



CAREER GUIDANCE PREPARED FOR



Career Goal

UPSC Civil Service Examinations



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सामर्थ्यं जयते

संघ लोक सेवा आयोग
UNION PUBLIC SERVICE
COMMISSION

CIVIL SERVICE EXAMINATIONS
IAS, IPS, IFS
etc.....



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The Civil Services Examination offers the widest range of jobs in our country and is conducted by the Union Public Service Commission (UPSC). There are about twenty-three (23) services offered through this single examination.

Some of the top services offered are the two All India Services, viz., the Indian Administrative Service (IAS) and the Indian Police Service (IPS) along with the other central services, viz., Indian Foreign Service (IFS), Indian Revenue Service (IRS) etc. Due to the importance and nature of such civil/public service jobs, UPSC takes utmost care in selecting the right people.

The Civil Services Examination comprises two successive stages:

1. Civil Services **Preliminary Examinations** (Objective Type) — for the selection of candidates for Main Examination
2. Civil Services **Main Examination** (Written Test and Interview) — for the selection of candidates for the various services and posts

The **Preliminary Examination** will consist of two papers of Objective type (multiple choice questions — there are four alternatives for the answer to every question) and carry a maximum of 400 marks.

- Paper I — is a paper on General Studies — 200 marks
- Paper II — is a paper on Aptitude Test- 200 marks

The Preliminary Examination is meant to serve as a screening test only and the marks obtained by the successful candidates (who are declared qualified for admission to the Main Examination) will not be counted for determining their final order of merit. The number of candidates admitted to the Main Examination will be about twelve to thirteen times the total approximate number of vacancies (across all services and posts) to be filled in the year through this examination.

Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in a year will be eligible for admission to the Main Examination of that year provided they are otherwise eligible for admission to the Main Examination.



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The **Main Examination** (a written test) will consist of **9 papers of conventional essay type** of the following nature:

1. 2 papers of **Non-Ranking** type (the marks obtained by candidates in these papers will not be counted for determining the final order of merit).

The two papers of non-ranking type will include:

Paper – A : one paper of an Indian language to be selected by the candidate out of languages included in the Eighth Scheduled to the Constitution (refer to NOTE IX in this section), and

Paper – B : the second paper of English, which is a compulsory language paper.

Note: Both these papers will be 300 marks each and will be of a very simple nature (of matriculation or equivalent standard) and, in a way, will mentally prepare the candidate for writing the subsequent examination.

2. 7 papers of **Ranking type** (marks obtained in these papers will be counted for merit). The seven papers of ranking type will be:

Paper I – Essay – 250 marks

Four (4) papers of General Studies in the following manner:

Paper – II: General Studies – I on Indian Heritage and Culture, History and Geography of the World and Society – 250 marks

Paper – III: General Studies – II on Governance, Constitution, Polity, Social Justice and International relations – 250 marks

Paper – IV: General Studies – III on Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management – 250 marks

Paper – V: General Studies – IV on Ethics, Integrity and Aptitude – 250 marks

Paper VI & Paper VII: Two (2) papers in any one optional subject (candidates may choose any one optional subject from amongst the UPSC's list of optional subjects in the Mains Examination) – 250 marks each

For the optional papers in the Main Examination, UPSC has a list of about twenty-six subjects out of which any one subject has to be selected by the candidate.



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Candidates, who obtain such minimum qualifying marks in the written part of the Main Examination as may be fixed by the Commission at their discretion, shall be summoned by them for an Interview or a Personality Test. The number of candidates to be summoned for interview will be about twice the number of vacancies to be filled

The Interview (the final leg of the examination) will carry 275 marks with no minimum qualifying marks. Marks, thus obtained by the candidates in the Main Examination, (written part as well as interview) would determine their final ranking.

Candidates will be allotted to the various services and posts keeping in view their Ranks in the examination and the preferences expressed by them for the services and posts.

I WANT TO BECOME

1. Indian Administrative Service (IAS)
2. Indian Foreign Service (IFS)
3. Indian Police Service (IPS)
4. Indian P & T Accounts & Finance Service, Group 'A'
5. Indian Audit and Accounts Service, Group 'A'
6. Indian Revenue Service (Customs and Central Excise), Group 'A'
7. Indian Defence Accounts Service, Group 'A'
8. Indian Revenue Service (I.T.), Group 'A'
9. Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration)
10. Indian Postal Service, Group 'A'
11. Indian Civil Accounts Service, Group 'A'
12. Indian Railway Traffic Service, Group 'A'
13. Indian Railway Accounts Service, Group 'A'
14. Indian Railway Personnel Service, Group 'A'
15. Post of Assistant Security Commissioner in Railway Protection Force, Grp 'A'



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16. Indian Defence Estates Service, Group 'A'
17. Indian Information Service (Junior Grade), Group 'A'
18. Indian Trade Service, Group 'A' (Gr. III)
19. Indian Corporate Law Service, Group "A"
20. Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade)
21. Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'
22. Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'
23. Pondicherry Civil Service, Group 'B'
24. Pondicherry Police Service, Group 'B'

ELIGIBILITY

EDUCATIONAL QUALIFICATIONS

The candidate must hold a degree of any of Universities

AGE LIMITS

A candidate must have attained the age of 21 years and must not have attained the age of 32 years as on 1st August of the year in which he/she is appearing for the Preliminary Examination.

NO OF ATTEMPTS

Candidates belonging to General Category / 6 attempts

Candidates belonging to Other Backward Classes / 9 attempts

Candidates belonging to SC and ST / No restriction



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WHERE TO APPLY

<http://www.upsconline.nic.in>.

WHERE I GET COACHING



All India Civil Service Coaching Centre, Chennai-28

Focus, prepare, and practise

The last few days of preparation for the Civil Services Main Examination are the best time to overcome weaknesses and build on strengths

The Civil Services Main Examination is only a few days away, and if you are preparing for it you may be feeling stress, anxiety and pressure. With a lot to study and not enough time, overcoming the 'eleventh hour' panic is a difficult task. Here are some tips to help you make the most of the crucial last few days.

Focus

Avoid cramming; revise instead. Do not read new material, such as bulky books and notes that you have not touched in the course of preparation. Focus instead on revising from your pre-prepared notes. Make sure you have reviewed all the important topics, facts, figures, and concepts. Stick to whatever you have studied.

Stay abreast of everyday current affairs, connecting them with topics in the syllabus. Devote a fair share of time for this. You will get a better hold on topics this way. Keep handy a list of relevant quotes from famous personalities such as Mahatma Gandhi, Jawaharlal Nehru, Martin Luther King Jr., and Nelson Mandela. This will help you frame impressive essays and in the ethics papers as well. Visit government websites to keep track of schemes, plans and initiatives that have been launched recently.

Practise

Take the Mains Test Series, as this will make you exam-ready and give you a fair idea of probable questions. Use this to enhance your answer writing skills and boost your confidence. Revise mind maps so that you retain important points that will help you write factual and a well-framed answers. Practice writing answers to check your speed and clarity.



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Discuss current issues and important topics with your peer group, seniors and others, as it will broaden your perspective and help you understand diverse views and opinions. This is extremely important as you will be working closely with the common public when you become an administrator. Therefore, a sense of understanding of their views, empathy, and smart decision-making must become a part of your personality.

Share

Talk to your friends who are also preparing for the exam; discuss concepts with them but always follow your own strategy because you are aware of your strengths and weaknesses. The last few days of preparation are the best time to overcome weaknesses and build on strengths. An optimistic approach is pivotal to success. Keep yourself motivated. Read things that make you feel confident, talk to people who make you feel good and devote time to things that keep you happy. This will keep you in high spirits.

Stay healthy

Relax and keep time for seven hours of sleep each night. This will not only help your brain work optimally, but also keep you refreshed. If you have the habit of studying at night and sleeping during the day, change it as early as possible, as a proper biological clock is essential to keep you fresh.

Eat nutritious food which will keep your mind and body healthy. This will also help you stay fit and prevent you from developing seasonal sickness or other health issues. A brisk morning walk routine will help you become more productive and focused.

Make sure to focus on the optional subject as it decides your future rank. Do not make last minute changes in strategy, plans and study techniques. Sudden changes could lead to confusion. Believe in yourself, your hard work and dedication. Your attitude puts you on the right track. So go ahead and give it your best shot. All the best!



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NCERT Books for Reference

Important topics from NCERT Books for UPSC and other govt exam preparation:

NCERT Books for History

History- Our Past (class 6)

History- Our Past II (class 7)

History- Our Past III Part- I & Part II (class 8)

India and the Contemporary World- I (class 9)

India and the Contemporary World- II (class 10)

Themes in World History (class 11)

Themes in Indian History-I, II, and III (class 12)

Old NCERT-Ancient India & Medieval India (Class 11)

Old NCERT-Modern India (class 12)

NCERT Books for Geography & Environment

The Earth Our Habitat (class 6)

Our Environment (class 7)

Resource And Development (class 8)

Contemporary India Part-1 (class 9)

Contemporary India Part-2 (class 10)

Fundamentals of Physical Geography (class 11)

India Physical Environment (class 11)

Fundamentals Of Human (class 12)

India People and Economy (class 12)

Democratic Politics – I (class 9)

Democratic Politics – II (class 10)

Political Theory Part-I (class 11)

India Constitution at Work (class 11)

Contemporary World Politics (class 12)

Politics in India Since Independence (class 12)



CAREER GUIDANCE PREPARED FOR



NCERT Books for Economy

Economics (class 9)

Understanding Economic Development (class 10)

India Economic Development (class 11)

Introductory Microeconomics (class 12)

Introductory Macroeconomics (class 12)

NCERT Books for General Science and Science & Technology

Science textbook of classes 6, 7, 8, 9, 10

Biotechnology and Its Application (class 12)

NCERT Books for Sociology

Introducing Sociology (class 11)

Understanding Society (class 11)

Social Change and Development in India (class 12)

Indian Society (class 12)

NCERT Book for Art & Culture

An Introduction to Indian Art (class 11)

All e-books are available at <https://ncert.nic.in/textbook.php>