

## *List of IAS & Allied Services*

(i) Indian Administrative Service.
(ii) Indian Foreign Service.
(iii) Indian Police Service.
(iv) Indian P & T Accounts & Finance Service, Group 'A'.
(v) Indian Audit and Accounts Service, Group 'A'.
(vi) Indian Revenue Service (Customs and Central Excise), Group 'A'.
(vii) Indian Defence Accounts Service, Group 'A'.
(viii) Indian Revenue Service (I.T.), Group 'A'.
(ix) Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration).
(x) Indian Postal Service, Group 'A'.
(xi) Indian Civil Accounts Service, Group 'A'.
(xii) Indian Railway Traffic Service, Group 'A'.
(xiii) Indian Railway Accounts Service, Group 'A'.
(xiv) Indian Railway Personnel Service, Group 'A'.
(xv) Post of Assistant Security Commissioner in Railway Protection Force, Group 'A'
(xvi) Indian Defence Estates Service, Group 'A'.
(xvii) Indian Information Service (Junior Grade), Group 'A'.
(xviii) Indian Trade Service, Group 'A' (Gr. III).
(xix) Indian Corporate Law Service, Group "A".
(xx) Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade).
(xxi) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'.
(xxii) Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'.
(xxiii) Pondicherry Civil Service, Group 'B'.
(xxiv) Pondicherry Police Service, Group 'B'.
• The number of vacancies to be filled on the result of the examination is expected to be approximately 1037. The number of vacancies may get increased.
• Reservation will be made for candidates belonging to Scheduled Castes. Scheduled Tribes, Other Backward Classes and Physically Disabled Categories in respect of vacancies as may be fixed by the Government.
<b>Note I : The list of services participating in the Civil Services Examination, 2012 is Tentative.</b>

## **IAS & Allied Services Examination**

The IAS and Allied Services examination conducted by the UPSC is one of the most prestigious examinations in the country. This examination is known by different names as IAS exam, IPS exam, IFS exam, Civil Services Exam or UPSC Exam.

Those who finally qualify, become Collectors, Commissioners etc. after a few years of service. A graduate from any background can prepare for these examinations. Candidates with no technical degrees or good academic record can emerge as toppers. At the same time, bright students who have succeeded in doing well at their medical or engineering institutes fail to get to the top of the list of successful candidates. Thus the Civil Service Examination (CSE) is a test of his or her perseverance and hard work.

## **Why Civil Services?...**

In India, civil services have been attracting young talent across classes and regions due to unique job profile it provides. It provides

- ✓ Professional and personal stability
- ✓ Diversification of Job Profile
- ✓ Discretionary Power
- ✓ Social Prestige
- ✓ Public Contact
- ✓ On field Job
- ✓ Always in action
- ✓ Visible Impact

With all these things, you are doing your bit for your society.

## Eligibility Conditions:

1. An Indian citizen.
2. A graduate in any discipline.
3. Candidate should be at least 21 years and not more than 30 years of age on August 1 of the year of exam. Relaxation in age is allowed to the candidates belonging to reserved categories.

## Preparation for the Civil Service Examination (CSE):

Every aspirant should devote fully, at least 18 months, starting from July. In 18 months of rigorous and systematic preparation, both the Prelims and the Mains can be cleared. A candidate has to study for a minimum of 10 hours per day in the beginning.

## Plan of Examination:

This examination has got a three-stage recruiting process:

1. Preliminary Examination (in common parlance known as Prelims or CSAT i.e. Civil Services Aptitude Test),
2. Main Examination and
3. Personal Interview.

A candidate has to pass all these three stages in a single series. If he fails at any stage, he has to repeat the process the next year. After clearing all these three stages, about 1000 candidates are ultimately selected for different services.

## CSE PRELIMINARY & MAIN EXAMINATION STRUCTURE

**Announcement:** The announcement for the Civil Service Examination is made once every year. Besides the Government Gazette, Employment News and almost all National Dailies publish full details with rules,

Syllabi and format of Application Form for the Preliminary Examination. No announcement is made to invite applications for the Main Examination and Personality Test. Candidates qualifying the Prelims/Main Examination are intimated individually.

## The Preliminary Examination:

This Examination comprises of two compulsory papers of 200 marks each. Both question papers will be of the objective type (multiple choice questions). The papers will have negative marking for wrong answers. The question papers will be set both in Hindi and English. However, questions relating to English Language Comprehension skills of Class X level will be tested through passages from English Language only without providing Hindi translation.

Each paper will be of two hours duration. Both papers are held on the same day. This examination is conducted to shortlist the serious candidates and to reject candidates who take the CSE casually. If students think that the marks of the Prelims do not count for the selection, they should bear in mind that the Prelims is the door through which they have to enter the Mains.

## Syllabus for the Preliminary Examination:

### 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
- ✓ 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.

## **Paper-II**

- ✓ Comprehension
- ✓ Interpersonal skills including communication skills
- ✓ Logical reasoning and analytical ability
- ✓ Decision making and problem solving
- ✓ General mental ability
- ✓ Basic numeracy (numbers and their relations, orders of magnitude etc. (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc. –Class X level)
- ✓ English language comprehension skills (Class X level)

## **Main Examination:**

The candidates should start preparing first for the Main Examination, at least 8 months before the examination. They should not wait for the Prelims results to be declared. Their preparation for the Mains will not go in vain even if they do not qualify in the Prelims. The candidates should never forget that the Prelims is only a qualifying examination, whereas the Main requires greater attention and its marks help in securing good positions if they are finally selected.

**Likely Changes:** Changes are likely in the Main Examination. A panel will study the new proposal regarding the Main Examination and the Personal Interview methodology before it can be implemented by the UPSC. But as on today, there is no change in the pattern of the Main Examination. The question papers for examination will be of conventional (essay) type and each paper will be of three hour duration.

**Paper 1:** One of the Indian languages to be selected from the languages included in the Eighth Schedule of the Constitution.

**Paper 2:** English

The above two papers will be of matriculation or equivalent standard and will be of qualifying nature; the marks obtained in these papers will not be counted for ranking. Paper-I is not compulsory for candidates belonging to Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim.

**Paper 3:** Essay

**Paper 4 & 5:** General Studies

**Paper 6, 7, 8 & 9:** Any two subjects to be selected from the list of optional subjects given or one optional subject and one literature subject.

## **The English and a modern Indian language paper**

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

The pattern of questions would be broadly as follows:

- ✓ Comprehension of given passages.
- ✓ Précis Writing
- ✓ Usage and Vocabulary
- ✓ Short Essay

## **Essay:**

Candidates will be required to write an essay on a specific topic. The choice of subjects will be given. They will be expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. Credit will be given for effective and exact expression.

## **G.S. Paper:**

The nature and standard of questions in the General Studies papers will be such that a sincere and devoted candidate will be able to answer them

without any specialized study. The questions will be such as to test a candidate's general awareness of a variety of subjects, which will have relevance for a career in Civil Services. The questions are likely to test the candidate's basic understanding of all relevant issues, and ability to analyze, and take a view on conflicting socio-economic goals, objectives and demands. The candidates must give relevant, meaningful and succinct answers.

For the General Studies paper, students are advised to focus on core areas such as Current Affairs, Indian History, Geography, Polity, Economy and General Sciences. Besides, they should have knowledge about awards, people and places in news, books and authors, news related to science, etc. While preparing for the General Studies paper, one should always remember that the Mains is not an examination comprising multiple-choice question papers. Candidates are required to have a clear understanding of the subject. Current affairs and India's foreign policy should be at their fingertips. In other words they should be well-informed about acts, rules and regulation, the Supreme Court judgments, major political events and international affairs. For this they should read political magazines, newspapers, and read various books which provide general knowledge. Civil Service Chronicle, Pratiyogita Darpan, Wizard, Competition Success Review, Frontline, India Today, General Knowledge Today, India Reference Year Book, Manorama Year Book and other similar magazine / books can be of great help in this regard. A candidate should always remember that optional subjects are confined to the syllabi, so they have greater certainty

### Optional Subjects:

The main Examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of their information and memory.

The scope of the syllabus for the optional subject papers for the examination is broadly of the honours degree level i.e. a level higher than the bachelor's degree and lower than the master's degree. In the case of Engineering and law, the level corresponds to the bachelor's degree.

### List of optional subjects for Main Examination:

LIST OF OPTIONAL SUBJECTS FOR MAIN EXAMINATION			
Agriculture	Anthropology	Botany	Geology
Chemistry	Economics	Civil Engineering	History
Geography	Law	Management	Mathematics
Medical Science	Philosophy	Physics	Sociology
Zoology	Psychology	Public Administration	Statistics
Mechanical Engineering	Commerce & Accountancy	Political Science & International Relation	Electrical Engineering
Animal Husbandry & Veterinary Science			

**Note: Combination of similar subjects is not allowed.**

LIST OF OPTIONAL LITERATURE SUBJECTS FOR MAIN EXAMINATION							
ARABIC	ASSAMESE	BENGALI	CHINESE	ENGLISH	FRENCH	GERMAN	GUJARATI
HINDI	KANNADA	KASHMIRI	KONKANI	MARATHI	NEPALESE	MANIPURI	URDU
ORIYA	PERSIAN	PUNJABI	RUSSIAN	SANSKRIT	TELUGU	PALI	TAMIL
MALAYALAM							

### Interview Test:

The candidate will be interviewed by a Board who will have before them a record of his/her career. He/she will be asked questions on matters of general interest. The object of the interview is to assess the personal suitability of the candidate for a career in public service by a Board of competent and unbiased observers. The test is intended to judge the mental caliber of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidate.

The interview test is not intended to be a test either of the specialised or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own state or country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.

## Time Schedule

The Mains Examination 2012 will be held from 5<sup>th</sup> October 2012.

The Preliminary Examination of 2013 is likely to be held some times in the second week of May, whereas the Main Examination is likely to commence in the second week of October 2013.

## Attempts:

A general category candidate is allowed to appear for Civil Service Examination **four** times, while candidates belonging to reserved categories get higher number of attempts.

## Methodology:

Those who are to appear for the Civil Services Examination have to keep in mind that every answer should have a good beginning and a definite conclusion. They should avoid making sweeping generalizations. All the important points should be highlighted in their answers. Brief and relevant answers help to fetch good marks. Answers should be presented with flow charts, diagrams and pie charts which are bound to impress the

examiners. The last two months before the examinations should be devoted to revision only. Students are advised to practice a number of times solving mock papers and cautioned against touching upon new topics. Any attempt at expanding one's knowledge base in the run-up to the Mains may have a negative effect. The candidates are also advised to avoid reading unnecessary things, as what not to read is as necessary as what to read during the limited time for preparation. By avoiding unnecessary topics, one can save a lot of time and concentrate more on main issues. All answers should be written in legible and easy-to-read handwriting, if not in attractive letters.

## Weightage of marks:

For ranking and selection of candidates for various services, the weightage of marks for the three stages of Civil Services Examination are as below:

<b>A. Preliminary Examination:</b> This is only a screening test for short-listing and selection of candidates for the Main Examination. The marks obtained by the candidates at this examination are not added to the marks of the Main Examination.			<b>400 marks</b> <b>These marks not counted for main examination</b>
<b>b. Main Examination:</b>			<b>2000 marks</b>
General Studies	Two papers	300 x 2 = 600 marks	
Essay	One paper	200 x 1 = 200 marks	
Two Optional Subjects	Two papers each	300 x 4 = 1200 marks	
Please note: Marks obtained in compulsory language paper and compulsory English paper are not counted for ranking			
<b>c. Personality Test(Interview)</b>			<b>300 marks</b>
<b>Maximum Marks</b>			<b>2300 marks</b>

Note: UPSC is envisaging some changes in the examination system as suggested by Alagh Committee.

### Normal Schedule of UPSC for CSE

Examination	Announcement Dates	Last Date of Application	Examination Dates	Declaration of Results
Preliminary	December, 3 <sup>rd</sup> week	Mid-January	May, 3 <sup>rd</sup> week	July, last week
Main	-	-	Oct. last week to Nov. end	March/ April
Personality Test	-	-	Mid-April to Mid - May	May, 3 <sup>rd</sup> week

## Infrastructure & Training Expertise in Haj House

### Historical Perspective

In a multi lingual and multi religious society like ours all members of the society should play an important role. But the last 60 years of our democratic set up has proved that everything is not pleasing. In spite of several Committees & Commissions appointed by the Govt., the gap between the haves and have-nots has been increasing. The latest being the Sachar Committee which has clearly stated that the economic and educational level of MUSLIMS has deteriorated much below the SC/ST etc. classes. Their capacity to compete with their educationally advanced fellow citizens has been continuously declining. The Community is caught in a vicious circle of poverty and illiteracy. The Government has been announcing various schemes from time to time for their upliftment, yet in reality not much has been gained.

### Historical Decision:

The Haj Committee of India (HCOI) has taken a major initiative to take up this tremendous task of training Muslims Graduates for civil services examination. The HCOI has in the wider interest of Muslims established from August 2009, a Coaching & Guidance Cell (C&GC) in its Haj House, at Palton Road, CST, Mumbai. The full fledged coaching started from January 2010.

### Additional Conditions for Haj House:

- ✓ Preference will be given to Doctors, Engineers and P.G. Degree holders.
- ✓ Upper age limit for admission is 28 years.
- ✓ The candidate shall be physically fit. Candidates with Asthma, Sinus and other respiratory diseases are advised not to apply for Haj House as the Mumbai Climate is not suitable to them.

### Infrastructure:

The Cell has one Library-cum-Study Room, two large big class rooms for general lectures, 3 small rooms for subject lectures and group discussions, Director's Chamber, Administrative Office, partially furnished 12 rooms for male candidates and 6 for female candidates, 2 separate Dining Halls for male and female candidates and a Ladies' Prayer Room. The Masjid is on the 3rd floor of Haj House. The Office, Study Room and all class rooms are fully air conditioned. C&GC has all other teaching aid facilities like Laptops, Projectors, CCTV, Mike System etc.

### The Director and the Faculty:

The lectures and group discussions presided over by the Director are liberally supplemented by inviting specialists for compulsory and optional subjects. Professors from various universities in Mumbai and neighboring areas, eminent persons in different spheres of life and civil

servants, retired and working in Greater Mumbai are invited for lectures, group discussions and interaction with the candidates. A few faculty members from New Delhi, Pune and Aurangabad have also been invited. Since June 2011, the HCOI has engaged the services of a professional coaching institute to achieve better results.

### **Facilities and Environment:**

Study material, books, newspapers and magazines are easily available to trainees, yet so far as optional subjects are concerned the trainees will have to depend to a large extent, on the grounding they have acquired in their respective universities. As and when required, the trainees will have the internet facilities during the training sessions. The candidates should have their personal copies of all important books including those of the optional subjects chosen by them. The Civil Service Examination (CSE) is based basically on SELF STUDY. What we provide is guidance and appropriate physical and educational environment.

### **Coaching & Guidance**

In Haj House coaching and guidance shall be in English only. Books, Magazines and study material shall also be in English. Candidates who are choosing English and Urdu as their medium of answering the question only should apply. Candidates taking Urdu as their medium should note that enough books and study material is not available in Mumbai.

### **Subjects of coaching & guidance**

For the Prelim examination, coaching and guidance will be provided for G.S. and CSAT. For the Mains examination coaching & guidance will be provided in G.S., Essay, History, Geography, Public Administration, and Political Science. Coaching may also be provided in the optional Urdu only if large number of candidates opt for it.

### **Fees and Deposits:**

The coaching and guidance shall be highly subsidised. Each trainee shall have to pay a security deposit of Rs.2000/- (Refundable) and another deposit of Rs.5000/- (refundable) against voluntary withdrawal from Haj House. A monthly fee of Rs.3500/- only is payable towards food and hostel maintenance. We expect the philanthropists to sponsor a few needy students.

### **Discipline:**

The trainees shall have to adhere strictly to the rules and regulation of the hostel. They are expected to maintain a high level of self discipline. The trainees shall have to stay in the Haj House for 24 hours a day 7 days a week and 365 days a year for about 15 months. Visitors / relatives shall not be generally allowed from the city or outside the city. The trainees will be given a short break after each examination, when they can visit their home towns. The trainees shall not be allowed to pursue any other academic or non-academic job/course/activity. Mobile phones and other electronic gadgets are strictly prohibited. Male candidates must offer Farz prayer in congregation in the Masjid. The female candidates should never come out of their rooms without a scarf.

### **Islamic Values:**

Since the total project is to have Muslim officers, it is necessary to inculcate Islamic values in the trainees. They have not only to be receptive but also active in learning and practicing Islamic moral values. They have to keep in mind that their ultimate aim is to serve the weak and downtrodden sections of the Society. They should inculcate in themselves the philosophy of “*Saiyyadul Qaumi Khadimahum*,” (Hadith) i.e. the Head of the Society is their servant.

### **Last Date of Application:**

Do not wait for the last date which is **15<sup>th</sup> June, 2012**. Download application from our website [www.hajcommittee.com](http://www.hajcommittee.com) and send your application online to

Director, Coaching and Guidance Cell. Application and other details can be obtained by POST also. The HCOI shall not be responsible for any postal delay.

**Haj House Entrance Procedure:**

The Entrance Procedure includes a Written Test based on the Syllabus given below (on 24.6.2012) and Personal Interview as under:

14<sup>th</sup> July 2012: For candidates from Maharashtra

15<sup>th</sup> July 2012: For candidates from outside Maharashtra

**Syllabus for Entrance Test:**

Marks 200, Time: 120 minutes

Section A: GS-I (50 Marks, Objective Paper)

- ✓ General understanding of General Studies Paper I Syllabus for Preliminary Examination
- ✓ Current Events of April 1, 2012 to June 10, 2012

Section B: GS II (50 Marks, Objective Paper)

- ✓ General understanding of General Studies Paper II (Aptitude paper) Syllabus for Preliminary Examination

Section C: GS (50 Marks, Subjective Paper)

- ✓ General understanding of India's socio-economic-political problems

Section D: Islamic Studies (50 Marks, Objective Paper)

- ✓ Understanding of Islamic studies and principles.

**Personal Interview**

- ✓ 25 Marks

- ✓ The candidate will be interviewed by a Board who will have before them a record of his/her career. He/she will be asked questions on matters of general interest. The object of the interview is to assess the personal suitability of the candidate for a career in public service by a Board of competent and unbiased observers. The test is intended to judge the mental calibre of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

- ✓ 14<sup>th</sup> July 2012: For candidates from Maharashtra

- ✓ 15<sup>th</sup> July 2012: For candidates from outside Maharashtra

**Joining Time:**

The finally selected candidates should report on Friday, August 24, 2012.

**Our Schedule for CSE Coaching.**

Advertisement	Last Date of Application	Entrance Test/ Interview	Session Starts	Duration/ Period	Number of Candidates
Last Week of May 2012	June 15, .2012	Sunday, June 24 2012 / July 14-15 2012	Saturday, August 25, 2012	August 2012 to July 2013	50

The CSE is, however, an examination and should be treated as such, nothing more than that. Every year, a fairly good number of candidates are selected; therefore those preparing for it need not get scared. Self-confidence, true dedication and sincere efforts can turn a candidate's dream of cracking it into reality. If a candidate resolves to get into this category promising a good career, there is little chance that his or her endeavour will prove an exercise in futility. If it appears to be a challenge, a candidate should stand up to the challenge and emerge victorious.

### **Our Success Story**

From the candidates who appeared for their Prelim Examination in June 2011, the following 2 candidates passed their Prelim and Main Examination also.

1. Salman Taj Patil
2. Ansari Shakeel Mehmood

Both of them were called for Personal Interview. They performed well. However, only Salman Taj Patil's name was recommended to the Government for appointment by the UPSC as per their notification dated.4<sup>th</sup> May 2012.

Mr. Salman Taj Patil got the rank 466 out of 910 students selected. it is likely that he may be absorbed in IRS. He is a son of an agriculturist from a village Auj of Solapur District in Maharashtra. Both his parents do not have much education.

Mr. Salman had done BE (IT) and MBA (Finance). His age is 28 years. The current batch of 32 candidates preparing well with the inputs from Synergy Study Point of Pune.

The current batch will appear for Preliminary Examination on 20<sup>th</sup> May 2012. Meanwhile some of the candidates, who while studying here have appeared for other competitive examinations and joined the Government or Semi Government Services. These are as under:

1. **Shaikh Mazhar Ali:** He joined as Depot Manager in Andhra Pradesh State Road Transport Corporation. This is a senior position.
2. **Aasar Mahal Javed:** He joined as Assistant Central Intelligence Officer (IB), Maharashtra circle.
3. **Kelam Wajid Ali:** He joined as Assistant Veterinary Officer, Jammu & Kashmir.
4. **Khan Mohammad Imtiyaz:** He joined the Food Corporation of India.

There are some other candidates who have appeared for various State Public Service Commission Examination or other competitive Examination also. Their results are awaited.

The Director can be contacted on the address given below for any further enquiry in the matter of UPSC examination:

The Director, C&GC  
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Dr. Shakir Hussain, IRS  
Chief Executive Officer,  
Haj Committee of India.

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**Note:** For any matter relating to Haj, please contact on these numbers: 22612989 / 22618862 / 22610344 / 22613110 / E-mail: [hajcommittee@hajcommittee.com](mailto:hajcommittee@hajcommittee.com) / [hajcommittee@mtnl.net.in](mailto:hajcommittee@mtnl.net.in)