

# A Bright Light in the Total Darkness



IAS & Allied Services  
Coaching & Guidance Cell

# An Edge Over Others

**Haj Committee of India**

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**IAS & Allied Services  
Coaching & Guidance Cell**

List of IAS & Allied Services

1	Indian Administrative Services (IAS)
2	Indian Foreign Services (IFS)
3	Indian Police Service (IPS)
4	Indian P & T Accounts & Finance Services
5	Indian Audit & Accounts Service
6	Indian Defence Accounts Service
7	Indian Revenue Service, Group 'A'
8	Indian Ordnance Factories Services, Group 'A' (Non technical)
9	Indian Postal Service
10	Indian Civil Accounts Service
11	Indian Railway Traffic Service
12	Indian Railway Accounts Service
13	Indian Railway Personnel Service
14	Group 'A' in the Railway Protection Force
15	Indian Defence Estates Service, Group 'A'
16	The Indian information Service, Junior Grade, (Group 'A')
17	The Indian Trade Service, Group 'A', (Grade III)
18	Pondicherry Civil Service, Group 'B'
19	Indian Corporate Law Service, Group 'A'
20	Indian Revenue Service, Group 'A'
21	The Armed Forces Headquarters Civil Service, Section Officer Grade, Group 'B'
22	Delhi and Andaman & Nicobar Island Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'
23	Delhi and Andaman & Nicobar Island Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'
24	Pondicherry Police Service, Group 'B'

## IAS & Allied Services Examinations

**Introduction:** The IAS and Allied Services examinations conducted by the UPSC are the most prestigious examinations in the country. Those who finally qualify, become Collectors, Commissioners etc. after a few years of service. Even Doctors, Engineers, MBAs, C.As, etc. often prepare for these examinations. Generally candidates with no technical degrees emerge toppers. At the same time, bright students who have succeeded in doing well at their medical or engineering institutes fail to get to the top of the list of successful candidates. Thus the Civil Service Examination (CSE) has very little to do with the student's intelligence. It is rather a test of his or her perseverance, very hard work and leadership skills. Nobody should undertake any other course or employment while preparing for the CSE, otherwise surely, he will fail.

**Stages of Examination:** This examination has got a three-stage recruiting process:

1. *Preliminary Examination (in common parlance known as Prelims),*
2. *Main Examination and*
3. *Personal Interview.*

A candidate has to pass all these three stages in one single series. If he fails at any stage, he has to repeat the process the next year. How much attention and sincerity it requires from the very beginning becomes clear from the fact that around 5 to 6 lakhs candidates appear for the Prelim of which only 4,000 to 5,000 qualify for the next round i.e. the Main Examination. Of these selected candidates, about 1,000 to 1,200 are selected for the third and final stage i.e. the Interview. After all these three stages, only about 500 candidates are ultimately selected for different services.

**Preparation for the Civil Service Examination (CSE):** Every aspirant should devote fully, for at least 18 months. In 18 months of rigorous and systematic preparation, both the Prelims and the Mains can be cleared. A candidate has to study for a minimum of 10 hours per day in the beginning. In the last 3 months before the Prelims and Mains examinations one has to study for a minimum of 15 hours per day.

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

**Additional Information for Haj House:** i) *Preference will be given to P.G. Degree holders. ii) Upper age limit is 28 years. iii) The Candidate shall be physically fit. Candidates with Asthma, Sinus and other respiratory diseases are advised not to apply for Haj House as the Mumbai Climate is not suitable to them.*

**The Preliminary Examination:** This examination is conducted to shortlist the serious candidates and to reject candidates who take the CSE casually. According to the news the Prime Minister has on March 10, 2010, approved major changes in the conduct of the Preliminary Examination. From the current year (2011-12), a candidate preparing for the CSE will have to appear for the following 2 papers having equal weightage:

10. Aptitude for Civil Services and
11. Ethical and Moral Dimensions of Decision Making

Both these papers will be objective type and will have negative marking for wrong answers.

**Main Examination:** The candidates should start preparing for the Main Examination as soon as the Preliminary Examination is over. They should not wait for the

Prelims results to be declared. Their preparation for the Mains will not go in vain even if they do not qualify in the Prelims. Their preparation for the Mains will prove to be of great use to them if they appear for a second time. If they think that the marks of the Prelims do not count for the selection, they should bear in mind that the Prelims is the door through which they have to enter the Mains. The candidates should never forget that the Prelims is only a qualifying examination, whereas the Main requires greater attention and its marks help in securing good positions if they are finally selected.

**Likely Changes:** Changes are also likely in the Main Examination. A panel will study the new proposal regarding the Main Examination and the Personal Interview methodology before it can be implemented by the UPSC. As on today, the Main Examination will have two optional subjects (1,200 marks), General Studies (600 marks) and an Essay (200 marks). Besides, there will be two qualifying examinations of 300 marks each - one of the English language and the other of an Indian language of a candidate's choice.

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

**Essay:** The Essay paper is the test of a candidate's personality, views, thoughts, grasp of language, analysis and assessment of the things involved. As regards the topic of the essay, only thing that can be said is that anything can be a topic. The English and a modern Indian language paper will be just qualifying but grammar, usage and comprehension of both the languages will be required.

**Time Schedule:** The Preliminary Examination of 2011-12 is likely to be held some times in the second week of May, whereas the Main Examination is likely to commence in the second week of October 2011.

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

**Methodology:** Those who are to appear for the Civil Services Examination have to keep in mind that every answer should have a good beginning and a definite conclusion. They should avoid making sweeping generalizations. All the important points should be highlighted in their answers. Brief and relevant answers help to fetch good marks and answers should be presented with flow charts, diagrams and pie charts which are bound to impress the examiners. The last two months before the examinations should be devoted to **revision** only. Students are advised to practice a number of times solving mock papers and cautioned against touching upon new topics. Any attempt at expanding one's knowledge

base in the run-up to the Mains may have a negative effect. The candidates are also advised to avoid reading unnecessary things, as what not to read is as necessary as what to read during the limited time for preparation. By avoiding unnecessary topics, one can save a lot of time and concentrate more on main issues. All answers should be written in legible and easy-to-read handwriting, if not in attractive letters.

## **INFRASTRUCTURE & TRAINING EXPERTISE IN HAJ HOUSE**

### **Historical Perspective**

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

### **Timely Decision:**

The Haj Committee of India (HCOI) has taken a major initiative from August 2009 to take up this tremendous task of training Muslims Graduates to enable them to manage the country. The HCOI has in the wider interest of Muslims established from August 2009, a Coaching & Guidance Cell (C&GC) in its Haj House, at Palton Road, CST, Mumbai. The main purpose of setting up of this cell is to prepare young Muslim Graduate & P.G. Degree holders for the IAS and Allied Services Examinations conducted by the UPSC.

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

### **The Director and the Faculty:**

The Director Prof. S.A.M. Hashmi with a very long academic and administrative experience is over all in charge of the Cell. He delivers core lectures on General Studies and Economics and counsels, guides, inspires and supervises the trainees. The lectures and group discussions presided over by the Director are liberally supplemented by inviting specialists for compulsory and optional subjects. Professors from various universities in Mumbai and neighboring areas, eminent persons in different spheres of life and civil servants working in Greater Mumbai are invited for lectures, group discussions and interaction with the candidates. A few faculty members from New Delhi, Pune and Aurangabad are also invited.

### **Facilities and Environment:**

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

### **Fees and Deposits:**

The coaching and guidance shall be highly subsidised. Each trainee shall have to pay a security deposit of Rs.5000/- (Refundable) and a monthly fee of Rs.2000/- only towards food and hostel maintenance. Some consideration may be made if the trainees belong to below poverty line. We expect the **philanthropists** to sponsor a few trainees.

### **Discipline:**

The trainees shall have to adhere strictly to the rules and regulation of the hostel. They are expected to maintain a high level of self discipline. The trainees shall have to stay in the Haj House for 24 hours a day 7 days a week and 365 days a year for about 15 months. Visitors / relatives shall not be generally allowed from the city or outside the city. The trainees will be given a short break after each examination, when they can visit their home towns. The trainees shall not be allowed to pursue any other academic or non-academic job/course/activity. Mobile phones and other electronic gadgets are strictly prohibited.

### **Islamic Values:**

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

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

Do not wait for the last date which is 16<sup>th</sup> August, 2010. Download application from our website [www.hajcommittee.com](http://www.hajcommittee.com) and send your application to Director, Coaching and Guidance Cell. Application and other details can be obtained by POST also.

## **CIVIL SERVICES PRELIMINARY & MAIN EXAMINATION STRUCTURE**

**Announcement:** The announcement for the Civil Service Examination is made once every year. Besides the Government Gazette, Employment News and almost all National Dailies publish full details with rules, Syllabi and format of Application Form for the Preliminary Examination. No announcement is made to invite applications for the Main Examination and Personality Test. Candidates qualifying the Prelims/Main Examination are intimated individually.

### **PRELIMINARY EXAMINATION**

The examination consists of two papers (objective type), each of two hour duration, with equal weightage, usually held on the same day (morning and afternoon).

**Paper 1:** Aptitude for Civil Services and

**Paper 2:** Ethical and Moral Dimensions of Decision Making

### **MAIN EXAMINATION**

The entire structure of Main Examination is under revision. However till last year it was as given below:

The question papers for examination will be of conventional (essay) type and each paper will be of three hours duration.

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

**Paper 2:** English

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

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

- Paper 3:** ESSAY (To be written in the medium opted by the candidates)
- Paper 4 & 5:** GENERAL STUDIES
- Paper 6, 7, 8 & 9** Any two subjects to be selected from the list of Optional Subjects given below.

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

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

The scope of the syllabus for the Optional Subjects Papers for this examination is broadly of the Honours Degree level i.e. level higher than the Bachelor's Degree and lower than the Master's Degree. In case of Engineering and Law, the level corresponds to the Bachelor's Degree.

### **Weightage of marks:**

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

<b>A. Preliminary Examination:</b> This is only a screening test for short-listing and selection of candidates for the Main Examination. The marks obtained by the candidates at this examination are not added to the marks of the Main Examination.	<b>600 marks</b> <b>These marks not counted for main examination</b>
<b>b. Main Examination:</b>	<b>2000 marks</b>

General Studies	Two papers	300 x 2 = 600 marks	
Essay	One paper	200 x 1 = 200 marks	
Two Optional Subjects	Two papers each	300 x 4 = 1200 marks	
Please note: Marks obtained in compulsory language paper and compulsory English paper are not counted for ranking			
<b>c. Personality Test(Interview)</b>			<b>300 marks</b>
<b>Maximum Marks</b>			<b>2300 marks</b>

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

### Normal Schedule of UPSC for CSE

Examination	Announcement Dates	Last Date of Application	Examination Dates	Declaration of Results
Preliminary	December, 3 <sup>rd</sup> / 4 <sup>th</sup> week	Mid-January	May, 3 <sup>rd</sup> Sunday	July, last week
Main	-	-	Oct. last week to Nov. end	March-last week to April-1 <sup>st</sup> week
Personality Test	-	-	Mid-April to Mid-May	May, 3 <sup>rd</sup> week

### Our Schedule for CSE Training

	Advertisement	Application Last Date	Admission Test/Interview	Admission	Duration/Period	Number of Candidates
Prelims	July 2 <sup>nd</sup> week	August 2 <sup>nd</sup> week	Sept	October	December to May	50
Main #	May, 1 <sup>st</sup> Week	May, Last Week	June, 1 <sup>st</sup> Week	June, 2 <sup>nd</sup> Week or Immediately after Prelims	June to October	50
Personality Test	February, 4 <sup>th</sup> Week	March, 2 <sup>nd</sup> Saturday	March, 3 <sup>rd</sup> Week. Interview	* March, end after Main's results	April to May end (8 Weeks)	50

\* The dates will depend on the declaration of the Prelims and Main Examination result by the UPSC

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

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

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