



T.S. S.C STUDY CIRCLE HYDERABAD



Handbook Civil Service Examination Planner

**Syllabus, Pattern of Examination, Guidelines for
Preparation and suggested reading**

2021 – 22

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T.S.S.C.STUDY CIRCLE, HYDERABAD
HANDBOOK FOR CIVILSERVICES COACHING PROGRAMME
2021-22

1. T.S.S.C.Study Circle

The T.S.S.C.Study Circle was founded in 1980 as a state Government Institution, which is a registered Society, with its own bye-laws to manage its affairs. Initially, it was named as A.P. Study Circle and after bifurcation of the state, it is renamed as Telangana State Scheduled Castes Study Circle in 2014. The institution provides coaching to weaker section students who appear for the Civil Services Examination held by the U.P.S.C. The Institution is 40 year old and has the distinction of producing more than 450 candidates selected for various Civil Services apart from many more selected to various other state and central services. Presently the Institute is located in its own building in Road No.14, Banjara Hills, Hyderabad 500034. The Institution provides coaching for 9 to 10 months in a year which is a full time Residential course. The Institution has a Hostel for Boys and Girls separately. and a good Library and Reading room. Under its supervision 11 District level Study Circles provide coaching for Other services like Central, Banking and state services.

2. Admissions

Admissions will take place for civils coaching Programme for the academic year2021-22 in TS SC Study Circle. Keeping in view the postponement of Prelims Exam of Civil services-2022, a tentative advance action Plan is drawn up for taking Civils Coaching Programme for 2021-22. A paper notification will be issued inviting applications usually in the moths of September/October .or as decided by the Management. Admissions will be by way of entrance Test and basing purely on merit and the marks obtained in the Examination, selections will be made.

i) Eligibility for Admission:

As per norms of the Study Circle, candidates who possess graduation or Graduates with professional degree are eligible for admission. The course is

about 8 months programme covering prelims-cum-Mains syllabus of Civil Services Exam conducted by the U.P.S.C. The classes generally start from November month and will end up by prelims exam.

ii) Entrance Examination:

Admission to the Institute is strictly on the basis of merit order basing on marks obtained in the Entrance Test at state level, while inviting applications through a paper notification. The Test paper will be objective type with multiple Choice questions on the pattern of UPSC Prelims pattern and will have 100 questions on General Studies (Prelims paper I) each question 2 marks and 40 questions on test of Reasoning and English comprehension (CSAT Paper II) each question 2.5 marks. There will negative marking for wrong answers @ $1/3^{\text{rd}}$ for every wrong answer. Time given will be 03.00 hrs. and the total marks to be valued is 300. The Objective type of question paper and valuation by OMR. There will be a cut off mark at 35 per cent for boys & 30 per cent for girls and those candidates who secure less than the cut off mark will not be considered.

iii) Selection of Candidates:

Selection of Candidates will be strictly based on merit order and according to following reservations

SCs – 75%

STs – 10%

BCs – 15% (A,B,C,D and E)

PHC – 5%

Over all 33.3 per cent of seats are reserved for women.

3. Classes:

Classes will be organized with reputed faculty the students have to attend classes 6 hours in a day. The sessions may start for 07:30 AM onwards in 3 sessions according to the suitability.

07:30 AM to 09:30 AM

10:30 AM to 12:30 PM

02:30 PM to 04:30 PM

4. Selection of Optional:

For Selection of optional, the students will be given one month's time after admissions, to choose the optional. By convention, the Study Circle introduces an optional, if there are a minimum of 5 candidates available for each optional. In case of less than 5 candidates, the students have to prepare themselves for such optional. The required books will be made available for that optional in the Library. The Chief Consultant shall decide the optional to be introduced in a year

5. CIVIL SERVICES PRELIMINARY EXAMINATION

There is a change of pattern of Preliminary Exam for Civil Services since 2011. Instead of Paper-II (Optional) a new Common Objective type paper has been introduced to all the candidates who appear for Civil Services with equal weightage to Paper-I and Paper-II with 200 marks for each paper. Since 2014 on paper II is only qualifying paper.

Change in Examination Pattern :

The need for such change in examination pattern by UPSC was not spontaneous, but after years of discussions and deliberations held with several educationists and also basing on the recommendations of several committees which expressed the need for change of Exam Pattern. The second Administrative Reforms Commission also recommended for such change and observed that grip over one subject cannot make a candidate an efficient Civil Servant.

An efficient Civil Servant requires analytical thinking, Imagination, decision making capacity, communication skills and his/her ability to mingle with others. Keeping in view these factors, UPSC incorporated the characters which can determine selection of right candidate, in the syllabus for common paper. Specific time frame has been prescribed in choosing the multi-choice questions, to assess the speed and accuracy for selection of the right candidates. UPSC is expecting to achieve the following objectives by introduction of the new system:

- To examine the decision making skills and the aptitude

- By introducing a common paper for all the candidates by replacing the specific optional for paper –II, which was hitherto in practice

This exam is considered to be highly competitive and one needs to be thorough with the entire syllabus with reference to Current Affairs to crack the exam. Standard textbooks like that mentioned in suggested reading, should be referred to prepare for this exam. Help of good faculty can be utilized for further assistance. A systematic study plan has to be set up a few months prior to the exam. Time management should be given importance in the study plan so that the candidates can do maximum number of questions correctly within the specified time limit. Abundant study material is available through Google search and you Tube for preparation to the Examination now days will help those who want to prepare by themselves even without joining any Institute.

II. Examination Pattern

The entrance for Civil Services comprises of two successive stages:

- Preliminary Examination (Written)
- Main Examination (Written and Interview)

The Prelims Examination is only a qualifying Exam for selection to Mains and the marks obtained in Prelims will not count for the final selection. The details as follows:

A. Preliminary Examination

General Studies	Duration	Questions	Maximum Marks
Paper - I	2 hours	100	200
Paper - II	2 hours	80	200

The Prelims Examination, which is mainly meant to filter a large number of applicants whose marks will not be considered for final selection but qualifies for appearing for Mains Exam.

- There are two objective Papers, paper I is for general studies and Paper II is meant for testing the aptitude. Each Paper has a weight age of 200 Marks,

with Paper I consisting of 100 questions and Paper II will have 80 questions. Paper-II is only qualifying, and the marks obtained in Paper-I only will be considered for selection to Mains Exam.

Negative Marking

UPSC has taken a right step introducing negative marking to filter out candidates who get selected on the basis of smart guess and luck. So, the serious candidates should cheer up now. Negative marking makes paper more complex. But it is easy for well-prepared students and gives an extra benefit to genuine candidates.

How to tackle negative marking?

- For every wrong answer one third (0.66) mark will be deducted from total.
- Identify the areas of your strength in the question paper. Solve questions from these areas first. Solving easy question will boost your confidence.
- Don't waste your time for particular questions. Leave time consuming questions to take up in the end.
- The definition of intelligent guessing changes now with negative marking. You should tick only those answers which you feel at least 70% correct.
- Don't play any blind and stupid game of guessing. Don't attempt all questions. Leave the questions which you do not know totally
- Practice...practice...practice...Mock tests reduce mistake in the exam and prepare you to face real environment in which you can tackle & solve the questions within time limit.
- Mock tests provide you a platform where you can check your own weakness, mistakes and errors and develop a better understanding for solving different types of questions.

B. Main Examination

New Pattern for Mains Examination is introduced since CSAT – 2013. The following table shows the subject wise questions Papers with duration and Marks. Which will be considered for final selection.

Paper	Subject	Duration	Maximum Marks
A	One of the Indian Languages chosen from the prescribed list	3 hours	300 *
B	English	3 hours	300 *
I	Essay	3 hours	250
II	General Studies-I (Indian Heritage and Culture, History and Geography of the World and Society)	3 hours	250
III	General Studies-II (Governance, Constitution, Polity, Social Justice and International relations)	3 hours	250
IV	General Studies-III (Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management)	3 hours	250
V	General Studies-IV (Ethics, Integrity and Aptitude)	3 hours	250
VI	Optional Subject – Paper 1	3 hours	250
VII	Optional Subject – Paper 2	3 hours	250
	Sub Total (Written Test)		1750
	Personality Test		275
	Total		2025

* Papers A & B are qualifying tests; marks will not count for overall selection of the candidates.

Medium of Instruction

The Question Papers and course material are in the English medium hence the classes will be taught in English medium. And only students who can follow our lessons in English medium should apply for enrolment. A select Bibliography of additional source material is also included for the student's reference separately.

Selection of Optional:

Selection of optional need not be from the subject in which a candidate passed for his academic qualification. The selection of optional for Civils Mains Exam should be careful and in which the candidate has confidence that he can prepare well within the time available. Careful analysis of syllabus, previous year's papers, your calibre and comfort levels should be taken care of while choosing the options.

The students must remember that the standard for the main exam is of the Honours / Post Graduate level. The student is therefore acquiring the standard in the chosen subjects in order to compete with those who have studied these subjects at the Graduate or Post graduate level.

Major criteria, which should guide you in choosing options, are:

1. Interest in the subjects and in which the student is already familiar to a large extent. This is quite important for sustaining the momentum in studies and completing the huge syllabus.
2. Availability of guidance-in the form of seniors/Institute, coaching, material etc.
3. Performance of the optional in the last few years.
4. Availability of guidance, which reduces the efforts to a large extent.
5. The knowledge of optional may help in GS. Essay and interview.
6. They are also relevant for an administrative career.

T.S. Study Circle offers coaching for selected and specific options in which adequate number of candidates would be available. The following optional are likely to be available.

- | | |
|--------------------------|--------------|
| 1) Public Administration | 3) Geography |
| 2) History | 4) Telugu |

Optional coaching may vary according to the number of students in each batch opt for optimum number required to organize coaching for the optional.

If the candidate chooses any other optional, he/she has to prepare themselves. As the present course is meant for Prelims-Cum-Mains, coaching also includes selected options.

C. Interview

- The interview will carry 275 marks according to the revised pattern.
- The number of candidates called for Interview will be twice the number of vacancies
- Total marks obtained by the candidate in the Main Examination (written part as well as interview) would determine his/her final ranking.
- Interview is essentially a test for one's personality and not essentially a test for knowledge.

Interview Support

To help candidates get an idea of what to expect at the Interview, topics relating to personality and bearing will be dealt with in special counselling despatches after the completion of the Main examination; these will be mailed between January and March to all candidates who qualify for the Main examination. For this purpose, students must send us their UPSC Roll Numbers and the results of the Aptitude Test without fail.

D. Final Ranking : The total marks obtained in the Main Examination – both written and interview – will determine the candidate's rank in the final selection.

III. Who Can Apply?

UPSC Examination Official Notification will be published around last week of June.
UPSC Prelim Examination would be conducted on 3rd Sunday of June.

ELIGIBILITY

i. **Nationality :**

- (1) For the Indian Administrative Service and the Indian Police Service, the candidate must be a citizen of India.
- (2) For other Services a candidate, subject to certain conditions, must be either
 - (a) a citizen of India or
 - (b) a subject of Nepal or
 - (c) a subject of Bhutan or
 - (d) a Tibetan refugee satisfying certain conditions or
 - (e) a person of Indian origin who has migrated from Pakistan,

Age :

A candidate for CSE 2022 must have attained the age of 21 years and must not have attained the age of 30 years on 1st August, 2022 i.e. he / she must have been born not earlier than 2nd August, 1990 and not later than 1st August, 1992. The upper age limit will be relaxable by 5 years for Scheduled Caste / Scheduled Tribe candidates, by 3 years for candidates of OBC and by various periods for certain other categories

Number of Attempts: A candidate is allowed **four attempts** only, subject to the age limits. Appearance in any one of the two papers of the Aptitude Test will be considered as an attempt. Submission of CSAT Application to UPSC and receipt of the Hall Ticket will not be treated as an attempt if the candidate does not appear at all in either paper. **An OBC candidate is allowed a maximum of seven attempts**

Subject to the age limit with relaxation. There is no **ceiling** on the number of attempts for a candidate belonging to **Scheduled Caste /Scheduled Tribe**, subject to the age limit with relaxation.

Reservation: 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 from time to time.

Admission Fee for the CSE Aptitude Test

A candidate seeking admission to the Aptitude Test must pay the prescribed fee (currently Rs.50) to the UPSC (candidates from Scheduled Castes / Scheduled Tribes are not required to pay any fee). Payment must be made by affixing a single Central Recruitment Fee Stamp on the standard Application Form.

Application for the Aptitude Test

The Application should be submitted for the Aptitude Test only. The application forms are not supplied by the UPSC but will be available online in UPSC portal. The relevant examination rules and Notice will be published in the Employment News and an abridged version published in leading daily newspapers. Central Recruitment Fee (CRF) stamps of Rs.50/- and Rs.100/- denomination specially designed for optical scanning are available at designated HPOs / POs. Candidates are advised not to use any photocopies / unauthorized printed copies of the form which are likely to be rejected. Candidates should go through the instructions given in the Application Form carefully and fill the Application Form in the correct manner so that it does not get rejected.

Application for the Main Examination

Candidates who appeared in the Aptitude Test and who are declared by the UPSC to have qualified for admission to the Main Examination, must apply again for the Main Exam, in the detailed application form which will be sent to them by

the UPSC, along with the prescribed fee (currently Rs.100/-) in the form of Central Recruitment Fee Stamp.

Syllabus and Other Details

The notification and syllabus for CSE has been released by the UPSC along with notification. Candidates are advised to see the

Press advertisement and obtain Employment News / Rozgar Samachar from News Agents from time to time.

The results of the Aptitude Test will likely to be announced around the first week of August and that of the Main Exam in the Second week of March. The results are normally available with the local Press Information Bureau, on the UPSC website and / or through Employment News.

It is quite interesting to see that the new syllabus has brought in sea change in approach to General Studies and Current Affairs. Earlier (prior to 2010 preliminary exam) most of the questions asked were data like in nature. One needs to memorize lot of facts and figures. Indeed, previous exams have evaluated candidate's how much data he/she can carry. Now it is totally different. In the new CSAT besides asking few factual questions much emphasis would be on evaluating candidate's ability to analyse issues, reasoning ability and decision making skills and his/her capacity to put a sharp eye on the world around. It is just not enough to have grip in one or two subjects and mugging up the subjects.

Syllabus forms very important part of exam as the nature of questions asked will be under the framework of syllabus. So, let us peer into details of nature of new syllabus :

- The nature of questions from **Indian History** and **Geography** will remain more or less the same. **History of India**: As in the current trend most of the questions would be asked from Modern India (1857 uprising to 1947 Independence) especially from **Indian National Movement. However, we must be ready to face questions from contemporary History (till 1960 to 1990) as well.**

- Under the chapter of **Geography** same question pattern may remain, however, **more emphasis may be on Indian Geography (Human) and geographical issues related to current affairs.**
- In section under **Indian Polity.** Along with the previous nature of the **governance issues** will be asked. (it means **constitutional, legal, administrative and other issues emerging from the politico administrative system prevalent in the country**)
- The scope of **Economy** has expanded enormously under CSAT. Earlier, candidates used to neglect economy altogether as very few questions were asked in exam. On seeing the new syllabus, we can say that **beside economic development, questions related to national policies and social issues would also be asked. Also, its scope is not restricted to Indian economy; we may expect questions from India's economic relations with world (Bilateral trade and international Institutions such as WTO IMF etc) and global economic scenario. However, emphasis would be on Indian Economy.**
- Questions under **General Science** would remain almost the same as previous year. It includes Physics, Chemistry and Biology. **Emphasis would be given on Biology** especially Human Physiology, Nutrition and Diseases.
- Regarding the General issues on **Environmental Ecology, Bio-diversity and Climate Change**, few questions have been asked in previous year exams under topics of geography and current affairs. **However, special mention made in the new syllabus illustrates its importance in current global politics and policies. So, candidates must go through the current Issues related to Environment, Ecology, Bio-diversity and Climate Change but it is not necessary to go deep into the subject matter.**
- Under the section of **Current Events of National and International Importance**, the focus of the issues will be more or less same as previous syllabus. **However, there will be less emphasis on data based questions such personalities, books, years, institutions etc. candidates are**

advised to look a little deeper like root cause, impact and associated details of important current issues.

- **Mental Ability** part in old syllabus is separated into a full **Aptitude Test paper** and replaced the optional subject. **In this paper besides Logical Reasoning & Analytical Ability, the scope has been widened to include Interpersonal Skills and English Comprehension.**

For some people this may be most worrisome issue for the students especially who belong to Arts degree and rural background. However, the questions would be asked from 10th standard level only. so, there is no need to worry or become panic. Any person who is willing to learn can acquire these skills in matter of a few weeks. Just put your mind and heart into it.

The advice to civil services aspirants is do not have any apprehensions about CSAT. The basic difference between CAT/MAT and CSAT is that the former is a test for admission to an educational course that is preparatory to a future job. The latter is a recruitment test, where placement is guaranteed in a secure and stable government job, and that too an elite one.

These changes would do away with some other anomalies that were in the existing system as well. Whether or not this facelift of the Civil Services Examination gives a new direction and purpose to our bureaucracy, it will definitely make the whole system of selection more objective, humane and transparent.

IV. HOW TO PREPARE

The civil services examination is basically a test to choose suitable administrators. It tests the candidate right from the stage when one starts the preparation. One common misconception about the prelims is that it is a test of facts and figures. That was never so and specially in the new pattern. A candidate should have the right frame of mind and the will power to succeed in the exam. A proper action plan is needed for the preparation itself since he/she will be tested for some essential qualities like power of retention, clarity of concept, ability to identify the

correct alternatives with efficiency and accuracy. All this requires a quick decision making power.

With the new pattern, more stress is on **language skills and analysis and decision making capacities**, so work on these on consistent basis as these are like that are developed over years and not just in a few months. It would be advisable to start focusing on your problem solving and language skills as soon as you decide to take these exams.

Since the preliminary exam in particular is a test of endurance the candidate needs to prepare himself on the physical as well as mental level. The main constraint is the time one gets to answer questions. On an average one gets around 40 seconds for each question. Practice...Practice...Practice is the only answer for preparation in the best possible manner. Added to this, time constraint is the fact or that the exam is conducted in the month of May which is usually the hottest month all over the country most of the centres for the exam do not have proper facilities which adds to the stress. One sure way of dealing with this stress is to count number or to take a few deep breaths. Meditation and Yoga also help in dealing with stress to a great extent.

Now, we come to the actual preparation for the prelim's exam. Since it is multiple choice question paper, it needs a different preparation and a proper strategy. The first thing a candidate needs to bear in mind is that the examination is designed to evaluate certain qualities like a sharp memory and basic retention power. There are ways to increase one's memory like preparing charts. One gets confused when faced with mind boggling facts and figures. Important facts and figures can be simplified and represented on charts and they can be arranged in the form of tables or graphs. Another thing to remember is **to make short and brief notes on each topic so that the entire syllabus can be revised a day before the exam**. It is better to use diagrams and link words which make it easier to understand difficult concepts. One more technique to help in retaining information is the use of abbreviations. Since the syllabus involves exhaustive information abbreviations help you remember it better. It is a good method to

remember dates, facts and figures in a picture format and to break up complex names and places into smaller and simpler words. The last and **the most important technique is doing regular revision**. This helps in retaining the maximum information. A separate time slot should be given to doing not only regular but multiple revisions like daily, weekly, monthly etc.

Many candidates make a mistake of overloading themselves with lots of information and end up remembering nothing. One should be able to differentiate between relevant and irrelevant information. Since the preliminary exam is an elimination round the candidate should also learn to focus only on the information needed and filter out the rest. It helps to discuss with friends and teachers, but the most reliable way is to solve past years question papers. One should also keep abreast of current events and information related to them.

An important thing to remember is that for this exam it is just not enough to remember information but to understand the concepts well instead of memorizing facts and figures. The questions asked are of Intermediate / Higher Secondary Level. Therefore, emphasis has to be on **basics and conceptual clarity**. Any concept has to be understood with its origin, merits and de-merits, then it needs to be analysed with other relevant topics and lastly it has to be correlated with events that have taken place during the current year.

The preliminary exam requires candidates who have the acumen and the ability to choose the right option of many given options. This needs a proper method of elimination. **It is a good idea to throw light on previous papers and model question papers and solve as many as possible. Taking a mock test of a certain number of G.S questions and maths and general ability questions** would be a good practice and help to pick out the most appropriate option. You are advised to participate in **group discussions, seminars, panel discussions and Essay Writing competitions** organized by the Study Circle.

Each prelims paper is for two hours but a lot of time is wasted in signing attendance sheets etc., therefore, there is need for effective Time Management not only for the exam but in the preparation as well. It is not enough to know the

right answer but it has to be marked correctly on the answer sheet. Speed and accuracy are important, so solving model question papers and attendance to the tests conducted on a regular basis would be a great help.

A good presence of mind is needed to eliminate the least appropriate options and arrive at the right one. However, beware of negative marking so it is better to mark only sure answers than making guesses.

Throughout the preparation for the prelim's exam, it is important to remember that any topic or concept should not be studied in isolation. It is better to understand and establish a connection between related concept from other subjects and current events and happenings.

Even with all this preparation, it is necessary to have a **positive attitude** a great amount of will power to succeed to achieve your goal, that of getting through the civil services examination with flying colours !

V. CSAT CIVIL SERVICES APTITUDE TEST (IAS Preliminary Exam) SYLLABUS

General Studies:

PAPER – I - 100 Questions (200 Marks) Duration - Two Hours

- Current Events of National and International Importance
- History of India and Indian National Movement
- India and World Geography – Physical, Social and Economic geography of India and World
- Indian Polity and Governance – Constitution – Political System – Public Policy, Panchayati Raj, 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 – Physics and Biology

General Studies:

PAPER – II - 80 Questions (200 Marks) Duration - 2 Hours

- Comprehension
- Interpersonal Skills including **Communication skill**
- Logical Reasoning and Analytical ability
- Decision Making and Problem solving
- General Mental Ability
- Basic Numeracy, (number and their relation, orders of magnitude etc) (Class X level), Data Interpretation (charts, graphs, tables, data sufficiency etc. -Xth Level)
- **Prelims General Studies Question Paper Pattern:**

CSAT Paper – I. It is intended for 200 marks consisting of 100 questions to be answered in 120 minutes. Each question carries 2 Marks and for an error, candidate will lose 0.66 marks per each wrong answer. Hence candidate should be careful in answering the question with correct answer known to him. The question paper will broadly cover the topics:

1. Polity,
2. History,
3. Economy,
4. Geography,
5. General Science,
6. Current Affairs and General Awareness and
7. Environment.

Table – 1

Topic wise Analysis of last Eight Prelims Paper-I (GS) (2013 – 2020)

Topic in UPSC GS Paper	2013	2014	2015	2016	2017	2018	2019	2020
Polity & Constitution	18	11	12	6	22	13	14	17
History & Culture	15	20	14	17	14	21	15	20
Economy & Govt. Schemes/orgs	18	10	21	29	29	25	28	15
Geography	14	10	11	4	7	4	7	10
Science & Tech.,	13	9	9	10	6	13	11	10
International Relations, Defense, Persons in News	0	4	7	8	3	8	2	16
Agriculture	5	8	4	5	5	4	2	2
Environment	17	28	22	21	14	12	21	10
Total MCQ	100	100	100	100	100	100	100	100

Table – 2

Topic wise Analysis of last Eight Prelims Paper-II (Aptitude 2013-2019)

Topic in UPSC Prelims GS Paper	2013	2014	2015	2016	2017	2018	2019	2020
Mental Ability, Analytical & Logical reasoning	26	30	30	27	28	21	22	12
Arithmetic	7	5	5	19	20	11	20	37
Geometry & Mensuration	0	1	1	2	0	2	1	2
Permutation, Combination and Probability	0	1	8	1	2	4	5	1
Time & Distance	4	4	4	3	1	4	2	2
Data Interpretation	6	6	4	0	0	12	0	1
Interpersonal Skills & Communication Skills	1	0	0	0	0	0	0	0
Decision Making	5	0	0	0	0	0	0	0
General Comprehension	23	26	28	28	29	26	30	25
English Language Comprehension Skill	8	7	0	0	0	0	0	0
Total	80	80	80	80	80	80	80	80

Table – 3

Cut-off Marks for Prelims for Selection to Mains Exam:

Prelims	General	OBC	SC	ST	PH	Total Marks
2019	98	95.34	82	77.34	53 to 61.34	200
2018	98	96.66	84	83.34	40 to 73.34	200
2017	105.34	102.66	88.66	88.66	40 to 85.34	200
2016	116	110.66	99.34	96	40 to 75.34	200
2015	107.34	106	94	91.34	40 to 90.66	200
2014	205	204	182	174	113 to 167	400*
2013	241	222	207	201	163 to 199	400*

* from 2011 to 2014, even **Prelims Paper –II (Aptitude)**'s marks were counted while shortlisting candidates to Mains exam. Hence cut offs look higher than 2015 and 2016.

Table – 4

Cut-off Marks for Mains for Selection to Interview (Personality Test):

Prelims	General	OBC	SC	ST	PH	Total Marks
2019	751	718	706	699	374-698	1750
2018	774	732	719	719	460-711	1750
2017	809	770	756	749	578-734	1750
2016	787	745	739	730	545-740	1750
2015	676	630	622	617	504-627	1750
2014	678	631	631	319	449-609	1750
2013	564	534	518	210	410-510	1750

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.

Table – 5

Cut-off Marks for Final Selection:

Prelims	General	OBC	SC	ST	PH	Total Marks
2019	961	825	898	893	653-890	2050
2018	982	928	912	912	718-908	2050
2017	1006	968	944	939	830-948	2050
2016	988	951	937	920	817-951	2050
2015	877	834	810	801	697-830	2050
2014	889	844	830	811	713-816	2050
2013	775	742	719	707	613-725	2050

CSAT Paper – II:

CSAT Paper – II is intended for aptitude test. It covers 1. Mental Ability, 2. Data Interpretation, 3. Reasoning and Analytical ability, 4. Decision making and Problem solving, 5. Comprehension.

In CSAT – 2014 examination, the questions related to English language comprehension (6. Questions) have been removed from the question paper. The following table starting year-wise number of questions appeared in the examination since 2011 has been indicated subcategory wise.

VII. Internet Surfing

Those who have internet access at home or Institutes should make complete use of it. Internet which is an ever-bulging ocean of information. All the NCERT Books are now available on net. You can access India Yearbook, Complete Budget and Economic Survey and Summary of all bilateral meetings and latest Committee Reports through web browsing. All major newspapers and news channels are accessible through net for latest information you can get almost any information from Wikipedia website, Google search, for example complete information regarding India's space programme is available on it. You can participate in discussions on Current Affairs, essay topics, through internet protocols which will improve your analytical ability and refresh with latest information. You can search any doubtful answer of a question paper can be got clarified by referring to google search. Some websites which provide valuable information to the aspirants are as follows :

www.upsc.gov.in : For all information regarding Civil Services Exam : Downloading Applications, previous Question Papers of Exam etc, with keys.

www.civilserviceindia.com : For information on Civil Services

www.finmin.nic.in For Economic Survey, Union Budgets and Monthly/Qtly/Annual Macro-economic indicators

Expenditure Reports of Finance .Ministry,
Statistical information

www.ncert.nic.in : Data& Statistics, Monthly Economic Reports

<http://publicationdivision.nic.in>: For India yearbook

www.niti.gov.in : NITI Aayog website for Reports

www.indiacode.nic.in : Constitution of India,Acts, State Plan

<http://pib.nic.in/> : Latest govt reports, press releases on govt.
policies, Schemes and other matters of
current affairs.

www.rbi.org : - RBI reports statistical details of Economy,

- CurrentAffairs related to Banking sector.

- Handbook of Statistics(RBI),

- Annual Reports of RBI and Review of

-Monetary Policy Reports of RBI. Website

www.mrunal.org : Other Websites related to lists Coaching.

www.janjagaran.com : “ “

www.gktoday.com : “ “

www.ias100.com : “ “

www.visionias.com

www.insightsonindia.com

MAIN EXAMINATION:

The written examination will consist of the following papers:

Qualifying Papers:

Paper-A

(One of the Indian Language to be selected by the candidate from the Languages included in the Eighth Schedule to the Constitution). 300 Marks **Paper-B**

English 300 Marks

Papers to be counted for merit

Paper-1

Essay 250 Marks

Paper-II

General Studies-I 250 Marks
(Indian Heritage and Culture, History and Geography of the World and Society)

Paper-III

General Studies-II 250 Marks
(Governance, Constitution, Polity, Social Justice and International relations)

Paper-IV

General Studies-III 250 Marks
(Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management)

Paper-V

General Studies-IV 250 Marks
(Ethics, Integrity and Aptitude)

Paper-VI

Optional Subject – Paper 1 250 Marks

Paper-VII

Optional Subject – Paper 2 250 Marks

Sub Total (Written Test) 1750 Marks

Personality Test 275

Grand Total Marks 2025

Candidates may choose any one of the optional subjects from amongst the list of subjects given in para 2 below :-

Note :

- (i) The papers on Indian Languages and English (Paper A and Paper B) 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.
- (ii) 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 of who attain such minimum standard as may be fixed by Commission at their discretion for the qualifying papers on 'Indian Language' and 'English'.
- (iii) The paper A on Indian Language will not, however, be compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim.
- (iv) Marks obtained by the candidates for the Paper-1-VII only will be counted for merit ranking. However, the Commission will have the discretion to fix qualifying marks in any or all of these papers.

Note :

- (i) The question papers for the examination will be of conventional (essay) type.
- (ii) Each paper will be of three hours duration.
- (iii) Candidates will have the option to answer all the question papers, except the Qualifying Language papers Paper-A and Paper-B, in any of the languages included in the Eighth Schedule to the Constitution of India or in English.
- (iv) Candidates exercising the option to answer Papers in any one of the languages mentioned above may, if they so desire, give English version within brackets of only the description of the technical terms, if any, in addition to the

version in the language opted by them. Candidates should, however, note that if they misuse the above rule, a deduction will be made on this account from the total marks otherwise accruing to them and in extreme cases ; their script(s) will not be valued for being in an unauthorized medium.

- (v) The question papers (other than the literature of language papers) will be set in Hindi and English only.
- (vi) The details of the syllabi are set out in Part B of Section III.

C. Interview Test

1. The candidate will be interviewed by a Board who will have before them a record of his career . He 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, 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.
2. 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.
3. The interview test is not intended to be a test either of the specialized 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.

SYLLABI FOR THE EXAMINATION

Note : Candidates are advised to go through the Syllabus published in this Section for the Preliminary Examination and the Main Examination, as periodic revision of syllabus has been done in several subjects.

Part A – Preliminary Examination

Paper I – (200 marks)

Duration : Two hours

- 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 (200 marks)

Duration : Two hours

- 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).

Note 1 : Questions relating to English Language Comprehension skills of Class X level (last item in the Syllabus of Paper-II) will be tested through passages from English language only without providing Hindi translation thereof in the question paper.

Note 2 : The questions will be of multiple choice, objective type.

Note 3 : It is mandatory for the candidate to appear in both the Papers of Civil Services (Prelim) Examination for the purpose of evaluation. Therefore, a candidate will be disqualified in case he / she does not appear in both the papers of Civil Services (Prelim) Examination.

Part B-MAIN EXAMINATION

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 nature and standard of questions in the General Studies papers (Paper 11 to Paper V) will be such that a well-educated person 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 analyse, and take a view on conflicting socioeconomic goals, objectives and demands. The candidates must give relevant, meaningful and succinct answers.

The scope of the syllabus for optional subject papers (Paper VI and Paper VII) for the examination is broadly of the honour's degree level i.e. a level higher than the bachelors' degree and lower than the masters' degree. In the case of Engineering, Medical Science and law, the level corresponds to the bachelors' degree.

Syllabi of the papers included in the scheme of Civil Services (Main) Examination are given as follows :-

QUALIFYING PAPERS ON INDIAN LANGUAGES AND ENGLISH

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 and Indian Language concerned.

The pattern of questions would be broadly as follows :-

- (i) Comprehension of given passages
- (ii) Precise Writing
- (iii) Usage and Vocabulary
- (iv) Short Essay

Indian Languages :-

- (i) Comprehension of given passages
- (ii) Precise Writing
- (iii) Usage and Vocabulary
- (iv) Short Essay
- (v) Translation from English to the Indian language and vice-versa

Note 1 : 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.

Note 2 : The candidates will have to answer the English and Indian Languages papers in English and the respective Indian language (except where translation is involved).

PAPER-I

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.

PAPER-II

General Studies – I: Indian Heritage and Culture, History and Geography of the World and Society.

- Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
- Modern Indian history from about the middle of the eighteenth century until the present – significant events, personalities, issues
- The Freedom Struggle – its various stages and important contributors / contributions from different parts of the country
- Post-independence consolidation and reorganization within the country
- History of the world will include events from 18th century such as industrial revolution, world wars, recrawl of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc. their forms and effect on the society.
- Salient features of Indian Society, Diversity of India
- Role of women and women’s organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies.
- Effects of globalization on Indian society
- Social empowerment, communalism, regionalism & secularism
- Salient features of world’s physical geography
- Distribution of key natural resources across the world (including South Asia and the Indian sub-continent) ; factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world including India)
- Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location-changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.

PAPER-III

General Studies –II : Governance, Constitution, Polity, Social Justice and International relations.

- Indian Constitution, historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- Separation of powers between various organs dispute redressal mechanisms and institutions.

Comparison of the Indian constitutional scheme with that of other countries

- Parliament and State Legislatures – structure, functioning , conduct of business, powers & privileges’ and issues arising out of these.
- Structure, organization and functioning of the Executive and the Judiciary Ministries and Departments of the Government ; pressure groups and formal / informal associations and their role in the Polity.
- Salient features of the Representation of People’s Act.
- Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
- Statutory, regulatory and various quasi-judicial bodies
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- Development processes and the development industry – the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes ; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector / Services relating to Health, Education, Human Resources.

- Issues relating to poverty and hunger
- Important aspects of governance, transparency and accountability, e-governance – applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures. □ Role of civil services in a democracy.
- Indian and its neighbourhood – relations
- Bilateral, regional and global groupings and agreements involving India and / or affecting India's interests
- Effect of policies and politics of developed and developing countries on India's interests, Indian diaspora.
- Important International Institutions, agencies and for their structure, mandate.

PAPER-IV

General Studies-III : Technology, Economic Development, Biodiversity, Environment, Security and Disaster Management.

- Indian Economy and issues relating to planning, mobilization of resources, growth, development and employment
- Inclusive growth and issues arising from it
- Government Budgeting
Major crops-cropping patterns in various parts of the country – different types of irrigation and irrigation systems storage, transport and marketing of agricultural produce and issues and related constraints; e-technology in the aid of farmers.
- Issues related to direct and indirect farm subsidies and minimum support prices ; Public Distribution System – objectives, functioning, limitations, revamping ; issues of buffer stocks and food security ; Technology missions ; economics of animal – rearing.
- Food processing and related industries in India – scope and significance, location, upstream and downstream requirements, supply chain management.
- Land reforms in India.
- Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.

- Infrastructure ; Energy, Ports, Roads, Airports, Railways etc.
- Investment models
- Science and Technology – developments and their applications and effects in everyday life.
- Achievements of Indians in science & technology ; indigenization of technology and developing new technology.
- Awareness in the fields of IT, Space, Computers, robotics, nano-technology, biotechnology and issues relating to intellectual property rights.
- Conservation, environmental pollution and degradation, environmental impact assessment.
- Disaster and disaster management
- Linkages between development and spread of extremism
- Role of external state and non-state actors in creating challenges to internal security.
- Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention.
- Security challenges and their management in border areas; - linkages of organized crime with terrorism.
- Various Security forces and agencies and their mandate.

PAPER-V

General Studies-IV : Ethics, Integrity, and Aptitude

This paper will include questions to test the candidates' attitude and approach to issues relating to integrity, probity in public life and his problem solving approach to various issues and conflicts faced by him in dealing with society. Questions may utilize the case study approach to determine these aspects. The following broad areas will be covered.

Ethics and Human Interface : Essence, determinants and consequences of Ethics in – human actions ; dimensions of ethics ; ethics – in private and public relationships.
Human Values – lessons from the lives and teachings of great leaders, reformers

and administrators; role of family, society and educational institutions in inculcating values.

- Attitude : content, structure, function ; its influence and relation with thought and behaviour; moral and political attitudes ; social influence and persuasion.
- Aptitude and foundational values for Civil Service, integrity, impartiality and nonpartisan ship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker-sections.
- Emotional intelligence-concepts, and their utilities and application in administration and governance.
- Contributions of moral thinkers and philosophers from India and world.
- Public / Civil service values and Ethics in Public administration : Status and problems ; ethical concerns and dilemmas in government and private institutions ; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.
- Probity in Governance : Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
- Case Studies on above issues.

PAPER-VI & PAPER-VII: Optional

Optional Subject Papers I & II

Candidate may choose any optional subject from amongst the List of Optional Subjects as given by the UPSC

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Note :

- (i) The papers on Indian Languages and English (Paper A and Paper B) 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.
- (ii) 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 of who attain such minimum standard as may be fixed by Commission at their discretion for the qualifying papers on 'Indian Language' and 'English'.
- (iii) The paper A on Indian Language will not, however, be compulsory for candidates hailing from the States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim.
- (iv) Marks obtained by the candidates for the Paper-1-VII only will be counted for merit ranking. However, the Commission will have the discretion to fix qualifying marks in any or all of these papers.
- (v) For the Language medium / literature of languages, the scripts to be used by the candidates will be as under :-

<u>Language</u>	<u>Script</u>
Assamese	Assamese
Bengali	Bengali
Gujarati	Gujarati
Hindi	Devanagari
Kannada	Kannada
Kashmiri	Persian
Konkani	Devanagari
Malayalam	Malayalam
Manipuri	Bengali
Marathi	Devanagari
Nepali	Devanagari
Oriya	Oriya
Punjabi	Gurumukhi
Sanskrit	Devanagari
Sindhi	Devanagari or Arabic
Tamil	Tamil
Telugu	Telugu
Urdu	Persian
Bodo	Devanagari
Dogra	Devanagari
Maithilli	Devanagari
Santhali	Devanagari or Olchiki

Note : For Santhali language, question paper will be printed in Devanagari script; but candidates will be free to answer either in Devanagari script or in Olchiki.

2. List of optional subjects for Main Examination:

- (i) Agriculture
- (ii) Animal Husbandry and Veterinary Science
- (iii) Anthropology
- (iv) Botany
- (v) Chemistry
- (vi) Civil Engineering
- (vii) Commerce and Accountancy
- (viii) Economics
- (ix) Electrical Engineering
- (x) Geography
- (xi) Geology
- (xii) History
- (xiii) Law
- (xiv) Management
- (xv) Mathematics
- (xvi) Mechanical Engineering
- (xvii) Medical Science
- (xviii) Philosophy
- (xix) Physics
- (xx) Political Science and International Relations
- (xxi) Psychology
- (xxii) Public Administration
- (xxiii) Sociology
- (xxiv) Statistics
- (xxv) Zoology
- (xxvi) Literature of any one of the following languages :

Assamese, Bengali, Bodo, Dogri, Gujarati, Hindi, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Punjabi, Sanskrit, Santhali, Sindhi, Tamil, Telugu, Urdu and English.

Note :

- (i) The question papers for the examination will be of conventional (essay) type.
- (ii) Each paper will be of three hours duration.

- (iii) Candidates will have the option to answer all the question papers, except the Qualifying Language papers Paper-A and Paper-B, in any of the languages included in the Eighth Schedule to the Constitution of India or in English.
- (iv) Candidates exercising the option to answer Papers in any one of the languages mentioned above may, if they so desire, give English version within brackets of only the description of the technical terms, if any, in addition to the version in the language opted by them. Candidates should, however, note that if they misuse the above rule, a deduction will be made on this account from the total marks otherwise accruing to them and in extreme cases ; their script(s) will not be valued for being in an unauthorized medium.
- (v) The question papers (other than the literature of language papers) will be set in Hindi and English only.
- (vi) The details of the syllabi are set out in Part B of Section III.

General Instructions (Preliminary as well as Main Examination):

- (i) Candidates must write the papers in their own hand. In no circumstances will they be allowed the help of a scribe to write the answers for them. However, blind candidates will be allowed to write the examination with the help of a scribe. Blind candidates will also be allowed an extra time of thirty minutes at each paper @ ten minutes per hour.
- (ii) An extra time of twenty minutes per hour shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impair) in the Civil Services (Main) Examination only. However, no scribe shall be permitted to such candidates.

Note (1) : The eligibility conditions of a scribe, his / her conduct inside the examination hall and the manner in which an extent to which he / she can help the blind candidate in writing the Civil Services Examination shall be governed by the Instructions issued by the UPSC in this regard. Violation of all or any of the said instructions shall entail the cancellation of the candidature of the blind candidate in addition to any other action that the UPSC may take against the scribe.

Note (2) : For purpose of these rules the candidate shall be deemed to be a blind candidate if the percentage of visual impairment is Forty per cent (40%) or more.

Note (3) : For availing of the concession admissible to a blind candidate, the candidate concerned shall produce a certificate in the prescribed proforma from a Medical Board constituted by the Central / State Governments along with their application for the Main Examination.

Note (4) : The concession admissible to blind candidates shall not be admissible to those suffering from Myopia.

- (ii) The Commission have discretion to fix qualifying marks in any or all the subjects of the examination.
- (iii) If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- (iv) Marks will not be allotted for mere superficial knowledge.
- (v) Credit will be given for orderly, effective, and exact expression combined with due economy of words in all subjects of the examination.
- (vi) In the question papers, wherever required, SI units will be used.
- (vii) Candidates should use only International form of Indian numerals (i.e. 1, 2, 3, 4, 5, 6 etc.) While answering question.
- (viii) Candidates will be allowed the use of Scientific (Non-Programmable type) Calculators at the conventional (Essay) type examination of UPSC, Programmable type calculators will however not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates. Loading or interchanging of calculators in the Examination Hall is not permitted.

It is also important to note that candidates are not permitted to use calculators for answering objective type papers (Test Booklets). They should not therefore bring the same inside the Examination Hall.
