

# Become a Successful Bureaucrat / Judiciary

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Civil Services offer the most challenging career and working for public welfare is the most demanding one. Anyone with the right aptitude, perseverance, tenacity, commitment and stamina can make it to the Civil Services as career. The career in civil services has no parallel in terms of power, prestige, idealism and the ability to make a change. Civil services, the backbone of the Indian government machinery constitutes all departments which run the State administration. A highly competitive and challenging field, it involves variety of jobs in different departments. Compared to private sector jobs this profession has job security. The prestige and power that comes along with these top-notch jobs is a definite reason for anybody to join this profession. The salary, allowances and facilities like healthcare, housing, conveyance etc. also make it a lucrative career.

## Great Career Opportunities for Everyone

The Civil Service offers a wide range of job opportunities. Working for the civil service is both a challenging and fulfilling career. It encourages people to pursue their career goals, whether this is to move up the career ladder or to change the career dimensions. New opportunities arise constantly and a person pursuing this career, have the flexibility to develop his/her own career path.

## What's Civil Service?

The primary goal of civil service is to provide services to the public. The way to serve public is constantly evolving. It involves working with the government to create and implement new policies and services, dealing directly with the public.

## For Whom?

Opportunities in the Civil Services are extremely diverse. It's ranging from policing, collection of taxes, administration, maintenance of law and order, foreign policy etc. in fact, which ever may be the area of one's expertise, there is a Civil Service job of interest of you acquiring your skills and specialization.

## Details about Civil Service Examination

### 1. Eligibility Criteria

#### Minimum Qualification:

Graduate in any displine (Like: B.A, B.S.C, B.Com, B.E./B.tech, MBBS, B.Pharma etc.)

#### Age Limit:

21-30 years on 1st August of the year of examination

#### Attempts:

Maximum 4 Attempts

### 2. Exams Conducted by UPSC

The notification for the following exams is circulated by UPSC every year in the month of December and after this, preliminary Exams are conducted on second / third Sunday in the month of May every year.

- IAS (Indian Administrative Service)
- IFS (Indian Foreign Service)
- IPS (Indian Police Service)
- IRS (Indian Revenue Service)
- Indian Forest Service
- IC & ES (Indian Customer & Excise Services)
- IAAS (Indian Audit And Account Services)
- DAS (Defense Account Service)
- IRTS (Indian Railway Traffic Service)
- IRPS (Indian Railway Personnel Services)
- IRAS (Indian Railway Accounts Services)
- Indian Postal Services
- Indian Ordinance Factories Services(Group A & B)
- Delhi-Andaman-Nicobar Islands Police Service-Group B
- Delhi- Andaman-Nicobar Islands Civil Services-Group B

**Note:** there are some additional exams conducted or sometimes some exams are excluded.

### 3. Methodology of Examinations

These exams are conducted/ completed in three phases.

#### Preliminary Examinations

These exams are hold on 2nd & 3rd Sunday's in the month of May every year. It consists of 2 subjects (1) General Studies (2) Optional Subjects (like Geography, Commerce, Public Administration, Political Science, Sociology, Phychology, Mathematics, Statistics etc). The Question paper consists of 150 Questions and optional subjects (Any one mentioned above) paper consists of 120 Questions and the duration for both paper is 2 hours.

#### Main Examinations

Main examination is held in the month of October, November every year. Approximately 12 to 15 times the number of total vacancies qualified for the main examination. The main exam papers are of descriptive type and the Subjects / Papers for the main Exam are as follows.

1. General Studies (Paper 1 & 2) 600 Marks
2. Optional Subject-1 (Paper 1 & 2) 600 Marks
3. Optional Subject-2 (Paper 1 & 2) 200 Marks
4. Essay Writing Qualifying
5. English, Hindi & Regional Language Nature

Duration for each paper is 3 hours.

#### General Studies

The paper of General Studies is based on the portions covered for NCERT level of 11th & 12th class syllabus of subjects like History, Economics, Political Science, Science & Technology and Statistics etc. Besides this, the paper of General Studies covers all the current topics.

#### Essay Writing

There is an option of 5 topics for Essay writing from which, you have to attempt anyone. The topics are generally related to Current Issues and Social Awareness.

### Optional Subjects

The papers of optional subjects are based on the syllabus of graduate level. There are 2 question papers and each question paper consists of 5 questions of 60 marks each. The answers are of descriptive type and so are very lengthy, therefore writing speed and Answer Writing Skills has to be improved drastically.

### **Interviews & Personality Test**

Two to three times of the total vacancies students are short listed amongst those have passed the main examinations for the Interviews & Personality Test.

Interview of the candidate is not only a test of general knowledge; it is to test the Personality, confidence, decision making ability, Moral Values and the Vision. It is based on the candidate's Bio-data already submitted. The final selection is done on the basis of the combination of the marks of Main Exams and the results of the Interview.

### **Observation**

It is observed that the percentage of success is above 70% is Arts subjects. Even if, the candidates have come from the background of Science, Engineering, Medical, MBA.

Almost all the candidates take the support of Coaching Classes for preparations. It is observed that if the student has chosen the same subject as that of his Graduation then the Coaching Classes are not of much importance to him. However if they have chosen a different subject, then coaching classes are become more beneficial. It is also observed that opting for coaching classes for General Studies would save lost of time for any background of the subjects.

Even if the result of 10th, 12th or even at Graduation level is not satisfactory, the candidate should not get disheartened and loose confidence. If you put your efforts in the right direction and study with total dedication and perseverance for at least two years, you could succeed in Civil Service Examinations.

### **Important Note**

The Pattern of Examinations conducted by UPSC and State PSC is the same. Although everyone aspires to be an IAS, Which is the highest rank amongst examinations conducted by UPSC, but the practical reality is that only 0.002% of the students appearing are selected for IAS. This is because there are only about 50 vacancies for IAS officers which are is very low.

It is observed that the students normally think that PSC is not as renowned as UPSC, but in reality it has its own benefits like:

1. You can achieve the highly recognized post in the state government
2. You would be getting distinctive advantage of posting in your own state.
3. No hassled of any transfer from one state to another unfamiliar states, like in UPSC
4. An opportunity to develop and serve the people of your own state, which would be more satisfying

The selection in to IAS by UPSC is done by direct recruitment but 50% of IAS vacancies are filled up from State PSC revenue service's quota and to some extent from other state civil services. That is PSC, is a definite rout to realize the dream becoming officers. Normally Deputy collectors

are eligible before UPSC selection board once they put in minimum 8 years of services. In practice however it takes 12 years and they will definitely become IAS after 12th year.

Furthermore, IAS is not itself an examination, it is a post to be filled by UPSC, along with other All Indian Class I services. Therefore, UPSC has to fill up vacancies in other services, which divided into different groups like IPS, IRS, IFS etc.

As such the student should not confine only to make his carrier in Indian Administrative services but should broaden his mind and horizon by giving equal value to various streams of Public Service examinations for which they are conducted by UPSC and PSCs.

## **Contributions of JAINS and JITO's Efforts**

Historically, many Jains were rulers of their empire and they have also been at the forefront in delivering of public and administrative services under various rulers and dynasties all over the country.

It is absolute truth that Jain Philosophy and principles of peace, non-violence, compassion, co-existence, value based education and equanimity supports and enhances the economic, social and moral development of the society and the nation.

In today's scenario, accessible, transparent and high quality effective and honest Governance is imperative for Nation's economic empowerment and moral development.

Jains are well-known for their dedication, honesty, morality and hard work. The contribution of Jains in administrative services of the country will definitely play an effective role in overall development of the Nation, States and Society.

Public Administrative Services offer great opportunities for serving the community and the society at large with self development. One of the main objectives of JITO is to prepare and train more and more Jains for participation in Indian civil services for upliftment of nation through efficient and effective governance.

"JITO" wishes to facilitate and strengthen the process of preparing Jain youth for joining Public Services to achieve economic, social and political empowerment for the nation and entire Jain community and JITO is determined for the same.

An Administrative Officer is blessed with the following benefits for self and nation at large...

- Service to Nation through Honorable and reputed designated posts in the government
- Global links
- Contribution to trade, technology and industries
- Involvement with good, clean efficient and effective governance
- Progress of Jain community

## **Appeal to Jain Students**

Bright and brilliant students having a track record of academics, willing to work hard, determined for sure success in civil service exams and wish to make a career in the Government services as administrators, are most welcome to join JITO Administrative Training Centers. JITO invite all such bright Jain graduates to come forward and be a part of the development and progress of the Jain community and nation at large.

We provide top class facilities in JITO's National and State Administrative Training Centers, which includes:-

### Fully furnished A/c Residential Accommodation

- Hygienic and Nutritious Food
- Computer Lab
- Well Equipped Library
- Coaching Facilities
- Career counseling by experienced and expert Professionals in their field