

Dr. NGP Institute of Technology

Dr. NGP IAS ACADEMY

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CIVIL SERVICES

Basic Information about the civil services Examination

The Indian Civil Service (ICS), which after 1886 was officially called the Imperial Civil Service and was also known as the British India Civil Service, was the civil service of the Government of India in the period of the British Raj. Its members were appointed under Section XXXII of the Government of India Act, 1858 of the Parliament of the United Kingdom. From 1946 onwards the name of ICS was changed into Indian Administrative Service(IAS).

At first almost all the top 1000 officials were British, and were educated in the best British schools. By 1914 5% were Indian. In 1942 there were 597 Indians and 588 British; most of the latter left at the time of independence.

At the time of the Partition of India in 1947, the ICS was divided between India and Pakistan. Although these are now organised differently, the contemporary Civil Services of India and the Pakistan Civil Service are both descended from the old ICS.

Historians often rate the ICS, together with the railway system, the legal system and the army, as among the most important legacies of the British rule in India

From 1858, after the demise of the East India Company's rule in India, the British civil service took on its administrative responsibilities. The cause of the change in governance had been the Indian Rebellion of 1857, which came close to toppling British rule in the country.

The Indian Administrative Service (IAS) is the administrative civil service of the Government of India .It is based on hierarchical arrangement of government machinery. Indian Administrative Service officers hold top positions in the Union Government, State governments and public organizations including government agencies. The Administrative Service is one of the three All India Services . Other services including Indian police service (IPS) and Indian forest service (IFS).

The Constituent Assembly of India intended that the bureaucracy should be able to speak freely, without fear of persecution, without reluctance or financial insecurity as an essential element in unifying the nation. The IAS bureaucrats are recruited by the Union government on the recommendation of the Union Public Service Commission and posted under various State governments. The officers carry high respect and stature in the society coupled with the diversified task of administering public offices making it one of the most likable services in india . While the respective State Governments have control over them they cannot censure or take disciplinary action against IAS and other All India Services officers without the intervening consultation with the Union Government and the UPSC.

The examination is conducted by the Union Public Service Commission .it is located in New Delhi. It has three stages (CSAT, Civil Service Mains and Personality Test) and is considered to be extremely challenging. Recently (2011) the preliminary exam pattern has changed. There used to be 23 optional subjects along with a general studies paper. Now there will be no optional subjects in the preliminary (screening) examination. Instead there will be a second paper which will be common for all candidates (CSAT). It covers aptitude, general mathematics, reasoning, comprehension, passage reading and social studies etc.

Entry into the IAS is considered very difficult. Almost all of the applicants rank IAS as their top choice because of the high prestige and diversity of career opportunities in a single service.

Repeated attempts are allowed up to four times for General candidates, seven times for OBC candidates. There is no bar on the number of attempts for SC/ST candidates from 21 to 35 years of age. The upper age limit to attempt the examination is 35 for SC/ST and 30 years for the General Candidates. The candidate should not be older than 30 years of age as on 1 August of that year. The minimum age is 21 years.

The important civil services includes

- (1) Indian Administrative Service (IAS)
- (2) Indian Police Service (IPS)
- (3) Indian Foreign Service (IFS)
- (4) Indian Forest Service
- (5) Indian Railway Service
- (6) Indian Postal Service
- (7) Indian Customs and Central Excise Service
- (8) Indian Audit & Account Service
- (9) Indian Information Service
- (10) Indian Revenue Service

Indian Administrative Service: The Indian Administrative Service (IAS) is the administrative unit of the Executive branch of the Government of the Republic of India. The IAS officers handle the affairs of the Government. At the Central level, their role involves the framing and implementation of the Government policies. They represent the Government in other countries and international forums as well. They are even authorized to sign agreements on behalf of the Government. At the district level, however, the IAS is concerned with the affairs of the districts that include development functions. At the Divisional level, the IAS officers look after the law and order, general administration and development work.

After being selected for the Indian Administrative Service, the candidates are allocated to “cadres”. There is a single cadre in each Indian State, except three joint

cadres: Assam-Meghalaya, Manipur-Tripura, and Arunachal Pradesh-Goa-Mizoram-Union Territories (AGMUT). While allocating cadres the insider-outsider ratio is maintained as 1:2. The insiders are those candidates who are posted to their respective home states. Till three years ago i.e. the year 2008, there was no choice for any state cadre and the candidates, if not placed in the insider vacancy of their home States, were allotted to different States in alphabetical order of the roster, beginning with A, B, C, D, and so on. For example, if in a particular year, the roster began from A, it meant that the first candidate in the roster would go to the Andhra Pradesh cadre, the next to the Bihar cadre, then the to the Chhattisgarh, Gujarat and so on. The next year, the roster started from H, for either Haryana or Himachal Pradesh (if it started from Haryana in the previous year when it all started from H, then the following year it would start from Himachal Pradesh). This highly intricate system was not thought fair later on. On the one hand, it ensured that officers from different States were placed all over India, on the other, it also resulted in wide disparities in the form of professional exposure for officers, since the system ensured that the officers were permanently placed to one State Cadre.

Indian Police Service: Indian Police Service (IPS) replaced the imperial Police, a year after Independence. The IPS is not a law enforcement agency in its own right, rather it is the body to which all senior police officers belong regardless of the agency for which they work. The IPS is not a force in itself, but a service, providing leaders and commanders to staff the State-police and all-India Para Military Forces. With the passage of time, the Indian Police Service's objectives have been updated and redefined to suit the exigencies of the times. The roles and functions of an IPS officer are as follows:

- Fulfilling duties based on broader responsibilities, in the areas of maintenance of public peace and order, crime prevention, investigation, and detection, collection of intelligence, VIP security, counter-terrorism, border policing, railway policing, tackling smuggling, drug trafficking, economic

offences, corruption in public life, disaster management, enforcement of socio-economic legislation, bio-diversity and protection of environmental laws, etc.

- Leading and commanding the Indian Intelligence agencies like Research and Analysis Wing (RAW), Intelligence Bureau (IB), Central Bureau of Investigations (CBI), Crime Investigation Department (CID), etc., Indian Federal Law Enforcement Agencies, Civil Armed Police Forces in all the States and Union Territories.
- Leading and commanding the Para-Military Forces of India (PMF) which include the Central Police Organizations' (CPO) and Central Paramilitary Forces (CPF) such as Border Security Force (BSF), Central Reserve Police Force (CRPF), Indo-Tibetan Border Police (ITBP), National Security Guard(NSG), Central Industrial Security Force (CISF), Vigilance Organizations, Indian Federal Law Enforcement Agencies.
- Serving at head of the departments in policy-making in the Ministries and Departments of Central and State Governments and Public sector undertakings, both at the Centre and States, Government of India.
- To Interact and coordinate closely with the members of other All India Services and Central Civil Services and also with the Indian Armed Forces Primarily with the elite Indian Army.
- To lead and command the force with courage, uprightness, dedication and a strong sense of service to the people.
- Endeavoring to inculcate in the police forces under their command such values and norms as would help them serve the people better.
- Inculcating integrity of the highest order, sensitivity to aspirations of people in a fast-changing social and economic mileu, respect for human rights, broad liberal perspective of law and justice and high standard of professionalism.

Mr. Prakash Singh, a former Director General of Police of the States of Assam and subsequently, Uttar Pradesh and finally, Director General of the Border Security Force, initiated a Public Interest Litigation (PIL) in the Supreme Court of India, asking the Court to investigate measures to reform the police forces across India to ensure the proper rule of law and improve security across India. Following it, several measures were identified as necessary to professionalize the police in India:

- A mid or high-ranking police officer must not be transferred more frequently than every two years.
- The State Governments cannot ask the police force to hire someone, nor can they choose the Chief Commissioner.
- There must be separate departments and staff for investigations and patrolling.

Three new authorities to be created in each State, to prevent political interference in the police and also to make the police accountable for their heavy-handedness, which was to include the creation of:

1. A State Security Commission for policies and direction.
2. A Police Establishment Board, which would decide the selection, promotions and transfers of police officers and other staff.
3. A Police Complaints Authority to inquire into allegations of police misconduct.

In 2006, due to lack of action by all the State Governments in India, the Supreme Court ordered the State Governments to report to it why the reform measures outlined were not implemented. After being questioned in front of the judges of the Supreme Court of India, the State Governments finally started to reform the police forces and give them the operational independence they need for fearless and proper law enforcement.

After being selected for the IPS, Candidates are allocated to their cadres just like the IAS. There is one cadre in each Indian State, except for three joint cadres: Assam-

Meghalaya, Manipur-Tripura, and Arunachal Pradesh-Goa-Mizoram-Union Territories (AGMUT). As per the Indian Constitution, two thirds of the strength of every cadre are filled by direct IPS officers and the rest one third is elevated from respective State cadre officers. Each State or Union Territory of India has a State police force, headed by the Commissioner of Police (State) or Director-General of Police(DGP). It is controlled by the Chief Minister and Home Minister of the State/Union Territory. The State police is responsible for maintaining law and order in townships of the State and the rural areas. States their police force trained by advanced police training schools notably the Atlanta City Police of the USA. The Tamil Nadu State Police has been at the forefront of advancement with the Tamil Nadu Police Academy, which seeks university status. The advanced training that the Tamil Nadu Police undergo varies from fraud investigation to advanced patrol training. This training when completed makes the Tamil Nadu Police one of the most advanced police forces in India. City Police Services, on the other hand, are known for their one-lesson-fit-all attitude. The Indian Police Forces have been trying to secure better training and capabilities for their personnel, but with indifferent success due to a cumbersome bureaucracy.

Indian Foreign Service (IFS): The third most important of civil services, the Indian Foreign Service (IFS), is the body of career diplomats of India. The Foreign Secretary of India is the administrative head of the IFS. The Foreign Secretary of India is the administrative head of the IFS. The first group of the IFS officers was recruited in 1948. Only a top position among the top candidates guarantees an IFS. The first group of the IFS officers was recruited in 1948. Only a top position among the top candidates guarantees an IFS selection – an acceptance rate of 0.01 percent. Career and rank structure of the IFS officers are as follows:

At a consulate: Vice Consul, Consul, Consul General.

At the Ministry of External Affairs: Under Secretary, Deputy Secretary, Director, Joint Secretary, Additional Secretary, Secretary.

Indian Forest Service (IFOS): The Indian Forest Service was established in 1966 under the All India Services Act 1951. The first Inspector General of Forests, Hari Singh, was instrumental in the development of the Indian Forest Service.

Selected candidates are sent for foundation training at the Lal Bahadur Shastri National Academy of Administration at Mussoorie. This is followed by Forest Service-specific orientation at the Indira Gandhi National Forest Academy at Dehradun, with training on Forest and Wildlife Management, Soil Conservation, Surveying Scheduled Tribes, and Handling Weapons.

After completing the academics, candidates go through a year of on-the job field training in the State to which he or she is assigned. There is a probationary period of four years, during which they are posted as Assistant Conservators of Forests. On completion of this, officers are appointed to the Senior Time Scale and are entitled to be posted as the Deputy Conservators of Forests or Divisional Forest Officers in charge of districts / forest divisions.

Ranks of the Indian Forest Service are as follows:

Assistant Conservator of Forests

Deputy Conservator of Forests

Conservator of Forests (CFs)

Chief Conservator of Forests

Additional Principal Chief Conservator of Forests

Principal Chief Conservator of Forests (PCCF) the highest post in a state

Director-General of Forests the highest post at Centre, selected from amongst the senior-most PCCFs of States.

Apart from these four preferred services, the other avenues for civil servants are the following :

Indian Railway Traffic Service (IRTS) : it is essentially responsible for the running of India's vast railway network. There are four non-technical and technical or engineering cadres in the Railways. Entry for non-technical services – the Indian Railway Traffic Services (IRTS) – responsible for freight, passengers and movement of trains, the Indian Railway Personnel Services (IRPS) – responsible for recruitment and administration of staff, the Indian Railway Accounts Services (IRAS) – responsible for maintenance of accounts, and the Railway Police Service (RPS) – responsible for providing security to railway properties such as railway tracks, personnel, equipment, etc., is through the Civil Services Examination. However, the engineering services (IRSE) have a different recruitment procedure.

Indian Postal Service (IPOS) : It is responsible for the efficient functioning of the postal and telegraph services, officers after training with field officers are appointed as Senior Superintendent of Post Offices, Assistant Post Master General throughout the country and also in the Ministry at the Centre.

Indian Customs and Central Excise Service (IC&CES): It is basically concerned with two main aspects, Customs and Excise. While Customs is concerned with the checking and levy of duty on taxable goods brought into the country, the Excise department is involved with the taxation of goods manufactured within the country.

Indian Audit & Accounts Service (IAAS): Indian Audit & Accounts Service comes under the comptroller and Auditor-General of India (CAG) which is responsible for the maintenance and audit of accounts in the States, as well as the Union and State Governments. These officers work in the audit offices under CAG and Central Ministries and State Governments. Indian Defence Accounts Service (IDAS) is responsible for maintaining and auditing of accounts of the Defence Services. Indian Civil Accounts Service (ICAS), under the control of Secretary (Expenditure), Ministry of Finance, maintains accounts of the State, Central Governments and public sector enterprises.

Indian Information Service (IIS): IIS, under the Ministry of Information and Broadcasting, is responsible for running Government-owned broadcasting and advertising agencies like All India Radio, Doordarshan and DAVP. The Service is also responsible for handling press and public relations for the various Central Ministries, public sector enterprises and Defence Forces at home as well as abroad.

Indian Revenue Service (IRS): IRS is responsible for fixing, assessment and collection of income tax. The service also has specialized branches dealing with the investigation of tax evasion, statistics and so on. Though many people are of the view that civil servants, also known as babus, are the absolute rulers of the country, some regard them as the people serving to promote the unity and integrity of the nation. Some people think that an elite class comprising civil servants cannot transcend cleavages and differences. Elitism, to their mind, is different from neutralism or fair play. They think that partisanship of high-level civil servants goes against their mission of national integration. In fact, the Indian masses have been expecting too much from the bureaucracy, because it has been elitist in character. Some upright and conscientious IAS officers have protested the common notion that all the civil servants nurture the opportunistic motives of career development. Whatever charges might have been leveled against the civil services, nobody can deny the fact that the Civil Services Examination opens impressive avenues for the studious and knowledgeable youth. The craze for civil services can be gauged from the fact that highly accomplished and professionally trained youth also try to get into the civil services to avail themselves of power and prestige involved with them.

Cadre Allocation

The department of personnel and training is responsible for cadre management of All India Services (IAS, IPS, IFS) which includes framing and revising rules and regulations regarding service conditions of the employees, in consultation with the ministry of Home affairs and ministry of environment and forest. Matters relative to framing and amendment of recruitment rules, clarification are examined and processed in this division