthy relationships are the fundamentals of good health and well-being in turn determining personal and professional success. When you forge strong relationships with others you will feel a sense of camaraderie. Declare your goals and aspirations with supporters and people you trust which will in turn move you one step closer to achieving them. Remove negative people from around you. People who criticize, complain and grumble all the time sap you off your positive energy and leave you exhausted. Surround yourself with optimists and achievers. A good apple will also rot if kept in company of bad apples. People come into your life for a reason, a season or a lifetime. Notwithstanding how long they are in your life for, be sure to give your best you have to every moment spent. The point is to have more memories than regrets.

### **MAGIC FORMULA OF FOCUSING ON THE PRESENT**

Focus on the Present. Live in the Present. Forget the Past. Forget past failures ...remember them only to learn from them. Once you hit rock bottom, you can't go down any further. Then the only way left is to rise up. Don't let past events and circumstances cloud your thoughts. What has passed doesn't exist any longer, and stressing over what is yet to come is useless. Consciously block your mind from darting back and forth. This can be done by stopping over thinking and by cultivating a habit of mindful observation.

### **MAGIC FORMULA OF CONTROLLING YOUR ANGER**

Anger works like a warning bell that tells you that something is wrong. Anger is good when it is channelized as positive energy in the form of aggression. For a sportsman anger is a boon as it helps to win matches. But more often than not, anger is a negative emotion. Anger is just one letter away from Danger. The onset of anger creates health problems like stress, anxiety, high blood pressure etc. and the aftermath of anger creates injuries which can never be cured. The best way to tackle a problem is to solve it calmly. Anger will not solve the problem, but only worsen it further. Be cool, whatever the situation. Control your anger and be calm like the sea.

### **MAGIC FORMULA OF BULLET PROOF MIND**

Blinders cover a horse's eyes so that it can only look straight ahead. If we put imaginary blinders covering our eyes, we will condition it to look only straight ahead and not get distracted. We tend to get easily influenced by the achievements, success and materialistic possessions of the people around us. Instead of making the most of what we have and counting our blessings we tend to count our shortcomings instead. Let no one and nothing deviate your focus from your goals and shake your confidence. Declare your goals each day to yourself by jotting them down in a diary. This keeps you focused and on the right path without distractions and digression.

### **MAGIC FORMULA OF GOAL SETTING & FULFILLMENT**

Put down your goals on paper. List what you aspire for in life whether it is material possessions, happiness, strong relationships etc. If you are not clear of your goals, It will be impossible to draw out a time schedule of work commencement and completion and the methods to be adopted to achieve success. Therefore, the structure we need to adopt for fulfillment of goals needs to be chalked out and put on paper. Once the structure is in place, achieving the goals does not seem a daunting task.

### **MAGIC FORMULA OF FAITH**

Hope is what keeps you alive. Faith in God or any Divine Power or Universal Energy implies depending on that power for reliability. Faith in God includes Faith in his Timing. Faith can move mountains. Follow your faith. Choose to believe that there is a supreme divine power that

is always in control of your life. You may be going through a tough time, but by relying on faith, the path becomes easier. Your mind conditions itself that The Divine Power is always guiding you so if everything is happening as per his will, there is no need to worry. When you have faith, you give an anchor to yourself which holds you in troubled times.

### **MAGIC FORMULA OF PERSEVERANCE & RESILIENCE**

Tough times don't last, tough people do. Always Remember – You aren't the only One; you aren't the first and you surely won't be the last; there must be many others with worse circumstances. Do what you have to do and refrain from complaining. Life wasn't meant to be easy. If it were it would have been boring and monotonous. So enjoy the game of life while you're still alive!!

### **MAGIC FORMULA OF SELF-RENEWAL**

Our personal self requires a self-renewal at some point in time - a personality transformation and evolution. Self-Renewal would imply any productive activity which enhances your personal development and gives you happiness. The activity could vary from person to person viz. reading books; playing tennis; social get-togethers; getting a hair spa at the salon; meditation; yoga etc. or it could be venturing into a completely different world which is intriguing but is new to you. These self-renewal activities make you feel good about yourself and create self-worth. They increase your efficiency and productivity.

### **MAGIC FORMULA OF FINANCIAL FREEDOM**

Financial freedom would mean the luxury of not having to be anxious about money. It would mean a scenario in which money would not be the governing factor when making personal and professional decisions in life. The first step towards attaining financial freedom is to create a 'Financial Freedom Fund'. Build an alternative fund other than your savings purely for utilization for that 'One' passion in your life which you aspire for but always ignore due to shortage of funds or guilt of spending. It will motivate you to work hard and achieve. You will want to push yourself everyday just so that you can make a small contribution to your 'financial freedom fund'. Always remember – Financial Freedom is more important than wealth.

## **MAGIC FORMULA OF ENHANCING SOFT SKILLS**

What sets apart one individual from another is 'soft-skills'. Soft skills are the personal attributes that enhance an individual's personality, job performance and career prospects. Some examples for the same could be Communication skills; Anger management skill; Team management skills; General etiquette; Negotiation skills; Behavioral traits; Time management techniques; Stress management skills, Emotional Intelligence etc. They set you apart from others. Technical expertise is important and needs to be achieved to approach any task. However, your soft skills are the key factor in determining how far and at what rate you will climb the ladder to success. In both personal and professional field, soft skills are much harder to teach as compared to technical expertise. But once you enhance your soft skills your goals come closer within your reach and the path to success accelerates.

## **THE MAGIC FORMULAS WILL HELP YOU ATTAIN SOCRATES SECRET TO SUCCESS**

What is Socrates Secret to Success?

A young man asked Socrates the secret to success. Socrates told the young man to meet him near the river the next morning. They met. Socrates asked the young man to walk with him towards the river. When the water got up to their neck, Socrates took the young man by surprise and ducked him into the water. The boy struggled to get out but Socrates was strong and kept him there until the boy started turning blue. Socrates pulled his head out of the water and the first thing the young man did was to gasp and take a deep breath of air. Socrates asked, 'What did you want the most when you were there?' The boy replied, "Air." Socrates said, "That is the secret to success. When you want success as badly as you wanted the air, then you will get it."

There is no other secret.

## **PART II – MAGIC FORMULAS FOR CLEARING EXAMS**

### **MAGIC FORMULA OF APPROACH**

Correct Approach is the mindset which should be prepared by students opting for any examination. Some of the readers of this book may be pursuing professional courses as career options, and in

many professional courses, majority of the students fail rather than succeeding in the exams. By adopting the following approach, success can be achieved in exams:

- Start as early as possible
- Be thoroughly well-versed with syllabus
- Be thoroughly well-versed with paper-pattern of exam
- Have complete knowledge about the Organization conducting the exam
- Procure all study material, manual, previous year papers, sample questions etc. if any, provided by the Authority conducting the exam
- If money is not a constraint, buy all the latest books of the subjects. Saving money here may cost you dearly
- Decide whether you need coaching or private tuitions in a subject. Resort to online free resources available on the internet
- Prioritize topics

### **MAGIC FORMULA OF SUB- CONSCIOUS MIND**

The battle is first won in the mind, and then on the battlefield. The subconscious mind is the part of our brain where many of our unconscious ('autopilot') decisions and impressions are made. Many people believe that it is possible for an individual to use his conscious mind to make changes in his subconscious mind, which may translate into observable changes in the life of that individual. Tap into the power of your subconscious mind in the following ways:

- Start believing in yourself
- Set S.M.A.R.T. goals: Specific, Measurable, Achievable, Results-focused, and Time-bound.
- Change the way you think about your goals
- Stay away from Negativity

### **MAGIC FORMULA OF DIMINISHING MARGINAL UTILITY**

The law of 'diminishing marginal utility' is a law of economics stating that as a person increases consumption of a product, while keeping consumption of other products constant, there is a decline in the marginal utility (i.e. the utility derived from the last unit under consumption) that person



derives from consuming each additional unit of that product. Though many of you must be aware of this law, let's elaborate it for those who are not. For instance, to a thirsty man, a glass of water can be of immense utility (Say 10 units), but when offered a second glass simultaneously, that second glass may serve a little lesser utility (say 8 units). In this way utility or the gain from each additional glass will fall and a point will come when the additional glass of water will have no further utility for the person at that point of time. Any further glass of water can even cause the negative utility and hence total satisfaction can even go down.

This same example can be applied in study pattern. To keep the productivity level and efficiency level at the top we should divide the subject study making an optimum combination of theoretical and practical subjects. This keeps the student fresh whenever he switches from theory to practical or vice-versa. If a student goes on studying the same topic, no matter how favorite the subject may be for them, after a matter of time, it will become boring and the efficiency of studying that subject will decrease as the day progresses.

### **MAGIC FORMULA OF SHORT NOTES AND TWO PAGES.**

After reading or hearing the information which we are studying, it is necessary to jot down whatever is important for revision in future. It is a proven fact that brain better remembers things which you write. So whenever you study; jot down keywords, important points etc. It helps in making things short, so when you study after 4 months and when the brain sees the keyword, immediately you can recollect the whole answer or facts. It also helps on the exam day while revising the subject. You need not go through the whole 500-page book at the last minute.

Short notes prepared by oneself acts a quick last minute revision book during exams. Tips on how to prepare short notes:

- Try to keep one book for one subject
- Give proper heading and sub-heading to points
- After giving heading, summarizing the meaning in 5-6 lines.
- Jot down the legal technical words in your notes, because they need to be used in exam to secure better marks
- Use color coding for different subjects
- Note making should be done daily
- After writing the points memorize it if possible with any technique convenient to you

- Make two-pages notes. Wherever you go you should carry that two-pages with you so that even a second of time can be utilized to study.
- Short notes are summary of the main book where as two-pages are the summary of the short notes itself.
- Short notes help to revise the whole subject in exam days (Days during exam) whereas, two-pages helps to remember a particular concept during the exam preparation days (days before exam)

### **MAGIC FORMULA OF DISCUSSION**

Discussion is nothing but sharing the ideas, beliefs and information with the peers, seniors, teachers, mentor etc. in the same field. Discussion not only includes sharing, but also being on the other side of the table, that is listening to the references and suggestions made by the person with whom we are discussing our topic. It is proved in science that human brain is able to memorize 20% of what he reads 30% of what he hears. So while discussing, when you hear the facts and suggestions from the other person you are able to remember it for quite a long time. Discussion also helps to gain information which we have not yet read or heard of.

### **MAGIC FORMULA OF TIME MANAGEMENT AND UTILISING EVERY SECOND**

We all have one thing in common – A 24-hour day; It's how we use our time that makes the difference. Time management is important to organize your days so you can strike the right balance between studies, responsibilities and refreshment. By taking the time to arrange your priorities, you can give yourself the best chance of staying on track and organized during the exam period, which in turn can help reduce stress levels, something that can be the difference between success and failure in exams.

Time management tips:

- Don't leave important tasks until the last minute, as this will impact the quality of work and overall grade.
- List the jobs to be done and make a note of how much time each priority will take out of your schedule.

- Whether it's a pin-up planner, a timetable or a calendar on your phone, find an organizing tool that works well for you and add your list of priorities to it.
- Think about when you are most alert, so that you can plan your study periods around these times.
- Find time for socializing, but also make sure that you get enough sleep. Most people need between 7 to 8 hours sleep every night to remain focused and alert during study periods.
- Typically, 8-10 hours of serious self-study a day is a must to clear competitive exam, however, every individual should decide what works best for them
- Taking time to research, plan and think about your work is crucial for good time management. Allow yourself the time to process new information and plan how you are going to use it, as this can help you to avoid having to re-read and repeat any research.
- One way of effectively planning before researching is to make a list of everything you want to find out, so that you can make notes below each subheading as you move ahead.
- Do not procrastinate. It will cost you dearly
- Always Remember - what works for one person might not necessarily work for you. So make a sincere time schedule as per the timings you are most active at in the day.
- Exercise to clear your head in between study sessions
- Constantly review and reassess your schedule and make any changes if you feel the need

### **MAGIC FORMULA OF MIND MAPPING**

We often think our mind has limitations. But there is little truth in this. It is that we have not been able to explore and use our resources well. Some scientist and researchers believe that an average human being uses only 10% of his brain. Some students find it difficult to remember things and blame it on their memory. But there are some very effective memory techniques like Mind Mapping, Mnemonic Technique, etc. A Mind Map is an organizational thinking tool. It promotes an easy way to put information into your brain and to take information out of your brain with the help of colours, images, curved lines, shapes, etc. The brain has a natural aptitude for visual recognition. This is why you are much more likely to remember information when you use images to represent it. Examples of mind maps:

