

## **PART – I**

### **About Coaching and Guidance Cell (C&GC) in Haj House, Mumbai.**

**1. Historical Perspective:**

A multilingual and multireligious society like ours can flourish only if all members of the society play an important role in its collective life. But in the last 60 years, our democratic set up has not achieved such a balance in spite of several Committees & Commissions appointed by the Government. The Sacchar Committee has clearly stated that the economic and educational level of Muslims have deteriorated even below the SC/ST categories in social/educational aspects and 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.

**2. Historical Decision:**

In this backdrop, the Haj Committee of India (HCOI) took a major initiative of training Muslim Graduates for Civil Services examination. The HCOI has in the wider interest of Muslims established a Coaching & Guidance Cell (C&GC) in its Haj House, at Palton Road, CST, Mumbai in August 2009.

**3. Selection Procedure:**

Candidates' selection is done strictly on the basis of marks obtained in the entrance test and personal interview. For securing admission in C&GC, Haj House upper age limit is 30 years for General candidates and 32 years for ST/OBC as on 01.08.2017. The candidate has to be physically fit. Candidates with Asthma, Sinus and other respiratory diseases are advised not to apply for Haj House as the Mumbai climate would not be suitable to them. It may be noted that the course is residential and the students are not allowed to stay outside.

**4. Infrastructure:**

The C&GC has one Library-cum-Study Room, two class rooms for general lectures and 3 rooms for subject lectures and group discussions. Separate hostels are available for male and female candidates including a Masjid and a ladies' prayer room. The Masjid is on the 3<sup>rd</sup> floor of Haj House. The office, study room and all class rooms are fully air conditioned. The C&GC has all other teaching facilities like Laptops, Projectors, CCTV, Mike System and all apparatus required for online interactive coaching etc.

**5. The Director and the Faculty:**

The C&GC is administered by a Director, who is entrusted with organizing the lectures and group discussions. Various serving/retired civil service officers are also invited to motivate and inspire the students. The coaching is imparted by professionally qualified faculties.

**6. Facilities and Environment:**

Study material, books, newspapers, journals, magazines and books of common and optional subjects are available for the students. The students can use internet facilities at Haj House. The candidates should have their personal copies of all important books including the optional subjects chosen by them.

- (i) The Civil Service Examination (CSE) is based basically on SELF STUDY. What is provided in C&GC is guidance and an appropriate environment.

**7. Milestones of Success:**

**A)** Following candidates from C&GC have been successful in the Civil Services Examination of UPSC:

- (i) **Mr. Salman Taj Patil (IPS) from 2011 batch:** He is posted as Superintendent of Police, Ghaziabad, in Uttar Pradesh.
- (ii) **Mr. Shakeel Mehmood Ansari (IRS) from 2012 batch:** He is posted as Assistant Commissioner Income Tax at Kalyan, Maharashtra.
- (iii) **Mr. Shakil Sande (IRS) from 2015 batch:** He has been selected as Assistant Commissioner Income Tax and is under training.

**B)** Many candidates of the C&GC have succeeded in other examinations of different departments. Some of these are listed below:

- (i) **Mr. Fasihuddin from 2012 batch:** He has been selected as Assistant Provident Commissioner and is presently undergoing training in Chennai.
- (ii) **Mr. Tariq Ansari (RBI) from 2013 batch:** He has been selected as officer in Reserve Bank of India (RBI) and is presently posted in Mumbai branch of RBI.
- (iii) **Mr. Azam Khan:** He has qualified the Uttar Pradesh Public Service Commission in 2015 and has been offered the post of Assistant Manager (Non Tech) Ministry of Industries, Uttar Pradesh.
- (iv) **Mr. Junaid Ahmad Khan from 2013 batch:** He has been selected as Inspector in Central Excise Department. Ministry of Finance, Department, of Revenue and is posted at Kolkata.
- (v) **Mr. Attaullah Khatri from 2013 batch:** He has been selected as Preventive Officer Customs and posted at Mumbai.
- (vi) **Mr. Shahnawaz Ali from 2013 batch:** He has been selected as Statistical Investigator and is presently posted in Sikkim.
- (vii) **Mr. Aasar Mahal Javed from 2011 batch:** He has been selected as Assistant Central Intelligence Officer in (IB) and presently posted in West Bengal.
- (viii) **Mr. Attar Ilahi from 2015 batch:** He has been selected as Assistant Central Intelligence Officer (ACIO) in Intelligence Bureau (IB) and is posted at Lucknow, Uttar Pradesh.

- (ix) **Ms. Ayesha Ayaz Ahmad Qazi from 2011 batch:** A student of 2011 batch has been selected as Superintendent (Weaving) Ministry of Textiles and has joined at Ahmadabad, Gujrat.
- (x) **Mr. Sameer Ahmad from 2014 batch:** He has been selected as Assistant Engineer NTPC and presently posted at Pune.
- (xi) **Mr. Mirza Arshad Baig from 2013 batch):** He has been selected as Assistant Engineer in Karnataka Power Transmission Corporation Ltd. (KPTCL). He is presently posted at Raichur Distt, Karnataka.
- (xii) **Mr. Kelam Wajid Ali from 2012 batch:** He has been selected as Assistant Veterinary Officer and is posted in Jammu & Kashmir.
- (xiii) **Mr. Shaikh Mazhar Ali from 2011 batch:** He has joined as Depot Manager, a senior position in State Road Transport Corporation in Andhra Pradesh.
- (xiv) **Mr. Khan Mohammad Imtiyaz from 2011 batch:** He has joined Food Corporation of India.
- (xv) **Mr. Mohammad Asif from 2015 batch:** He has been selected as Tax Assistant in Customs Department.
- (xvi) **Mr. Majid Ali from 2013 batch:** He has been selected in Indian Navy.

**8. Coaching & Guidance:**

Those candidates who choose English/Urdu as their medium of answering the question only should apply. Coaching and guidance shall be imparted through English medium. Books, Magazines and study material will be provided in English. However, for candidates choosing Urdu as their medium enough books and study material are available.

**9. Subjects of coaching & Guidance:**

For the Prelim examination, coaching and guidance will be provided for General Studies and CSAT for the Mains examination coaching & guidance will be provided in General Studies and Essay writing. Efforts will be made to provide coaching in optional subjects of History, Geography, Sociology, Public Administration, Political Science and Urdu literature (if adequate number of candidates opt for it).

**10. Fees and deposits:**

The entire coaching and guidance is free of cost including Prelims, Mains and Interview. However, each student has to pay a caution money of Rs. 10,000/- (Refundable) which will be forfeited against voluntary withdrawal from C&GC. All students will be provided with free accommodation on sharing basis. However, mess charges are payable towards the caterers on prorata basis.

**11. Discipline:**

The students shall have to adhere strictly to the rules and regulations of the hostel. They are expected to maintain a high level of self-discipline. The students shall have to stay in the hostel for 24 hours throughout the

coaching period for about 15 months. Visitors/relatives shall not be allowed to stay in the hostel with the students. The students shall not be allowed to pursue any other academic or non-academic job/course/activity. Male candidates must offer Farz prayer in congregation in the Masjid. The female candidates should never come out of their rooms without a Scarf (hijab).

**12. Islamic Values:**

Since the total objective is to have Muslim officers, it is necessary to inculcate Islamic values in the students. They have not only to be receptive but also active in learning and practicing Islamic standards. 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. Some lectures/sessions are also organized for instructions on Islam.

**CONDITIONS FOR ADMISSION IN C&GC MUMBAI**

**13. Entrance Test Procedure:**

The entrance test includes a written test based on the syllabus prescribed by UPSC. The test will be held simultaneously at seven centers namely, Bengaluru, Delhi, Hyderabad, Kolkatta, Mumbai, Patna and Srinagar on **06/08/2017** and short listed candidates will be called for interview to be held on **28<sup>th</sup> & 29<sup>th</sup> of August, 2017** at Mumbai.

**ENTRANCE TEST**

(i) **Date of Application:** The online application will be available on website **www.hajcommittee.gov.in** from **23<sup>rd</sup> of June, 2017 to 20<sup>th</sup> of July, 2017**. Candidates have to apply online on **www.hajcommittee.gov.in** to the Director, Coaching and Guidance Cell, Haj House, Mumbai. There is no need to send application/any document by post. A Transaction Id will be allotted which will be used for all future correspondence. E-Admit card (hall ticket) will be sent on E-mail Id given by the candidate in the application form. Therefore, the candidates are required to provide their valid and active E-mail Id. Print out of the E-admit card should be taken and produced to the invigilator in charge of examination on demand.

(ii) **Essential qualification:** A degree from recognized University/Institute in any subject.

(iii) **Age:** The age of the applicant for the coaching in C&GC, should be minimum 21 years and not be more than 30 as on 1st of August 2017. The age relaxation for ST/OBCs will be as per the policy of Government of India.

**14. About Entrance Test and Syllabus:**

The entrance test will be of three hours consisting of two question papers, namely one objective and one descriptive.

a. **First paper:** It consists of three sections of objective questions. Section A (General Studies), Section B (Civil Services Aptitude Test i.e. Aptitude) and section C (Islamic Studies).

- (i) **Section A:** It consists of General Studies - I for 100 Marks (50 Objective type questions each carrying two marks), related to general understanding and Current Events.
- (ii) **Section B:** It consists of General Studies - II for 50 Marks [25 questions each carrying 2 marks] related to general understanding of Civil Services Aptitude test (CSAT). It is of qualifying nature.
- (iv) **Section C:** It consists of questions related to Islamic Studies for 40 Marks, [20 questions 2 marks for each question] related to basic understanding of Islamic studies and principles. It is of qualifying nature.
- b. **Second Paper:** This paper is descriptive type consisting of two essays (One long essay and one short essay) for 100 Marks. Long essay carries 60 marks and should not exceed 500 words and short essay carries 40 marks and should not exceed 350 words.
15. **NEGATIVE MARKING:**  
It may be noted that each wrong answer in all sections i.e. Section A, Section B, & Section C of the first paper carries negatives marks of 0.66 per wrong answer. Total marks obtained in Section A of first paper and second paper will be added for calling for interview.
16. **Schedule of the program is as follows:**

Availability of online Admission form on Website	Last date of submission of application	Date of Entrance Test	Date of interview	Commencement of classes in Haj House, Mumbai
23/06/2017	20/07/2017	06/08/2017 (Sunday)	28/08/2017 29/08/2017	05/09/2017

17. **Personal Interview (50 Marks):**  
The candidate will be interviewed by a board who will have before them a record of their career. Interview will be conducted on 28<sup>th</sup> & 29<sup>th</sup> of August, 2017 of at C&GC Mumbai. Candidates will be asked questions on matters of general interest. The objective of the interview is to assess the personal suitability of the candidate for a career in public service. In broad terms, this is really an assessment of not only intellectual qualities but also social traits and 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.
18. **Result:**

The result of the selected candidates will be informed through e-mail and the selected candidates should report to Director, C&GC, Mumbai, on or before 05<sup>th</sup> of September, 2017. The coaching will commence from 05<sup>th</sup> of September, 2017 onwards and the students will appear in Civil Services Examination in 2018 on the notified date of UPSC.

**19. Confirmation:**

Candidates should note that their admission to the Coaching & guidance cell is provisional and the confirmation of the admission will be subject to the qualification in the evaluation test conducted by C&GC in the first two months.

## **Part II**

### **Structure of UPSC Civil Services examinations**

**20. IAS & Allied Services Examination:**

The IAS and Allied Services examination conducted by the UPSC is one of the most challenging examinations in the country, which is popularly known as IAS IPS, IFS, Civil Services etc. Those who finally qualify will be appointed as District Collectors, Divisional Commissioners etc. after a few years of service. Candidates with no technical degrees or good academic record can also emerge as toppers with dedicated efforts. As a whole the Civil Service Examination (CSE) is a test of a candidate's perseverance and hard work.

**21. The Merit of Civil Services:** In India, Civil Services have been attracting young talents across the country, due to the unique job profile offered. It provides professional and personal growth, diversified job content, authority, social status, public contact, and job satisfaction. Eventually, a person is getting a chance to serve the country's betterment.

**a) Eligibility Criteria:**

**(i)** An Indian citizen.

**(ii)** A graduate in any discipline/faculty.

**(iii)** Candidate should be at least 21 years and not more than 32 years of age on August 1, of the respective year of exam. Relaxation in age is allowed to the candidates belonging to reserved categories i.e. SC/ST/OBCs as per the policy of Government of India. Candidates are required to apply through online in the website **www.upsc.gov.in**.

**22. Preparation for the Civil Service Examination:**

Aspirants have to devote themselves fully for the preparation, for at least 18 months, starting from July of the year of the exam. With dedication, rigorous and systematic approach, both the Prelims and the Mains can be easily cleared. A candidate should study for a minimum of 10 hours per day from the beginning.

**23. Plan of Examination:**

The examination is conducted in three-stages:

- a) Civil Services Prelims is scheduled to be conducted on 18.06.2017.
- b) Civil Services (Main) Examinations will be conducted during October, 2017 for the candidates who qualify in the Preliminary Examination.
- c) Candidates who obtain minimum qualifying marks in the main examination are called for a Personality Test at UPSC, New Delhi. The number of candidates called for personality tests is about twice the number of vacancies. Besides the Government Gazette Notification, Employment News and almost all national dailies publish the notification with full details rules and regulations, syllabi and format of online application form for the preliminary examination etc. Further details can be obtained in the website [www.upsc.gov.in](http://www.upsc.gov.in)

**24. The Preliminary Examination:**

Civil Services Prelims comprises two compulsory papers of 200 marks each. Both question papers will have objective type questions. The papers will have negative marking for wrong answers (one third marks are deducted for every wrong answer). The question papers will be set both in Hindi and English. However, questions relating to English Language will not be provided with Hindi translation. Each paper will be of two hours' duration. Both papers are held on the same day. The purpose of this examination is to shortlist the dedicated candidates and to eliminate those candidates who take the CSE casually. Although the marks of the Prelims do not count for the selection, it is the door to appear in the Mains.

**PART - III**

**25. Syllabus for the Preliminary Examination:**

- a) **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.
- b) **Paper II (200 marks):** (Duration Two hours).
  - Comprehension
  - Interpersonal skills including communication skills,
  - Decision-making and problem solving,
  - General mental ability.
  - Basic numeracy (numbers and their relations, orders of magnitude, etc, Class X level),

- English Language Comprehension skills (Class X level)
- Data interpretation (charts, graphs, tables, data sufficiency etc. Class X level).

**Note 1:** Questions relating to English Language Comprehension skills of (Class X level) (1<sup>st</sup> item in the Syllabus of Paper II) will be tested through passages from English language only without providing Hindi translation.

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

**Note 3:** It is mandatory for the candidates 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.

- c) **Civil Services Aptitude Test (CSAT):** Since the CSAT score does not carry forward to the main exams, preparation should be sufficient to pass the CSAT. Here is the list of suggested books, News Papers and magazines for UPSC Prelims.

**26. Text books:**

Class 9 and 10 ICSE books on environment  
 Class 9 NCERT Economics text book  
 Class 9 NCERT Science text book  
 Class 9 NCERT Geography (Contemporary India -I) text book  
 Class 9 NCERT Science text book  
 Class 9 NCERT Polity (Democratic Politics - I) text book  
 Class 9 NCERT Polity (Democratic Politics - I) text book  
 Class 9 NCERT Polity (Democratic Politics - I) text book  
 Class 10 NCERT Economics (Understanding Economic Development) text book  
 Class 10 NCERT Geography (Contemporary India -II) text book  
 Class 10 NCERT Science text book  
 Class 11 NCERT Geography (Fundamentals of Physical Geography) text book  
 Class 11 NCERT Geography (India: Physical Environment) text book  
 Class 11 NCERT Geography (Practical Work in Geography - I) text book  
 Class 11 NCERT Economics (Indian Economic Development) text book  
 Class 12 NCERT Polity (Indian Constitution at Work) text book  
 Class 12 NCERT History (Indian History - I) text book  
 Class 12 NCERT History (Indian History - II) text book  
 Class 12 NCERT Geography (Fundamentals of Human Geography) text book  
 Class 12 NCERT Geography (India: People and Economy) text book  
 You may login to the link as below:  
<http://www.ncert.nic.in/ncerts/textbook/textbook.htm>

**27. Newspapers:**

The Indian Express, The Hindu,



**28. Magazines/Journals:**

Yojana (monthly) (for free issues go to: [www.yojana.gov.in](http://www.yojana.gov.in)), Civil Services Chronicle/Civil Service Times/Competition Wizard (monthly), Frontline, Kurukshetra (monthly), Pratiyogita Darpan.

**29. References:**

India Year Book 2017, The Economic Survey of India, India's Struggle for Freedom by Bipin Chandra, Indian Polity by L. Laxmikanth, Indian economy by Ramesh Singh.

**30. C.S. Main Examination:**

The main examination will consist of 9 papers of conventional essay type in the subjects set out below, out of which, two papers will be of qualifying nature. 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 – cum Personality Test. The number of candidates to be called for interview will be about twice the number of vacancies to be filled. The interview will carry 275 marks (with no minimum qualifying marks). Marks obtained in all the compulsory paper (Paper I to Paper VII) and marks obtained in Interview/Personality Test will be counted for ranking. candidates will be allotted various services keeping in view their ranks in the Examination and the preferences expressed by them for the various services and posts.

**31. The written examination will consist of the following papers:**

**Qualifying Papers:**

(i) **Paper A:** Indian Language **300 marks**  
(One of the Indian Languages to be selected from the Languages included in the Eighth Schedule of the Constitution).

(ii) **Paper B:** English Language **300 Marks**

**32. Merit papers:**

(i) **Paper I:** Essay Writing **250 Marks**

(ii) **Paper II:** General Studies – I **250 Marks**  
(Indian Heritage and Culture, History and Geography of the World and Society).

(iii) **Paper III:** General Studies – II **250 Marks**  
(Governance, Constitution of India, Polity, Social Justice and International relations).

(iv) **Paper IV:** General Studies – III **250 Marks**  
(Technology, Economic Development, Bio diversity, Environment, Security and Disaster Management).

(v) **Paper V:** General Studies – IV **250 Marks**  
(Ethics, Integrity and Aptitude).

(vi) **Paper VI:** Optional Subject – Paper 1 **250 Marks**

<b>(vii) Paper VII:</b> Optional Subject – Paper 2	<b>250 Marks</b>
[Optional Subject: Any one of the subjects mentioned below in 35]	
<b>(viii) Total marks for the written test:</b>	<b>1750 Marks</b>
<b>(ix) Total marks for the Personality Test:</b>	<b>275 Marks</b>
<b>(x) Grand Total:</b>	<b>2025 Marks</b>

**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 writing', 'General Studies' and Optional Subject of the candidates would be done simultaneously along with evaluation of their qualifying papers on 'Indian Languages' and 'English'. However, the papers on 'Essay writing', General Studies and Optional Subject of only such candidates will be taken cognizance of those who attain such minimum qualifying marks as may be fixed by UPSC at their discretion for the qualifying papers on 'Indian Language' and 'English Language'.
- (i)** 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 I - VII only will be counted for merit ranking.
- (v)** For the Language medium/literature of languages, the scripts to be used by the candidates will be as under: Language Script Assamese.

Bengali, Gujarati, Hindi Devanagari, Kannad, Kashmiri Persian, Konkani Devanagari, Malayalam, Manipuri Bengali, Marathi Devanagari, Nepali Devanagari, Oriya, Punjabi Gurumukhi, Sanskrit Devanagari, Sindhi Devanagari or Arabic, Tamil Tamil, Telugu Telugu, Urdu Persian, Bodo Devanagari, Dogri 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.

**33. 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.

**34. 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 descriptive 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 write answer in any one of the above mentioned languages may, if they so desire, provide English version within brackets of the description of the technical terms, if any, in addition to the version in the language opted by them. Candidates should, however, note that for the improper use of the above rule, a deduction will be made 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 will be set both in Hindi and English languages (except the literature of language papers).
- (vi) The details of the syllabi are set out below:  
The candidates should start preparing first for the Main Examination, at least 8 months before the examination. They should not wait for the declaration of Prelims results. The candidate 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. The main examination is intended to assess overall intellectual traits and depth of understanding of candidates. The nature and standards of questions in the general studies subjects (paper II to paper V) will be such as to test candidate's general awareness of a variety of subjects, likely to test his basic understanding of all relevant issues, ability to analyze and take a view on conflicting socio economic goals, objectives and demands and that a well-educated person can answer them without any specialized study. The scope of the syllabus for optional subject papers (paper VI and VII) for the examination is broadly of the honors degree level. i.e. a level higher than the bachelors' degree and low than the masters' degree. In the case of Engineering, Medical Science and Law, the level corresponds to the bachelors' degree included in the scheme of Civil Services (Main) Examination.

**35. 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 their 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 and (iv) Short essay.

**36. 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).

**37. PAPER - I:**

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

**38. 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-which includes significant events, personalities.
- The Indian Freedom Struggle will include 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, redrawing 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 important natural resources across the world (including South Asia and the Indian subcontinent); 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.

**39. PAPER - III:**

**General Studies - II:** Governance, Constitution of India, Polity, Social Justice and International relations.

- Functions and duties 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.
- 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 Diasporas.
- Important International institutions, agencies and fora-their structure, mandate.
- 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.
- Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these.
- Statutory, regulatory and various quasi-judicial bodies.

**40. PAPER - IV:**

**General Studies - III:** Technology, Economic Development, Bio diversity, 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.

**41. 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 behavior; moral and political attitudes; social influence and persuasion.
- Aptitude and foundational values for Civil Service, integrity, impartiality and nonpartisanship, 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.

**42. PAPER - VI & PAPER - VII:**

Optional subject Papers I & II Candidate may choose any optional subject from amongst the List of Optional Subjects given in Para 35 above.

**43. Interview:**

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/her intellectual qualities but also social traits and his/her 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. 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 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.

**44. Number of Attempts:**

**(a)** Every candidate appearing at the examination who is otherwise eligible, shall be permitted six attempts at the examination. Provided that this restriction on the number of attempts will not apply in the case of Scheduled Castes and Scheduled Tribe candidates who are otherwise eligible.

Provided further that the number of attempts permissible to candidates belonging to the Other Backward Classes, who are otherwise eligible, shall be nine. The relaxation will be available to the candidates who are eligible to avail of reservation applicable to such candidates.

Provided further that a physically handicapped will get as many attempts as are available to other non-physically handicapped candidates of his or her community, subject to the condition that a physically handicapped candidate belonging to the General Category shall be eligible for nine attempts. Necessary action make Corresponding Changes in respective Rules/Regulations pertaining to various services is being taken separately. The relaxation will be available to the physically handicapped candidates who are eligible to avail of reservation applicable to such candidates.

**Note:**

- (i)** An attempt at a Preliminary Examination shall be deemed to be an attempt at the Civil Services Examination.
- (ii)** If a candidate actually appears in any one paper in the Preliminary Examination, he/she shall be deemed to have made an attempt at the examination.
- (iii)** Notwithstanding the disqualification/cancellation of candidature, the fact of appearance of the candidate at the examination will count as an attempt.

**45. Methodology:**

Those who 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, 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.

**46. List of IAS & Allied Services:**

1. Indian Administrative Service.
2. Indian Foreign Service.
3. Indian Police Service.
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 Defense Accounts Service, Group 'A'.
8. Indian Revenue Service (I.T.), Group 'A'.
9. Indian Ordinance 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, Group 'A'.
16. Indian Defense 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'.

**Note:**

The Director of this coaching and guidance cell can be contacted on the address & contact nos. given below for enquiry.

**Chief Executive Officer,  
Haj Committee of India.**

**Director, C&GC,**

Haj House, 7-A, M.R.A. Marg,

(Palton Road), Mumbai - 400001.

Phone: 022-22717100/22717148/22717149.

9312385023/9004485025

E-mail: [hajiascgc@gmail.com](mailto:hajiascgc@gmail.com)