

ABOUT US

The CMA's IAS Academy is a charitable, non-profit, secular and non-sectarian, trust Registered Under The Indian Trust Act vide No. (Reg. No. B-KVI- 5/2001-2002 Dated. 12-04-2001), as a voluntary organization. Further this Institution is registered under 80(G) of Income Tax act and Signed up with Planning Commission, Government of India (now as NITI [National Institution of Transforming India] Ayoga) under NGO Partnership System. That this center is accredited by Government of India and Government of Karnataka for Coaching IAS, KAS, BANKING/SSC/CET and all other competitive examinations, and it is also accredited by the Directorate of PMEGP Government of India, Mumbai under their letter No. PMEGP / EDP TRG / Accred./2010-11/646 Dated: 10.10.2011.

This Institution is sincerely committed towards the goal of equalitarian and democratic society where the discriminatory walls between rich and poor, urban and rural, upper and lower castes, men and women, English speaking and vernacular etc. don't inhibit the opportunities for development of one's inner potential. Moreover it aims at eradication of all such divides. For this to happen, the Academy believes, it is very necessary that the deprived sections of society have to be empowered in the real sense of the term.

With expert and dedicated faculty, quality coaching, updated study material and individual attention to the needs of every students, we have been consistently giving best result year on year since the last ten years. Several of our students have made it to various nodal posts in All India Services (IAS/IPS/IFS) and all State level services such as KAS/Banking etc.

The trust is also working for the development of educationally backward classes, SC/ST's/OBC's/ Minorities Communities the downtrodden and economically weaker sections since 2001. Our organization has taken up and executed various activities under the Central and State Government various schemes to promote excellence in education and leadership among Indian youth through identifying and supporting good students who fail to succeed due to low awareness of good educational opportunities. This Institution is headed by one of the senior most Revenue Officers of the rank of Special Deputy Commissioner. And this institution also trains all the candidates who qualify for personality Test by UPSC/KPSC & other Government Bodies of State/Central and Corporate Sectors.

OUR VISION

The words of wisdom from ancient times tell us that "the best way to predict your future is to create it". To create a bright future, it needs a spark to ignite the mind. We at 'CMA's IAS Academy' intend to ignite the minds of the thousands of capable and deserving young graduate population of the nation and guide their aspirations to succeed in competitive examinations to its conclusion.....

The cut throat competition necessitates expert guidance at all level for assured results. The CMA's IAS Academy has a long track record of success that stands testimony to its expertise in this area. The success of our students is founded on the bedrock of expert resource persons, precise study materials, personal attention, answer writing practice, simulated tests and continuous evaluation.

OUR VALUES

We as **UPSC/KPSC/BANKING & Other Competitive Coaching Institute**, strive to have an undivided focus on creating success stories by imparting our best. Teaching is a noble profession; we are committed to its values. We truly feel that the field of education needs to maintain its sanctity even with more caution during such changing times.

Further the Department of Backward Classes, Government of Karnataka and Government of India have recognized only few IAS Coaching Centers in India to provide scholarship to the students belong to Backward Classes and Minorities of Karnataka vide Government Orders mentioned below. Out of these two are from Delhi, one is from Hyderabad and two are from Karnataka and amongst them CMA's IAS Academy is one. Vide G.O.B.C 391 BMS 2013 dated: 30/05/2013.

CONSORTIUM MINORITIES ASSOCIATION, BELAGAVI (KARNATAKA)

LIST OF PROJECT IMPLEMENTED DURING THE YEAR 2011-12 (24.02.2011) TO 2020-21

Sl. No.	YEAR	DEPARTMENT	GOVERNMENT ORDER NO.	NO. OF STUDENTS ALLOTTED
1.	2011-12	Government of India, Ministry of Minority Affairs, 1 st Floor, Pariyavaran Bhavan, CGO Complex, Lodhi Road, NEW DELHI	Order No. 2/1/(1)/2010-IM(C) Dated: 24 th February 2011	25 CET 5 KAS
2.	2012-13	Government of India, Ministry of Minority Affairs, 1 st Floor, Pariyavaran Bhavan, CGO Complex, Lodhi Road, NEW DELHI	Order No. 8-57/2012-leadership Dated: 20 th December 2012 For organizing Leadership Development training Programme at Belgaum District (Karnataka) under the “Scheme for Leadership Development for Minority Women”	250 Non-Residential 125 Residential
3	2011-12	Municipal Corporation, Belgaum	»A ^a ÄPÄ 391 ©JAJ ₃ i 2013, ç£ÄAPÄ: 09.03.2012.	IAS / KAS = 135
4.	2013-14	Backward Class Department, Bangalore (IAS)	»A ^a ÄPÄ 391 ©JAJ ₃ i 2013, ç£ÄAPÄ: 30.05.2013	IAS = 50
5.	2013-14	Backward Class Department, Bangalore (KAS)	»A ^a ÄPÄ 391 ©JAJ ₃ i 2013, ç£ÄAPÄ: 30.05.2013	KAS = 50
6.	2013-14	Minority Department, Bangalore (IAS)	JAqÄ\$Æèöär 479 JArJ ₃ i 2013, ËÄUÄ¼ÄÆgÄÄ ç£ÄAPÄ: 29.09.2013	IAS = 50
7.	2013-14	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C ₃ ÄÄPÄ/En/ÄDgi-170/2013-14 ç£ÄAPÄ:30.12.2013	Belgaum = 100 CET
8.		Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C ₃ ÄÄPÄ/En/ÄDgi-170/2013-14 ç£ÄAPÄ:30.12.2013	Dharwad = 100 CET
9.		Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C ₃ ÄÄPÄ/En/ÄDgi-170/2013-14 ç£ÄAPÄ:30.12.2013	Gadag = 100 CET
10.	2014-15	Backward Class Department, Bangalore (KAS & Banking)	»A ^a ÄPÄ 08 ©JAJ ₃ i 2014, ç£ÄAPÄ: 01.01.2014	KAS = 50
11.		Backward Class Department, Bangalore (KAS & Banking)	»A ^a ÄPÄ 08 ©JAJ ₃ i 2014, ç£ÄAPÄ: 01.01.2014	Banking = 50
12.	2014-15	Backward Class Department, Bangalore (IAS)	©¹qÄ\$Æèöä 706 ©JAJ ₃ i 2014, ç£ÄAPÄ: 07.11.2014	IAS = 50
13.	2014-15	Minority Department, Bangalore (IAS)	JAqÄ\$Æèöär 371 JArJ ₃ i 2013, ËÄUÄ¼ÄÆgÄÄ ç£ÄAPÄ: 08.12.2014	IAS = 50
14.	2014-15	Minority Department, Bangalore (KAS)	Pre-CH/CR – 129/2014-15 dated: 13.02.2015	KAS = 50
15.	2014-15	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C ₃ ÄÄPÄ/En/ÄDgi-57/2014-15 ç£ÄAPÄ: 06.08.2014.	Belgaum = 100 CET

16.		Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-57/2014-15 ç£ÁAPÀ: 06.08.2014.	Dharwad = 100 CET
17.		Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-57/2014-15 ç£ÁAPÀ: 06.08.2014.	Gadag = 100 CET
18.	2014-15	Social Welfare Department, Bangalore, KPSC (KAS)	ÅPÀÈ/ ¥Å¥ÅÆvÀPÉÅ/ LJJ,ï 'Dgï 09 2014-15 ç£ÁAPÀ: 22.01.2015	KAS = 56
19.	2014-15	Backward Class Department, Bangalore UPSC (IAS)	BCWD/Training/PET/CR-1/2015-16	IAS = 75
20	2015-16	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2015-16 ç£ÁAPÀ: 04.07.2015.	Belgaum = 100 CET
		Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2015-16 ç£ÁAPÀ: 04.07.2015.	Dharwad = 100 CET
		Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2015-16 ç£ÁAPÀ: 04.07.2015.	Hubli = 100 CET
21	2015-16	Backward Class Department, Bangalore UPSC (IAS)	BCWD/Training/PET/CR-3/2015-16 dated: 9/11/2015	KAS = 50
22	2016-17	Social Welfare Department, Bangalore, GROUP 'C'		GROUP 'C'=38
23	2016-17	Social Welfare Department, Bangalore, BANKING		BANKING = 11
24	2016-17	Social Welfare Department, Bangalore, KPSC (KAS)		KAS = 71
25	2016-17	Department of Minority Welfare Government of Karnataka, Bangalore, KPSC (KAS)		KAS = 03
26	2016-17	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2016-17 ç£ÁAPÀ: 04.07.2016.	Belgaum = 100 CET
27	2016-17	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2016-17 ç£ÁAPÀ: 04.07.2016.	Dharwad = 100 CET
28	2016-17	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2016-17 ç£ÁAPÀ: 04.07.2016.	Hubli = 100 CET
29	2017-18	Social Welfare Department, Bangalore, GROUP 'C'		GROUP 'C'=150
30	2017-18	Social Welfare Department, Bangalore, KPSC KAS		KAS = 105
31	2017-18	Social Welfare Department, Bangalore, BANKING		BANKING = 140
32	2017-18	Social Welfare Department, Bangalore, SSC		SSC = 167
33	2017-18	Backward Class Department, Bangalore, KPSC (KAS)	BCWD/Training/PET/CR-3/2017-18	KAS = 14
34	2017-18	Department of Minority Welfare Government of Karnataka, Bangalore, KPSC		KAS = 03

		(KAS)		
35	2017-18	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2017-18 ç£ÁAPÀ: 04.07.2017	Belgaum = 100 CET
36	2017-18	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-21/2017-18 ç£ÁAPÀ: 04.07.2017	Dharwad = 100 CET
37	2018-19	Ministry of Minority Affairs Government of India New Delhi (MoMA)	No. LD-11017/406/2018- Leadership dated 25.05.2018	This Trust has been empanelled for the year 2017-20 under the scheme Nai Roshani (Leadership Development of Minority Women) 125 beneficiaries for 5 NR Batches
38	2018-19	Ministry of Minority Affairs Government of India New Delhi (MoMA)	Under Secretary Government of India GO No. F No. 2/38(2)/2017-FC dated 06.04.2018	coaching institute has empanelled and allocation of Free Coaching and Allied Scheme for 2018-19 the candidates belonging to Minority communities. Allotted 50 students for course Engineering/Medical 6 months course wef 02.07.2018 to 02.01.2019
39	2018-19	Department of Minority Welfare Government of Karnataka, Bangalore, (C.E.T)	C, ÅA¶/'En/'Dgï-43/2018-19 ç£ÁAPÀ: 13.06.2018	Belagavi = 100 Hubli = 100 (CET)
40	2018-19	Department of Minority Welfare Government of Karnataka, Bangalore.	C, ÅA¶, Åé¥ÁvÁ/PÉJJ,/'Dgï-45/2018-19 ç£ÁAPÀ: 28.08.2018	KAS 07
41	2018-19	Backward Class Department, Bangalore (KAS)	KAS list received by Email dated 19.09.2018 from BCWD Bangalore	KAS 11
42	2018-19	Social Welfare Department, Bangalore PETC	KAS List received by Email dated 29.09.2018 from PETC Bangalore	KAS 01
43	2019-20	Ministry of Minority Affairs Government of India New Delhi (MoMA)	Under Secretary Government of India GO No. F No. 2/39(20)/2018-FC dated 02.07.2019	Coaching institute has empanelled and allocation of Free Coaching and Allied Scheme for 2018-19 the candidates belonging to Minority communities. Allotted 50 students for course Engineering/Medical 6 months course wef 05.08.2019 to 05.02.2020
44	2019-20	Director Directorate of Minorities, GOK Bangalore	MWD 225 MDS 2019 dated 08.11.2019	Allotment of IAS for Minority students for 7 months training
45	2019-20	Director Directorate of Minorities, GOK Bangalore	MWD 225 MDS 2019 dated 08.11.2019	Allotment of KAS for Minority students for 7 months training
46	2019-20	Director Directorate of Minorities, GOK Bangalore	Work order providing pre examination training to Minority students for Civil Service Examination No.	Allotment of UPSC for Minority students for 7 months training

			DOM/IAS/CR-09/2019-20 dated 06.12.2019	
47	2019-20	Social Welfare Department, Bangalore PETC	ÀÁÀ E/J, ï 5/'Dgï 3/2019-20 dated 09.10.2019	Allotted SC 10 candidates ST 12 candidates total 22 candidates for KAS 7 months coaching successfully completed
48	2019-20	Social Welfare Department, Bangalore PETC	ÀÁÀ E/J, ï 5/'Dgï 3/2019-20 dated 09.10.2019	Allotted for CGL SC 4 candidates ST 4 and CHSL ST 2 for 3 months coaching successfully completed
49	2019-20	Social Welfare Department, Bangalore PETC	ÀÁÀ E/J, ï 5/'Dgï 3/2019-20 dated 09.10.2019	Allotted for Banking SC 31 and 3 candidates for 3 months coaching successfully completed
50	2020-21	Director Directorate of Minorities, GOK Bangalore	C, AA«/PĒ.vA/'Dgï-05/2019-20 dated 14.09.2020	Allotted 7 candidates for Integrated course with degree for 3 years (ongoing scheme 2020-2023)
51	2020-21	Director Directorate of Minorities, GOK Bangalore	C, ÀA«/ÆÉ/ÆĀ.ĒÉĀ/'Dgï-60/2019-20 dated 10.11.2020	100 candidates for PSI residential training of 3 months successfully completed (wef 09.12.2020 to 09.03.2021)

ದೀಪ ಚೋಲನ್ ಫಾ.ಆ.ಸೆ.
ಮುಖ್ಯ ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಧಿಕಾರಿಗಳು

DEEPA CHOLAN I.A.S.
Chief Executive Officer

ಜಿಲ್ಲಾ ಪಂಚಾಯತ್ ಕಾರ್ಯಾಲಯ, ಬೆಳಗಾವಿ.
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SI No:ZP/BGM/CEO/2013-14

Dated:28-3-2014.

Shri M.B. Badbade,

Sub: Achievement of CMA's IAS Academy Belgaum Reg.
Ref: Your letter No: CMA/BGM/2013-14, Dated:20-3-2014.

With reference to the above mentioned subject, I extend my hearty congratulations to Mr. Mrutunjay S. Navalagatti, Mr. Venkatesh Dhotre, Mr. Imran C. Kadolkar and Mr. Arslan M. Kittur, who have cleared the Civil Services Examination 2013 from your prestigious institution. I would like to place on record my deep sense of appreciation to the aspirants for their perseverance and hard work and to your esteemed institution for your guidance, encouragement and support to the aspirants. My best wishes for all your future endeavors.

With warm regards,

Yours

(Deepa Cholan)

Shri M.B. Badbade, K.A.S.
Rtd., Special Deputy Commissioner
Director,
CMA's IAS Academy, Belgaum.

CONSORTIUM MINORITIES ASSOCIATION (R)
Plot No. 34, Behind Hanuman Temple,
Hanuman Nagar, Belgaum-590 001.

INSPIRATION FOR IAS/IPS/KAS ASPIRANTS.....!

**Coaching is also Available for All Other Competitive
Examinations:**

**BANK PO, IBPS, SBI(PO),SSC,RRB,
/ FDA/ SDA/ LIC/ RDO/PDO/PSI/TET/
CET(Teachers Posts)**

A Career in I.A.S, I.P.S, I.R.S, K.A.S

That can provide you

- 1) Participation in Indian Governance.
- 2) Opportunity for optimum realization of your potential.
- 3) High Social Recognition.
- 4) Power and Dynamism.
- 5) Job Security even at the time of Recession
- 6) Assured Leadership for 30 to 35 years with all pensionary benefits.
- 7) And a great opportunity to serve the country and the society at large.
- 8) The highest post as a Cabinet Secretary, in Central Government and Chief Secretary in State Government can be occupied by any one of you.
- 9) Flag hoisting privilege in Public Functions on National Days like 15th August and 26th January.
- 10) Election Certificate to be issued to MPs, MLAs and MLCs as a returning officer.

KEY POINTS FOR SEMINAR REGARDING CMA

- ❖ Institute established and registered under IT Act, and also Planning commission of India and ISO Certified 9001: 2008 (QMS).
- ❖ Accredited by Govt. of India for coaching I.A.S/K.A.S/P.M.E.G.P. training programs and PMEGP.
- ❖ Working in the field of imparting education and supporting needy sections of the society since a decade.
- ❖ Coaching for civil services since 2007.
- ❖ Consistently, students from our institute have been performing exceedingly well in civil service exams & also various other competitive exams.
- ❖ This year itself 5 candidates 25% (out of 20) from our institute have successfully appeared for I.A.S. mains examinations held in the last month (Oct-Nov 2011) and two have appeared before UPSC recently.
- ❖ Dedicated & learned faculty with vast teaching experience is our main asset, along with modern information and with meticulous teaching techniques.
- ❖ We are proud to say that the Assistant Commissioner of Belgaum who has joined recently was our student.

**Yes
You
Can!**

How to become an IAS Officer?

**JUST 5 HOURS A DAY X ONE YEAR'S SMART WORK,
THAT'S ALL YOU NEED TO GIVE, TO BECOME AN IAS OFFICER!!!
Yes, forget about your past academic results. Get ready to work
Smart (Not hard) for the next one year. Then, you too can become
an IAS Officer. Here's a Super Winning Home Study Plan for you!!!
A plan that works like a wonder!!!**

What you get from this

- Updated Study Material covering the entire syllabus for Prelims and Mains prepared by a Team of 23 eminent teachers in Delhi, who have steered hundreds towards success in the IAS Exam.
- 26 Mock Tests for the Prelims and Mains, making you 100% perfect in Test taking.
- Newspaper synopsis/Current Affairs update + Analytical Reports every month.
- Covering all previous questions + hundreds of additional probable questions.
- Question Prediction the extra edge over others.

A premium Home Study programme from CMA's IAS Academy, the one and only IAS/KAS Coaching Center in North Karnataka that offers 100% Money Back Guarantee to its Classroom training programme.

It is almost certain that, in the next CSE all successful candidates will depend on this study plan.

Don't miss this golden opportunity? Join this course now itself.

COME, YOU TOO CAN BECOME AN IAS OFFICER!

You are a candidate, who wishes to work hard and be an IAS Officer, aren't you?

Imagine... It's one or two years from now and you have everything you want. Try to visualize yourself working as an IAS Officer. Or, if your aim is becoming an IPS Officer, visualize yourself in that royal police uniform and receiving salutes from your subordinate staff.

Believe me..... You are going to achieve this; you can achieve it much sooner than you think. All you need to do is just follow and learn to use the simple techniques given in this CMA Study material.

Whoever you are, wherever you are whatever your past performance in life wasYou can change it in the next few days. Before proceeding further, please tell me, "Do you really want to become an IAS Officer?" If your answer is "YES, I want to become as IAS Officer", tell this affirmative statement 10 times in your mind or read it 10 times. While reading this statement give your utmost sincerity in the words you read, and believe that you already achieved the result. The affirmative statement is:

"I have decided to become an IAS Officer, and I will dedicate my whole time from this moment for achieving this aim. I will prepare hard for the Civil Service Exam and I will pass the prelims, main and the interview session with flying colours".

This affirmation has generated miracles for many candidates in the last three years and it will work wonders for you too. Yes, becoming an IAS Officer is no more a big challenge for you because you have taken that strong decision the decision to work hard and become an IAS Officer. CMA IAS material will help you to achieve your aim faster and easier than you expect. This a concentrated, easy to follow guide that will take you step by step through how to develop self confidence, how to achieve success and dispel failure how to plan your time, and all other powerful techniques required to make you a super winner. Plus what are all the questions you can expect in the forthcoming examination.

The powerful steps set down here are not untested theories. They are proven approaches to life's situations, and they are universally applicable steps that work and work like magic. During the last few years, this book has helped thousands of candidates achieve their dream of becoming an IAS Officer.

POWERFUL SECRET#1

Awaken the Sleeping Energy within you

The first and foremost secret of success is to awaken the sleeping giant within you. Yes, there is a powerful giant sleeping within you. This giant is capable of doing anything for you. You might have heard of the real life story of a man who lifts a heavy wrecked car to free a trapped driver or a woman who swims a mile from capsized boat, towing her child to safety...from where does such enormous energy come from? Believe me; such strength comes from the sleeping giant-the hidden dynamo of the unconscious mind. That, is where mental energy comes from, too! Successful people are those who have managed to keep awakened this sleeping energy within them. But how do you awaken the sleeping energy within you? If anyone had a clear answer to that, the world would have been a very different place. But psychologists have a suggestion: set out of your own shadow!

Stop focusing on your faults and shortcomings, and give yourself credit for a few virtues now and then.

❖ Visualize your success.

- ❖ Don't build obstacles in your mind.
- ❖ Think positively.
- ❖ Talk success to yourself.
- ❖ Be. Experimental.

“Awake, Arise and stop not till the goal is reached!”

Swami Vivekanand.

POWERFUL SECRET # 2

Turn your Goals into Realities

Goal setting is a very powerful technique that can yield strong returns in all areas of your life. Without a specific goal you cannot achieve anything. Lots of persons get nowhere, simply because they do not know where they want to go. They do not have clear-cut, precisely defined goals. You cannot expect the best if you think aimlessly.

By setting goals you can :-

- ❖ Achieve more.
- ❖ Increase your motivation to achieve.
- ❖ Increase your pride and satisfaction in your achievements.
- ❖ Improve your self-confidence.
- ❖ Plan to eliminate attitudes that hold you back and cause unhappiness.
- ❖ Goal setting is an important method of :
- ❖ Deciding what is important for you to achieve in your life.
- ❖ Separating what is irrelevant from what is important.
- ❖ Motivation yourself to achievement.
- ❖ Building your self-confidence based on measured achievement of goals.

POWERFUL SECRET # 3

Be a Positive Thinker

Positive thinking is one of the most important things you need to practice throughout your life. The only problem is that a lot of people think, they know wishful thinking.

Here's the difference. Wishful thinking is saying something like. *“I know things will get better. I m sure I'll become an IAS Officer. Things will work out in the end. Eventually I'll meet someone I really like. I just have to keep trying. I'm bound to work hard-I just know it.”* These are all examples of wishful thinking!

Positive thinking is more than just something you do when things go wrong or when you try to correct a situation. Positive thinking is a way of living; it is a practice that you need to incorporate into your daily life if you have any intentions of changing things or accomplishing your goals.

Positive thinking requires that you get rid of all your negative thought patterns and create a new belief system.

The way we think has an impact on the way we act. For instance, if we believe that a task is too difficult or onerous we will not attempt it, or only give it half our attention. Whereas if we believe something is achievable we are likely to give it our best shot.

- ❖ If you are having trouble developing a positive attitude, practice thinking out what you'd say to your sister or your best friend if they were telling you about their negative thoughts. How would you cheer someone else up? You deserve to spend at least as much energy doing this for yourself.
- ❖ Make it a habit, practicing all positive affirmations. Some of the positive affirmations to start with are:
 - ❖ *In every day in every way I am getting better and better.*
 - ❖ *My memory is excellent.*
 - ❖ *I am a worthwhile and loveable person as I am.*
 - ❖ *All my teachers are good and they will like me.*
 - ❖ *I am an attractive person, I like myself*
 - ❖ *People love me for who I am.*
 - ❖ *There is no limit to how good I can feel.*
 - ❖ *I deserve the best.*
 - ❖ *I can achieve my goals.*
 - ❖ *I will be on the top in the next interview.*
 - ❖ *I can find the good within me and express it freely.*
 - ❖ *I am letting go of the past, and reaching for the future.*
 - ❖ *I am attracting more and more love/joy into my life.*
- ❖ *Today will be full of exciting opportunities* When you become accomplished in believing these, it is easier to think up lots more of your own. In the beginning it will sound unreal, unbelievable and phony. By practicing and repeating these positive thoughts (or affirmations) they will become more believable and become integrated into the way you think, therefore producing positive energy with the results of more positive things beginning to happen around you. Even in apparently bad situations it is always possible to find something positive to take from it, even if it is only the learning not to do it again.

POWERFUL SECRET # 4

Control your time

Time is precious. To waste your time is to waste your life. Successful persons control their time and set clear goals for themselves. They know what they want to achieve and plan so as to get there.

One of the most important routes to being successful in your efforts to become an IAS Officer is an effective use of your time. As a person you need to find the right balance between relaxation and perform once periods. Your performing time is partly fixed already with regular classes. These fixed times form a framework for the whole session within which you can organize your performance time. You should make a note so that you can plan your tasks for the year into perspectives.

Time Management

- ❖ Be realistic.
- ❖ Work out what time you have available for perform, take out time for sleeping, eating recreation, etc.
- ❖ Try to plan ahead - do not leave everything need research, so start early.
- ❖ Prioritize - do the one that really needs to be done first.
- ❖ Break large tasks into manageable sub-tasks and set target dates against each sub-task. e. g. for an assignment ; research evaluation, draft copy, final copy.

- ❖ Keep a wall planner chart.
- ❖ Try doing the most difficult things when you feel at your best.
- ❖ Remember the unexpected always happens, so be fixable-don't get angry when plans have to change.

POWERFUL SECRET # 5

Stop Procrastination

Procrastination means putting off for doing later. We often try to side step unpleasant things by putting them off. One great phrase to remember is "Don't think, just do it. Do it now." As you say this to yourself, push yourself in to action.

- ❖ **The general principle** of conquering the procrastination enemy are: Creating good feeling about completing work, Providing a sense of accomplishment and Showing results in short time period.
- ❖ **Divide the large tasks** into small pieces, listing small steps to done.
- ❖ **Reward small tasks after them.**
- ❖ **Make list of tasks to be done.**
- ❖ **Work with a colleague or a friend on similar tasks.**
- ❖ **Avoid feeling guilty.**
- ❖ **Tell others of your plans.**
- ❖ **Write an intention statement.**
- ❖ **Write down the pros and cons of doing/not doing a job.**
- ❖ **Establish how meaningful the task is.**
- ❖ **Do it now.**

POWERFUL SECRET # 6

Clean up your mind and do Wonders

The presence of any one or more of the destructive emotions in the human mind, through the chemistry of the mind, sets up a poison, which may destroy one's chances for success. You become successful to the degree to which the mind thinks success thoughts and the mind is morally clean. A clean mind actually sends continuing trends of positive waves.

Generation ago Plato wrote : "Neither should we ever attempt to cure the body without curing the mind." Modern thinkers are just now realizing the sound thinking of this wise philosopher of ancient time. A clean mind can do wonders. You can, too, clean up your mind and do wonders in your attempts to become an IAS Officer. Here are some poisonous attitudes that have to be cleaned up at any cost :

- ❖ **Greed** : Needs can be satisfied but greed cannot. It is a cancer of the mind. Greed destroys relationships. The way out of greed is to learn to live within your means and be satisfied. Being contented does not mean lacking ambition.
- ❖ **Ego** : Ego is negative pride resulting in arrogance. To an egocentric person, the world begins, ends and revolves around him only.
- ❖ **Selfishness** is negative and destructive. It is based on negative values.
- ❖ **Jealous** : Jealous people never get ahead in life and prevent others from succeeding.
- ❖ **Dishonesty** : There is no substitute for honesty.
- ❖ **Gossip** : Gossip is just a negative conversation about people. A person seems to get a form of poisoned joy from talking negatively about others, not knowing that to successful

people they are is becoming increasingly unlikable, and unreliable. Avoid gossip. Talk about people but stay on the positive side.

❖ **Hate** : Hating people are like burning down your own house to get rid of a rat.

When we carry hate for other people it is totally self-defeating. When your mind is free and clear of hate, you can do much better in anything that you have to do. If you hate a particular person, take the action as given below :

Today I will free my mind of hate by forgiving and asking forgiveness of a person with whom I have had a dispute. That person is Mr.....

❖ **Anger** : Whenever you are angry or anxious and find yourself wanting to break in, take a sip of water or consciously fold your hands and smile or count from one to ten. You may find that such simple step help you control the situation.

As a perform shows, sometimes the best thing you can do about anger is nothing. Let it go, and it will other turn out to be an important and quickly forgotten, Keeping quiet also gives you time to cool down and decide if the matter is worth discussing.

❖ **Blame** : When you blame others for your lack of happiness or failure you give up your ability to heal yourself from sickness and unhappiness.

POWERFUL SECRET # 7

Do not allow worry to destroy you

Worry is an unhealthy and destructive mental habit. You were not born with the worry habit but you acquired it.

Scientists think that activities like walking, jogging, swimming and bicycling - may boost your self-confidence, improve your sense of well-being and heighten your energy. And by helping you relax, it can reduce the tension and anxiety.

If you have a problem, then what to do ? Worry is not an answer. Because every time you meet a problem, it and tackle.

And conquer it with positive mental attitude, you become better, bigger and a more successful person.

Norman Vincent Peale has suggested a practical method to conquer worry : Practice emptying the mind daily. Repeat the following affirmation : "*With God's help I am now emptying my mind of all worries.*" Repeat this statements five times, meanwhile holding a mental picture of your mind as being emptied of these concepts. Then thank God for thus freeing you from worry. Then go to sleep.

Faithfully perform this process and you will soon note beneficial results.

POWERFUL SECRET # 8

Conquer Fear

A person whose mind is filled with fear not only destroys his own chances of intelligent action, but he transmutes these destructive vibrations to the minds of all who come into contact with him and also destroy their chances. It is said that, indecision is the seeding of fear! Indecision crystallizes into doubt, the two blended and become fear.

To live in fear is like being in an emotional prison. If you have fear of something or other, it will definitely affect your perform. Wherever you start performing, the fear will come in front of you as a block. It will affect your concentration, memory..... and ultimately your exam result too. To be a successful person you must fight and conquer fear. There are a number of fear fighters you can use to do this :

- ❖ Emerson said, *“Do the things you fear and the death of fear is certain.”* Use action to cure fear and gain confidence. Action feeds and strengthens confidence; inaction in all forms feeds fear. To fight fear, act. To increase fear, wait, put off, postpone.

Take a strong affirmation:

“Today I will overcome my fear by talking action on the things I fear.”

Action cures fear. Indecision, postponement on the other hand fertilize fear.

POWERFUL SECRET # 9

Learn from your Failures

It's human nature to believe that successful people have failed in their life. But it's not so.

The adversity and failures in our lives, if we view them as corrective feed back, serve to develop in us an immunity against the adverse responses to stress.

In 1914 Thomas Edison, at age 67, lost his factory, which was worth a few million dollars, to fire. It had very little insurance. No longer a young man, Edison watched his lifetime effort to go up in smoke and said, “There is a great value in disaster. All our mistakes are burnt up. Thank God we can start anew.” In spite of disaster, three weeks later, he invented the phonograph. If you have the courage to look at failure this way, then you are on your way to eventual success.

If you are afraid of failures and afraid to face challenges, you will never taste success. Success belongs to those who are not afraid of the challenges of the thorns. Just about all who are highly successful today, have become that way, thanks to hardship and adversity, not to a bed of roses.

Thomas Edison tried more than ten thousand unsuccessful experiments before he developed a successful incandescent lamp. But after each defeat he kept searching for something more until he found what he was looking for.

LEARN, DON'T BURN

When you fail, learn from it by asking yourself why it happened. Was it a scheduling problem or something more fundamental like your writing or reading skills ? The worst thing to do is sit in your room stewing about the course, the teachers, your classmates, or the stars. Often when faced with a failure, people blame virtually everybody and everything else rather than face up to the fact that they alone are responsible.

POWERFUL SECRET # 10

Plan Intelligently

Intelligent planning is essential for success in perform. Even the most intelligent person living cannot succeed in real-life situations without plans, which are practicable and workable.

A successful person must plan his work, and work his plan. A person who moves by guesswork, without practical and definite plans is comparable to a ship without rudder. Sooner or later it will hit on the rocks.

When we don't have our priorities right, we waste time, not realizing that time, wasted is life wasted. Prioritizing requires discipline to do what needs to be done rather than going by our mood and fancies.

POWERFUL SECRET # 11

Try Prayer Power

To achieve anything worthwhile in life, it is imperative the you apply prayer power, regardless of what other success principles you employ. Prayer power is the catalyst, which makes any combination of success principle work to attain a worthwhile end. 'But I cannot imagine', wrote Nobel Prize winning surgeon Alexis Carrel, 'anyone fully successful without the benefit of prayer and faith, without what we call spiritual experience'. By praying we link ourselves with the inexhaustible power that spins the universe, Carrel adds.

It is lack of prayer power rather than any other insufficient factors that hold back thousands of persons.

To become successful, we need a power beyond human power, the incredible power of God, which is freely offered to anyone who won't quibble about it but who will humbly ask for it and receive it.

"Become a top student by the next Exam ? That's a BIG impossibility, Jo!"

Wait a minute.... I can almost hear you crying out loud over what I've just said. Maybe you're at the bottom of your class right now. Maybe even passing the test tomorrow seems like a long shot. Maybe you're destined to perform badly in school. Whatever the thoughts that are racing through your mind right now... *You're perfectly normal!* You're thinking just like the hundreds of thousands of students who believe that their capacity to excel is limited and that there is nothing much they can do about it. BUT, yes, a BIG BUT is that you too can become a top student by the next exam!

“TIMING IS EVERYTHING”
Schedule for IAS Exam preparation

“IF YOU THINK THERE IS A TIME IN ONE MINUTE,
 THEN ONLY YOU WILL UTILISE”

PLAN ON DAILY BASIS

Area of Study:-

CURRENT AFFAIRS	News Paper—The Hindu
	Magazine- Civil Service Times
	Internet- Government Websites
CONVENTIONAL SUBJECTS	History- Ancient, Medieval, Modern(British Rule, National Movement)
	Polity- (Constitution of India, Governance)
	Geography- (India and World)
	Economics- (Monetary Policy, Fiscal Policy)
	General Science- (Physics, Chemistry, Biology), Science and Technology,
	Environmental Studies
CSAT	Comprehension
	Interpersonal Skills including communication skills
	Logical reasoning and analytical ability
	Decision-making and problem solving
	General mental ability
	Basic numeracy (numbers and their relations, orders of magnitude, etc) (Class X level), Data interpretation)
	Charts, graphs, tables, data sufficiency etc- Class X level)
	English Language Comprehension Skills (Class X level)
MAINS EXAM	Optional (I, II)/Geography / Public Administration / Anthropology / Kannada Literature / History / Sociology / RD (KAS)
	Essay Paper
	Language Paper
Coaching/Library	CMA BELAGAVI

**“SIT ATLEAST 2-3 HOURS AT A STRETCH TO READ A
SUBJECT THOROUGHLY”**

CLOCK

START	STOP	NET HOURS	SUBJECT
6.00 a.m.	7.00 a.m.	1 Hour	Ablution (Short Note revision)
7.00 a.m.	10.00 a.m.	3 Hours	The Hindu Civil Services Times
10.00 a.m.	1.00 p.m.	3 Hours	Conventional Subjects (Manual/Standard Text)
1.00 p.m.	2.00 p.m.	1 Hour	Lunch (Objective Type Practice)
2.00 p.m.	4.00 p.m.	2 Hours	Library (CMA Belgaum)
4.00 p.m.	8.00 p.m.	4 Hours	Coaching Prelims Cum Mains Optional Subject Essay, Language Paper
8.00 p.m.	9.00 p.m.	1 Hour	Dinner (DD News)
9.00 p.m.	12.00 p.m.	3 Hours	CSAT Practice (1 Question from each type)
12.00 p.m.	6.00 p.m.	6 Hours	Healthy Sleep

“Job holders must dedicate atleast 6 Hours per day”

- ❖ This is a standard time which may not suit every candidate because of College, Coaching, Job or Social Obligations
- ❖ A conscious implementation of above plan for 6-9 months will get you through in any competitive exam.

1 DAY = 24 HOURS
HEALTHY SLEEP = 6HOURS
ABLUTIONS / LUNCH/ DINNER = 3 HOURS
NET PRODUCTIVE HOURS = $24-(6+3) = 15$
Hours

DIVIDE 15 HOURS INTO 5 SLOTS i.e., 3 HOURS EACH

5 SLOTS FOR	CURRENT AFFAIRS
	CONVENTIONAL
	CSAT
	OPTIONALS
	COACHING

**“NO PLAN WORKS UNLESS YOU WORK
THE PLAN”**

INSPIRING QUOTATIONS

- No degree of dullness can safeguard a work against the determination of critics to find it fascinating”.
- Pay no attention to what the critics say ... Remember, a statue has been set up in honour of a critic!”
- Against criticism a man can neither protest nor defend himself; he acts in spite of it, and then it will gradually yield to him.”
- Never criticize a man until you’ve walked a mile in his moccasins. I “I never met anybody who said when they were a kid, ‘I wanna grow up and be a critic.
- One cannot review a bad book without showing off.” I “People ask for criticism, but they only want praise.”
- Criticism comes easier than craftsmanship.”
- Calamities are of two kinds: misfortunes to ourselves and good fortune to others.”
- We should manage our fortunes as we do our health-enjoy it when good, be patient when it is bad, and never apply violent remedies except extreme necessity.”
- Behind every great fortune there is a crime.”
- Many men can make a fortune but very few can build a family.”
- Fortune can, for her pleasure, fools advance and toss them on the of Chance.”
- Depend not on fortune, but on conduct.”
- Nature magically suits a man to his fortunes, by making them the his character.”
- Every man is the architect of his own fortune.”
- Of all human ills, greatest is fortune’s wayward tyranny.”

- Fortune does not change men, it unmask them.”
- Fortune helps the brave.”
- Fortune favours the brave.”
- Henceforth I ask not good fortune. I myself am good fortune. Emph is the surest antidote to sorrow.”
- It is light grief that can take counsel.”
- Grief is the agony of an instant, the indulgence of grief the blunder life.”
- These days grief seems like walking on a frozen river; most of the feels safe enough, but there is always that danger he will through”
- Grief is Newark. It’s there. Can’t avoid it. The idea is to hold your nose, hope the traffic’s not too bad and get on to Manhattan as quickly as possible”.
- Waste not fresh tears over old griefs”
- The only cure for grief is action”
- Even his grief’s are a joy long after to one that remembers all that he wrought and endured”
- It seems the misfortune of one can plow a deeper furrow in the heart than the misfortune of millions”
- Grief can take care of itself; but to get the full value of a joy you must have someone to divide it with”
- While grief is fresh, every attempt to divert only irritates. You must wait till it be digested, and then amusement will dissipate the remains of it.”

JOY OF GIVING

*It's time to care: It's time to share
Grant me the joy to do for you
One thing that no one else may do:
The sweetest thing while I shall live,
Is truly learning how to give
It's time care: It's time to share
It is not just by giving things
One finds the joy that giving brings:
The joy that you give to others
Is the joy that comes back to you
It's time to care: It's time to share
Remember that the happiest people are not
Those getting more, But those giving more.*

CMA IN MEDIA

THE HINDU EDUCATION PLUS 27/10/2014

Competition is key

Computerisation and globalisation have majorly impacted the field of education and students have their task cut out

S. L. KULKARNI



CAREER GUIDANCE: A lecture session at the CMA IAS Academy.

From time to time the aims and objectives of human activity change. Once upon a time our youths were looking after the family profession. Sons of agriculturists used to be agriculturists and sons of fishermen continued as fishermen only. Now things are different. As per the needs of time and situation the entire aims and objectives before us have changed. Globalisation, computerisation and commercialisation and other many factors have had their effect.

Under the circumstances the field of education has changed enormously. Computerisation has changed the system of education and employment and globalisation has led to enormous competition in the field. Competition and exposure make a lot of difference to human activity and play a crucial role in one's personality development.

CMA's IAS Academy, Belgaum, is creating awareness among students and parents about handling competitive examinations effectively. As per a study, the percentage

of youth from North Karnataka in the field of IAS is very less. This is because of lack of awareness and knowledge. If the students cultivate the spirit of competitiveness and set a high goal for their career, they can very well compete for civil service employment after graduation.

At the degree level itself students should concentrate on competitive examinations for posts in the IAS, IPS, IFS and IRS. This concentration, awareness, preparation and study towards competitive examinations will definitely help in their routine studies. Students can build up self-confidence, mental ability and competitive spirit in their day-to-day routine activities.

Weekend course

To spread this concept CMA's IAS Academy, Belgaum, has started a basic course which will be held only during weekends. All undergraduate students can join the course and prepare effectively for Preliminary and Main examinations.

The competitive examinations are divided into General Studies, CSAT

and Optional subjects. General Studies will cover subjects like History, Geography, Political Science, Economics, Sociology and Science and Technology as per NCERT/ICSE syllabus.

The CSAT paper consists of comprehension, basic numeracy, mental ability, logical reasoning and analytical ability.

Along with these subjects special guidance will be given in notes making techniques, memory techniques, presentation skills, communication skills, analysis of current events, mind mapping techniques, group learning techniques, and examination techniques.

The Academy has a group of counsellors who are specially trained for this purpose in Delhi and Hyderabad. Students will be given advanced training for all subjects if they prefer. Along with their routine studies all undergraduate students can join this special training course. For more details students can visit CMA's office or contact 0831-2420147, 6054000.

(The writer is Registrar, CMA's IAS Academy)

THE HINDU 22/10/2014

'Early preparation crucial for clearing civil service exam'

Vijaykumar Patil

BELGAUM: Though the latest developments in science and technology in the backdrop of globalisation have opened up career opportunities for young students, there are many who opt for civil services too. However, due to lack of awareness, many end up disappointed, says Mehboobsaheb Baxusaheb Badabade, a Karnataka Administrative Service officer who retired as Special Deputy Commissioner.

He is now chairman and managing trustee of Bel-

♦ **Retired civil servant stresses the need for special coaching**

♦ **'Globalisation has changed the educational system'**

gaum-based Consortium of Minorities Association — a charitable and non-profit organisation running a Career Management Academy to train students for competitive examinations, since 2001-02.

Mr. Badabade told *The Hindu* here on Sunday that a fast changing socio-economic world order, computerisation, and globalisation had changed the educational system and the nature of jobs, resulting in tough competition.

Association registrar S.L. Kulkarni, quoting an analysis, pointed out that the percentage of youth from North Kar-

nataka in who get selected to the Indian Administrative Service was too less because of lack of awareness and knowledge. If the students cultivate the spirit of competitiveness and keep a goal for their future and start preparing at an early stage, their dream would certainly come true.

Mr. Badabade said irrespective of the degree programme chosen by students, one needs to start prepare and concentrate on competitive exams early itself, which would help them build self-confidence.

All undergraduate students pursuing B.A, B.Com, B.Sc, BBA, BBM, BCA and other professional courses need special coaching, at least once a week. Subsequently they could go for a regular course, besides group discussions and few other academic activities to sharpen their skills to face the written exam and personal interview.

THE HINDU

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IAS/KAS competitive exams training

Sachar report warns us of our inaction
Initiated the community to positive action



Training is given in KAS/IAS &
other professions

THE HINDU DATED: 17/03/2014

**Preparatory tests
for KPSC, UPSC**

BELAGAVI: The Consortium of Minorities Association has announced that it would conduct free tests for those candidates preparing for the State and the Union Public Service Commission examinations this year. The association has prepared 15 model question papers for Papers I and II of the pre-preliminary examination of both KPSC and UPSC. The tests would be conducted at its centre at M.G. Towers, Khade Bazaar in the city from March 25 to April 10. Interested persons can call 0831-6054000/9448148868 or mail: cmabgm@gmail.com (website: www.cmabgm.org).

VIJAY VANI 13TH MARCH 2015

**ಕೆಎಎಸ್ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ
ಸರಣಿ ಪರೀಕ್ಷೆ ಆಯೋಜನೆ**

ಬೆಳಗಾವಿ: ಸಿಎಎ ಐಎಎಸ್ ಅಕಾಡೆಮಿ ವತಿಯಿಂದ ಕೆಎಎಸ್ ಅಭ್ಯರ್ಥಿಗಳಿಗಾಗಿ ಮಾರ್ಚ್ 25ರಿಂದ ಏಪ್ರಿಲ್ 10ರ ವರೆಗೆ ಬೆಳಿಗ್ಗೆ 9 ಗಂಟೆಯಿಂದ 11 ಗಂಟೆಯವರೆಗೆ ಉಚಿತವಾಗಿ ಸರಣಿ ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಲಾಗುತ್ತಿದೆ. ಕೆಎಎಸ್ ಪ್ರಾಥಮಿಕ ಪರೀಕ್ಷೆಯ ಪೂರ್ವ ತಯಾರಿಗಾಗಿ ಪ್ರಶ್ನೆಪತ್ರಿಕೆ 1 ಹಾಗೂ 2ರ ಸರಣಿ ಪರೀಕ್ಷೆಗಳನ್ನು ನಡೆಸಲಾಗುತ್ತಿದೆ. ಮಾಹಿತಿಗಾಗಿ ದೂ. 0831 6054000, ಮೊ. 9448148868ಕ್ಕೆ ಸಂಪರ್ಕಿಸಲು ಕೋರಲಾಗಿದೆ.

UDAY VANI DATED: 18TH MARCH 2015

■ ಕೆಎಎಸ್ ಪೂರ್ವ ತಯಾರಿಗೆ ಪರೀಕ್ಷೆ

ಬೆಳಗಾವಿ: ನಗರದ ಸಿಎಎ ಐಎಎಸ್ ಅಕಾಡೆಮಿ ವತಿಯಿಂದ ಏ. 19ರಂದು ನಡೆಯುವ ಕೆಎಎಸ್ ಪ್ರಾಥಮಿಕ ಪರೀಕ್ಷೆಯ ಪೂರ್ವ ತಯಾರಿಗೆ ಮಾರ್ಚ್ 25ರಿಂದ ಏ. 10ರ ವರೆಗೆ ಬೆಳಿಗ್ಗೆ 9ರಿಂದ 11ರವರೆಗೆ ಪೇಪರ್ 1 ಮತ್ತು 2ರ ಸುಮಾರು 15 ಮಾದರಿ ಪ್ರಶ್ನೆ ಪತ್ರಿಕೆಗಳ ಸರಣಿ ಪರೀಕ್ಷೆಯನ್ನು ಉಚಿತವಾಗಿ ನಡೆಸಲಾಗುತ್ತಿದೆ. ಆಸಕ್ತ ಕೆಎಎಸ್ ಅಭ್ಯರ್ಥಿಗಳು ಇದರ ಸದುಪಯೋಗ ಪಡೆಯುವಂತೆ ಅಕಾಡೆಮಿಯ ನಿರ್ದೇಶಕ ಎಂ.ಬಿ. ಬಡಬಡೆ ಕೋರಿದ್ದಾರೆ. ಮಾಹಿತಿಗೆ ಎಂ.ಜಿ. ಟಾವರ್ 2ನೇ ಮಹಡಿ, ಖಡೇಬಜಾರ ಬೆಳಗಾವಿ. ದೂ: 0831-6054000 ಮೊ. 9448148868 ಸಂಪರ್ಕಿಸಬಹುದು ಎಂದು ಪ್ರಕಟಣೆ ತಿಳಿಸಿದೆ.

The Hindu

Dated 08th April 2015

UPSC coaching: a leg-up for poor students

Laiqh A. Khan

MYSURU: The number of meritorious candidates from weaker sections qualifying for the government-sponsored training for Union Public Service Commission's (UPSC) civil services in reputed private coaching institutes is likely to go up during 2015-16.

Candidates from backward classes, Scheduled Castes and Scheduled Tribes, and minorities, who plan to appear for the civil services exams, will not only be provided with training in reputed coaching centres in New Delhi, Hyderabad, Bengaluru, and Belagavi for seven to nine months, but will also get a monthly stipend.

Shalini Rajneesh,
Principal Secretary,

INSTITUTES SELECTED BY GOVT.

NAME OF INSTITUTION	COURSE FEE PER CANDIDATE	MONTHLY STIPEND
Vajiram and Ravi, New Delhi	Rs. 1.5 lakh	Rs. 8,000
Alternative Learning Systems, New Delhi	Rs. 1.5 lakh	Rs. 8,000
Brain Tree India, Hyderabad	Rs. 97,000	Rs. 6,000
Universal Coaching Centre, Bengaluru	Rs. 70,000	Rs. 2,000 (locals) Rs. 4,000 (outsiders)
CMA's Career Management Academy, Belagavi	Rs. 50,000	Rs. 2,000 (locals) Rs. 4,000 (outsiders)

Department of Backward Classes Welfare, said the entrance test to select suitable candidates from backward classes is likely to be conducted in May.

"We plan to double the number of candidates to undergo pre-examination coaching for civil services

this year. About 250 candidates were selected last year. This year, we are targeting 500," she said.

Archana, Director of Pre-Examination Training, Social Welfare Department, said the number of SC and ST candidates undergoing civil services coaching is

expected to go up this year.

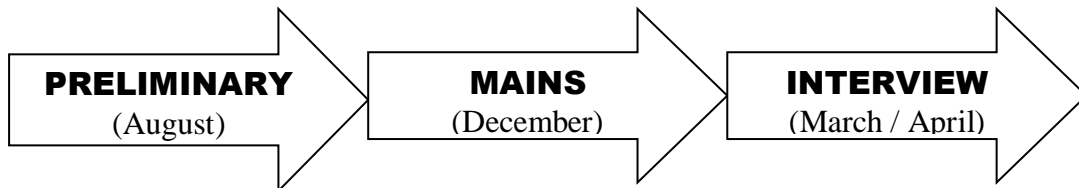
Akram Pasha, Director, Directorate of Minorities, told *The Hindu* that nearly 80 candidates from minority communities were selected for coaching last year, out of the 1,200 who appeared for the entrance test. The Directorate is seeking to add more numbers this year.

All three departments — Backward Classes Welfare, Social Welfare, and Directorate of Minorities — are shortly expected to invite online applications. Exams may be conducted by the Centralised Admission Cell of the Education Department.

Interested candidates can contact — 080-22374836 (backward classes), 080-22253783 (SC, ST), 080-22863617 (minority community).



PLAN FOR CIVIL SERVICE UPSC- EXAMINATION



The competitive examination comprises two successive stages:

1. Civil Services (Preliminary) Examinations (Objective Type) for the selection for the Main Examination; and
2. Civil Services (Main) Examination (Written and Interview) for the various services and posts.

The Preliminary Examination will consist of two papers of Objective type (multiple choice question) carry a maximum of 400 marks in the subjects set out in the section below. This examination is meant to serve as screening test only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

The number of candidates to be admitted to the Main Examination will be about twelve to thirteen times the total approximate number of vacancies to be filled in the year in the various Services and Posts. Only those candidates who are declared by the Commission to have qualified in the preliminary Examination in the year will be eligible for admission to the main examination of that year provided they are otherwise eligible for admission to the Main Examination.

Candidates who obtain such minimum qualifying marks in the written part of main examination as may be fixed by the Commission at their discretion, shall be summoned by them for a Personality Test (interview). The number of candidates to be summoned for interview will be about twice the number of vacancies to be filled.

Marks thus obtained by the candidates in the Main Examination (written part as well as interview) would determine their final ranking. Candidates will be allotted to the various Services keeping in view their ranks in the examination and the preferences expressed by them for the various Services and Posts.

PRELIMINARY EXAMINATION

The examination comprises two compulsory papers of 200 marks each. The questions will be of multiple choices, objective type.

Paper I-(200 marks) Duration: Two hours

100 questions (-ve Marking system for wrong answers)

- Current events of national and international importance
- History of India and Indian National Movement
- Indian and World Geography – Physical, Social, Economic Geography of India and the World.
- Indian Polity and Governance – Constitution, Political System, Panchayati Raj, Public Policy, Rights issues, etc.
- Economic and Social Development Sustainable Development, Poverty, Inclusion, Demographics, Social Sector Initiatives, etc.
- General issues on Environmental Ecology, Bio-diversity and Climate change – that do not require subject specialization.
- General Science.

Paper II- (200 marks) Duration: Two hours

80 questions (-Ve marking system for wrong answers)

- Comprehension
- Interpersonal skills including communication skills
- Logical reasoning and analytical ability
- Decision-making and problem-solving
- General mental ability
- Basic numeracy (numbers and their relations, orders of magnitude, etc.) (Class X level),
Data interpretation (charts, graphs, tables, data sufficiency etc. – class X level)
- English Language Comprehension skill (Class X level)

WHY CSAT... ?

CSAT is designed to check aptitude and a certain administrative attitude required for IAS officers. The digression of Civil Services prelims examination from a purely knowledge based exam to the present aptitude based exam, reflects the urgent need to select officers with the right aptitude specific to Civil Services. The CSAT is a true aptitude test, checking for language, reasoning, numerical and data analysis skills as well as specific contextual decision making and ethical traits that an officer needs in effective delivery of his duties.

The administrative services require a specific type of personality which can perform the tasks of administration irrespective of multifarious challenges. The language skills tested under Comprehension are not English language specific, as it is a bilingual topic available in Hindi as well. Instead, the focus is to check capacity of the mind to perceive and understand. The Reasoning part checks a candidates critical and analytical thinking skills. Basic Numeracy, Data Interpretation and Data Sufficiency check the candidate's comfort in playing with numbers and a certain ability to understand graphs and tabulated information.

The Decision Making component of the exam needs a different perspective. All decisions are right in this context. It needs a decision taken in the interest of the country and countrymen based on ethics and reflecting administrative acumen.

The Civil Services examination is highly competitive and so many students find it difficult to qualify. For this, adoption of the correct strategy and availability of the right guidance is the first step that they should take. Many students do not get the right guidance at their preparation stage. To bridge the gap between success and failure in Civil Services prelims, this book has been designed with a balanced focus over the whole domain of CSAT. The strategy is designed keeping in mind all the probable types of questions that can be asked. This is an attempt to provide some suggestions and an overview of the CSAT Paper 2.

The overview is essential to understand the nature of the examination. The preparation will be more focused when you know exactly, what the examination demands from you. You need not focus much on hard work; 'smart work' is needed, which will guide you to study in an intelligent way, focusing on the demand of the examination.

The question papers will be set both in Hindi and English.

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

Note: The Marks of these two papers are added to qualify candidates for the Main examination. There is no individual cutoff for Paper I and II.

MAIN EXAMINATION

The written examination will consist of the following papers:

Paper	Sections	Description	Marks
Paper I		Essay	250
Paper-II	General Studies – I	Indian heritage and culture, History and	250

		Geography of the world and Society	
Paper-III	General Studies-II	Governance, Constitution, Polity, Social Justice and International relations	250
Paper-IV	General Studies-III	Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management	250
Paper-V	General studies-IV	Ethics, Integrity and Aptitude	250
Paper-VI	Optional Subject	Paper I	250
Paper-VII	Optional Subject	Paper-II	250
Sub Total (Written Test)			1750
Personality Test			275
Grand Total			2025

Apart from this there will be papers on English and Regional language, 300 marks each. But these will be only of qualifying nature. There marks will not be counted in final analysis.

Marks obtained by the candidates for all papers (Paper I-VII) will be counted for merit ranking. However, the Commission will have the discretion to fix qualifying marks in any or all the papers of the examination.

- The main examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of their information and memory.
- The nature and standard of questions in the General Studies papers (paper II to Paper V) will be such that a well-educated person will be able to answer them without any specialized study. The questions will be such as to test a candidates' general awareness of a variety of subjects, which will have relevance for a career in Civil Services.
- The questions are likely to test the candidates basic understanding of all relevant issues, and ability to analyze, and take a view on conflicting socio-economics goals, objectives and demands.
- The candidates must give relevant, meaningful and succinct answers.
- If a Candidates' handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.
- Marks will not be allotted for mere superficial knowledge.
- Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examinations.
- The scope of the syllabus for optional subject papers (Paper VI and Paper VII) for the examination is broadly of the honors degree level i.e a level higher than the bachelors degree and lower than the masters degree. In the case of Engineering, Medical Science and law, the level corresponds to the bachelors degree.
- The question papers for the examination will be of conventional (essay) type.
- Each paper will be of there hours duration.

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

PAPER-I

Essay: Candidates will be required to write an essay on a specific topic. The choice of subjects will be given.

They will be expected to keep close to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. Credit will be given for effective and exact expression.

PAPER-II

General Studies-I: Indian heritage and culture, history and geography of the World and Society.

- Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
- Modern Indian History from about the middle of the eighteenth century until the present-significant events, personalities, issues
- The Freedom Struggle-Its various stages and important contributors/contributions from different parts of the country.
- Post independence consolidation and reorganization within the country.
- History of the world will include events from 18th century such as industrial revolution, world wars, 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 and secularism.
- Salient features of World's physical geography.
- Distribution of key 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.

PAPER-III

General studies-II: Governance, Constitution, Polity, Social Justice and International relations.

- Indian constitution-Historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- Function and responsibilities of the Union and the States issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.

- Separation of powers between various organs, dispute redressal mechanisms and institutions.
- Comparison of the Indian constitutional scheme with that of other countries
- Parliament and state legislatures- structure, functioning, conduct of business, powers & privileges and issues arising out of these

Structure, organization and functioning of the Executive and the Judiciary, Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.

- Salient features of the Representation of Peoples Act.
- Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
- Statutory, regulatory and various quasi-judicial bodies
- Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- Development processes and the development industry, the role of NGO's SHGs, various groups and associations, donors, charities, institutional and other stakeholders
- Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources.
- Issues relating to poverty and hunger.
- Important aspects of governance, transparency and accountability, e-governance-applications, models, successes, limitations, and potential; citizens charters, transparency and accountability and institutional and other measures.
- Role of civil services in a democracy.
- India and its neighborhood-relations.
- Bilateral, regional and global groupings and agreements involving India and / or affecting India's interests
- Effect of policies and politics of developed and developing countries on India's interests, Indian Diaspora.
- Important International institutions, agencies and for a-their structure, mandate.

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 and technology; indigenization of technology and developing new technology, Awareness in the fields of IT, Space, Computers, robotics, Nano-technology, bio-technology and issues relating to intellectual property rights.
- Conservation, environmental pollution and degradation, environmental impact assessment
- Disaster and disaster management.
- Linkages between development and spread of extremism.
- Role of external state and non-state actors in creating challenges to internal security.
- Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention
- Security challenges and their management in border areas; linkages of organized crime with terrorism
- Various Security forces and agencies and their mandate

PAPER-V

General studies-IV: Ethics, Integrity, and Aptitude

This paper will include questions to test the candidate's 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; 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, impartially and non-partisanship, 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, Code of Ethics, Code of Conduct, Citizens Charters, work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
- Case Studies on the above issues.

PAPER-VI & PAPER VII

Optional Subject paper I and II: Please check the syllabus in UPSC Notification published on www.upsc.gov.in

Agriculture	Management
Animal Husbandry & Veterinary Science	Mathematics
Anthropology	Mechanical Engineering
Botany	Medical Science
Chemistry	Philosophy
Civil Engineering	Physics
Commerce and Accountancy	Political Science and International Relations
Economics	Psychology
Electrical Engineering	Public Administration
Geography	Sociology
Geology	Statistics
History	Zoology
Law	

Literature of any one of the following languages:

Assamese	Manipuri
Bengali	Marathi
Bodo	Nepali
Dogri	Oriya
Gujarati	Punjabi
Hindi	Sanskrit
Kannada	Santhali
Kashmiri	Sindhi
Konkani	Tamil

Maithili

Telugu

Malayam

Urdu

INTERVIEW TEST

- A candidate will be interviewed by a Board who will have before them as record of their career. They 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 calibre of a candidate. In Broad terms this is really an assessment of not only their 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 candidates.
- 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.

STRATEGY

Step 1: Important Decisions

1. What is required to get the post?

- Devoted study
- Good writing style
- To the Point Approach
- Basic command over English and Aptitude
- Good grasp over current affairs
- Healthy competitions and feedbacks.... i.e. critical self assessment
- Quality material and guidance
- Patience and Self confidence

2. When to start the preparation? (for the next years Preliminary exam in August, followed by Mains)

- One should start preparation one year prior to the exam i.e from June. If not possible, at least eight months prior to the examination i.e. latest by October.
- If you are going to prepare immediately after graduation, then don't waste time, start immediately after your final exam. Our first batch starts immediately after your final exam. Our first batch starts in June first week.
- If you are going to study while working, it is possible, but you need to start in Jun / July. Don't delay to start otherwise you will experience time crunch later.

- If you are preparing during graduation, generalized plan cannot be suggested, so discuss personally with us to evolve an individual plan.

3. How to start preparation?

If you have joined CMA's Academy, Belagavi, just follow the curriculum of the batch, you will reach the destination.

If you are starting on your own, to begin with follow the initial steps.....

- Analysis of previous question papers
- Understanding of the Syllabus
- Reading of basic study material (we have compiled list of necessary books)
- Start writing... easy questions

4. How to select the optional subject?

This is a very important decision. Fortunately in the new format GS is much more important. So don't take this decision at the beginning. First start preparing of GS and then after three months take this decision. Because in four GS papers you will be introduced to a variety of optional subjects like History, Geography, Public Administration, Political Science and Sociology. This will help you to determine your inclination to a particular subject. Every subject has its own demand (i.e. thinking pattern, writing style, presentation techniques etc). Your personality should suit to it.

Following are some basic criterions...

- Interest and understanding in the subject (about which you will come to know when you study GS Mains)
- Analysis of the syllabus and previous years question papers of the shortlisted subjects
- Writing style and presentation techniques suitable for that particular optional (about which you will know once you start writing for GS and essay)
- Thinking Pattern expected for a particular optional (you will come to know about yours after you prepare for GS).
- Availability of study material
- Availability of guidance
- Weightage of optional in GS/Track record of optional subjects.
- Graduation background
- Apart from this, some give importance to the length of the syllabus... Which is an unfounded criterion

CMA's IAS Academy strategy:

While preparing for GS Mains, you will be also preparing for History, Geography, Public Administration, Political Science, Sociology etc. It will help you in deciding your interest in a particular optional subject properly.

Rather than selecting an optional without having knowledge of other subjects or without knowing your own writing and presentation styles and thinking patterns, it is better to delay this decision. It will later prove to be a more informed and rational decision.

This opportunity has been presented by the new pattern, so avail it.

5. How to manage other examinations like KPSC along with UPSC?

At the beginning it is better to concentrate on UPSC alone as it will cover major portion of KPSC. You can dedicatedly prepare for KPSC for some time prior to prelims depending upon the time table (unfortunately this keeps changing every year)

6. Can I prepare while working or pursuing graduation?

Yes you can... you need to be mentally very strong for the whole year to manage everything. A break of two/three months in between will bring doomsday...

We conduct weekend batches. Like regular batches these have the same faculty, equal number of hours of teaching, tests, study material etc.

Step 2: FAQs about CMA's IAS Academy, Belagavi

1. Why should I join CMA's IAS Academy, Belagavi

CMA's means 'coming together and creating something new' CMA's IAS Academy as an institute is based on solid support of the alumni. Majority of students join CMA's IAS Academy, not because of promotional activity but because of mouth publicity.

All former students are happy with CMA's IAS Academy due to sincere efforts.

- Good track record: 100 plus students selected as IAS, IPS, IFS, IRS, KAS & Bank Officers and Army Officers etc.,
- Expert and easily accessible faculty who give personal feedbacks
- Timely coverage of the syllabus
- Comprehensive printed notes (More than 6,000 pages for GS)
- Exhaustive test-series both prelims and Mains perspective (about 50 sectional + comprehensive tests conducted over the year)
- Comparative results for Prelims Test Series along with individual performance graph
- Special emphasis on writing and presentation techniques
- Emphasis on Approach building
- Special focus on Current Events

"CMA's" notes are considered unparalleled in India. (Your understanding of current affairs will be incomplete without CMA's Notes. Daily Updates on current affairs are provided)

- Calm and peaceful environment (though situated in the heart of Belagavi (City) situated in M.G. Tower, Khade Bazar, Belagavi)
- Easy availability of accommodation and study rooms nearby.
- Quality infrastructure Well-equipped class rooms, Modern Library, spacious seating arrangement, Modern audio system, reserved parking space, etc
- Separate Hostel facilities for girls and boys.

2. Which batches to join?

(Schedule of Batches has been added at the end.)

- It is advisable that you should join “CMA’s Special Batch” if you are planning to choose one of these four optional subjects-Public Administration, History, Geography, Anthropology, Kannada Literature, Urdu Literature. Otherwise.
- First you should join “Integrated Batch covering GS Mains + Prelims, Essay, Current Affairs” starting from June/July/August/September/October
- Then after selecting optional, join “optional Batch” starting from October.
- Depending on your level of aptitude, join aptitude batch.

3. Who are the Faculty at CMA’s IAS Academy, Belagavi.

All the faculty at CMA’s IAS Academy are having in depth experience of all three stages of examination, including interview. There is a blend of senior and junior faculty, so that with experience, contemporary demands will be integrated with.

There are four types of faculty

- Base faculty
- Core Faculty-(includes faculty who are tied with CMA’s IAS Academy and always ready to guide you whenever you need them)
- Visiting faculty CMA is building a strong team of faculty drawn from both administration and academics. The combination enables faculty members to average their knowledge and experience in accordance with the requirements of Syllabus.

Post Holders as faculty CMA has advisory board which includes senior administrators working in different States. They keep visiting CMA to share their experiences both of examination and work. This provides an opportunity for all to draw inspiration.

Step 3: General Queries

1. Is Library necessary for UPSC preparation?

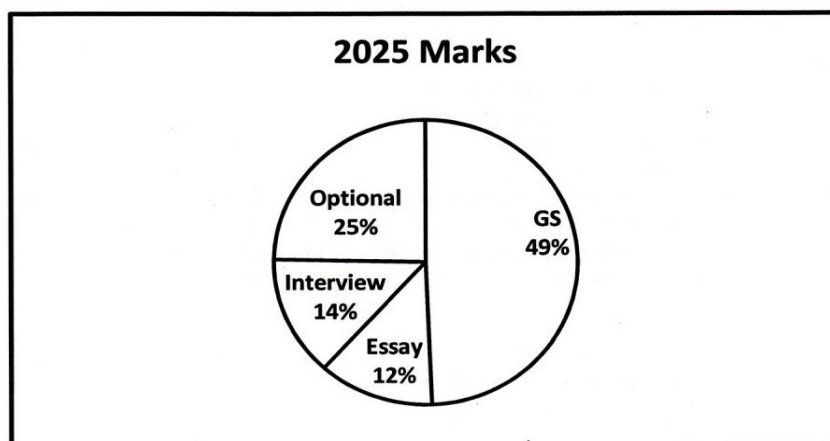
At CMA’s IAS Academy detailed notes are provided for all topics of the syllabus. In addition to this, reference list is also provided. Students are expected to read these books for ready reference.

2. What about accommodation, mess and study rooms?

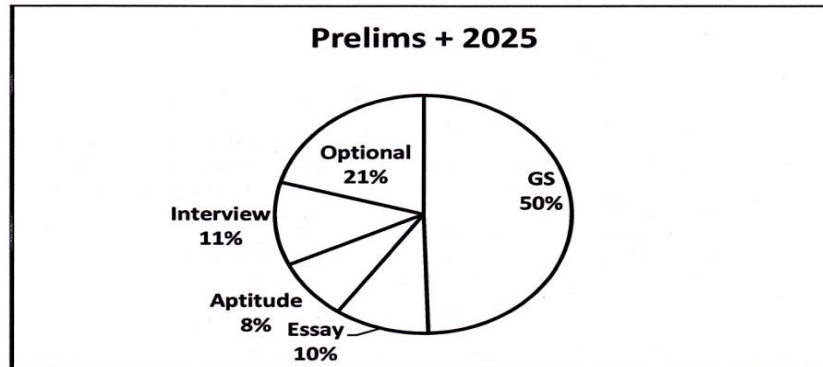
For Boys/ Girls, hostel facility with limited seats is available. CMA’s IAS Academy is situated in the centre of Belagavi City where accommodation is available.

Step 4: Comparative weightage for all subjects

Lets consider the Marks which are counted for final ranking (main+ Interview) first.

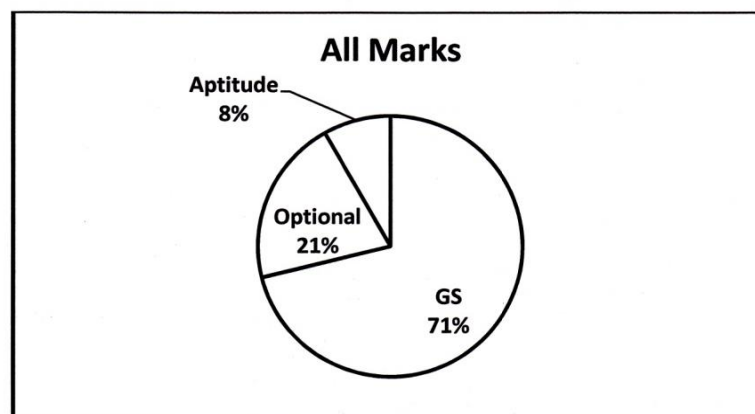


Now, if Prelims is also added



We can rearrange all this information in following manner as well:

1. GS Based Marks= GS Prelims, 200 + GS Mains 1000 + Essay 250 (Essay means Mains GS and writing style) + Interview 275 (It means Mains GS and communication style) = 1725
2. Optional Based marks = 500
3. Aptitude based Marks = Prelims Aptitude 200



Step 5: Schedule of Study

Month	Activity	Why?
June-September	Preparation of GS Mains, Current Affairs, Essay	Its compulsory
		It has the highest weightage
		It creates a strong foundation for GS Prelims, Current Affairs and Essay
		While preparing for GS Mains, you will also be preparing for History, Geography, Public Administration, Political Science, Sociology etc. It will

		help you in deciding your optional subject properly.
September	Decision 1: What will be your optional Subject?	Now, as you are aware of your style of study and you have been introduced to different optional, it becomes a rational decision. As shown earlier it contributes to 21% of the total marks, so begin its study after GS
	Decision 2: What is level of your aptitude paper?	If you are weak here, you should start its preparation from October itself. If you feel comfortable, you can start it from December.
October to December	Preparation of Optional Subject, Current Affairs	Prelims Preparation can start
	Preparation of Aptitude	Only If required
December to Preliminary Exam	Prelims (Both Papers), Current Affairs	Around 60% syllabus of Prelims Gs will be covered while you are preparing for Mains, remaining syllabus you can cover until March and then revision along with test series
	Remaining Syllabus, Current Affairs	If any for all subjects
Until Mains	Revision, Answer writing Practice	Mains answer writing practice is essential as it is the only link between you and UPSC. UPSC doesn't know you personally i.e. for how much time you have studied or how many books you have referred. Interview call and final ranking depends upon your mains answers and score.

For example, if your target is 2016 Exam:

1. June/July 2015 – December 2015 : prepare for Mains (GS June/July-September/October, Optional: October- January)
2. December 2015- till Preliminary exam: prepare for Prelims
3. Prelims of 2016 –December 2016 (Main exam): Revision and answer writing practice for Mains.

Thus, even though the Main exam is the second stage, you prepare for it before the first stage i.e Preliminary exam due to the reasons listed in above table.



LIST OF NCERT/CBSE/ICSE BOOKS FOR UPSC/KPSC
EXAMINATION-2015
HISTORY

S.N.	CLASS	TITLE OF THE BOOK
1	9 TH Class	India and Contemporary World-I
2	10th Class	India and Contemporary World-II
3	12th Class	1. Themes in Indian History-I 2. Themes in Indian History-II 3. Themes in Indian History-III
4	11th Class	1. Ancient India 2. Medieval India
5	12th Class	Modern India

GEOGRAPHY

S.N.	CLASS	TITLE OF THE BOOK
1	7Th Class	Our Environment
2	8th Class	Resources and Development
3	9th Class	Contemporary India Part-I
4	10th Class	Contemporary India Part-II
5	11th Class	1. Fundamentals of Physical Geography 2. India Physical Environment
6	12th Class	1. Fundaments of Human Geography 2. India People and Economy

POLITY

S.N.	CLASS	TITLE OF THE BOOK
1	8th Class	Social and Politics Life
2	9th Class	Democratic Politics-I
3	10th Class	Democratic Politics-II
4	11th Class	Indian Constitution at Work
5	12th Class	Politics in India Since Independence

INDIAN ECONOMY

S.N.	CLASS	TITLE OF THE BOOK
1	9th Class	Economics
2	10th Class	Understanding Economic Development
3	11th Class	Indian Economic Development
4	12th Class	1. Introductory Microeconomics 2. Introductory Macroeconomics

GENERAL SCIENCE

S.N.	CLASS	TITLE OF THE BOOK
1	8th Class	Science
2	9th Class	Science
3	10th Class	Science
4	11th Class	Biology
5	12th Class	Biology

BOOKS LIST FOR I.A.S/K.A.S EXAM

S. NO.	SUBJECT	PUBLISHER / AUTHOR
1)	Ancient history Medieval History	XI- NCERT
2)	Modern history	XII- NCERT Spectrum Book Bipin Chandra
3)	Karnataka History	Suryanath Kamath Phalaksh
4)	Indian Economy	Ramesh Singh Sanjeev Verma XI-NCERT/ XII- NCERT- Macro-Economics Pratiyogitha Darpan / Economic Survey of India Budget
5)	Karnataka Economy	Economic Survey of Karnataka
6)	Indian Polity	Laxmikant D.D. Basu Democracy at Work/ Subhas Kashyap
7)	Geography	XI- Fundamental Phy. Geo XI- India Physical/ XII- India: People and Economy XII- Human Geography/Orient BlackSwann Atlas Or WIZARD Geography/Goh Cheng Leong
8)	Karnataka Geography	Dr. Ranganath
9)	General Science	NCERT / Lucent's Spectrum / Wizard
10)	Environment Education	IX /X/ XI / XII - ICSE book- Environment Education Erach Bharucha for UGC
11)	Science & Tech.	Spectrum

Current Affairs

Daily Newspaper	The Hindu
Monthly Magazine	Civil Services Chronicle The Civil Services Times The Wizard Pratiyogita Darpan
Yearly	India Year Book Manorama Year Book India Budget Economic Survey

BOOK LIST FOR UPSC / KPSC(PRELIMS CUM MAINS/OPTIONAL)

Booklist for prelims (General studies paper-I):

History:

- Ancient India- NCERT: class IX
- Medieval India- NCERT: class XI
- Modern India- NCERT: class XII

Geography:

- Land and people(part-I)- NCERT: class VI
- NCERT: class VII
- Land and people(part-II)- NCERT: class VIII
- Understanding environment- NCERT: class IX
- Geography of India - NCERT: class X
- Principles of geography(part-I)- NCERT: class XI
- Principles of geography(part-II)- NCERT: class XI
- India: resources and regional development- NCERT: class XII
- Certificate of physical and human geography- Goh Che Leong (oxford university press.)

Indian polity:

- Political theory- NCERT: class XI
- Indian Constitution at work(A text book in political science)- NCERT: class XI
- Indian polity- by Laxmikanth (Tata McGraw Hill publications)

Indian Economy:

- NCERT: class XI
- NCERT: class XII
- Indian Economy (Sriram's IAS printed material)
- Indian Economy –By Ramesh Singh (Tata McGraw Hill publications)

Environment & Biodiversity:

- Environment & Development- NCERT: class-X
- Class IX and class X ICSE textbooks.
(ICSE textbooks are by the private publishers like Beeta publications, Frank publications etc.
Books of any one of the publications is good).
- Website of Ministry of Environment and Forest.

Booklist for prelims (General studies paper-II i.e., CSAT):

Any good aptitude books which must contain the following components:

1. Quantitative aptitude.
2. Logical reasoning.
3. Analytical reasoning.

Books by TMH publications, Arihant publications are generally considered to be good and standard. As far as the decision making part is concerned there cannot be specialized book available for it. Therefore practicing decision making questions from the previous question papers might help.....

Changed pattern of the UPSC civil services (main) examination and the booklist:

The new syllabus for the main examination GS papers:

I. History

- Cultural history

- *Art Architecture and Culture by M. Tara and Spectrum*
- *Post Independence History by Bipin Chandra*
- *World history Author Norman Lowe*

(These are apart from the old syllabus which included modern history)

II. *Social issues*

III. *Geography*

- *Indian Geography*
- *World Geography*

IV. *Indian polity*

- *Comparison of India's constitutional schemes*

V. *Indian economy:*

- *Agriculture*
- *Food processing*
- *Infrastructure*
- *Investment models*

VI. *Science and Technology:*

- *Recent developments in the field of Science and technology.*

VII. *Security issues:*

- *Internal*
- *External*
- *Cyber*

VIII. *International relations*

IX. *India and the world.*

X. *Paper IV: Ethics, integrity & aptitude:*

- *Philosophy*
- *Psychology*
- *Public Administration components...*

Suggested booklist:

History:

- Ancient India- NCERT: class IX
- Medieval India- NCERT: class XI
- Modern India- NCERT: class XII
- The story of civilization(part-I)- NCERT: class IX
- The story of civilization(part-II)- NCERT: class X
- An introduction to Indian art(part-I)- NCERT: class XI
- Contemporary world History- NCERT: class XII
- History of the world- By Arjun Dev and Indira Arjun Dev (Orient Black Swan Publications)

(Note: preferably old version textbooks. One may not get the original copies of old version text book but may get the photo-stated copies in the market...Even though Ancient and Medieval History do not find mention in the syllabus but some coaching institutes in Delhi are suggesting to study some selected chapters from Ancient and Medieval History...But as of now it is unclear which parts are needed to be studied.

Reference books:

- India's struggle for independence- by Bipin Chandra (Penguin publications).
- India after independence- by Bipin Chandra (Penguin publications).
- India after Gandhi- by Ram Chandra Guha.
- Modern India- Spectrum publications.

Geography:

- Land and people(-I)- NCERT: class VI

- NCERT: class VII
- Land and people(part-II)- NCERT: class VIII
- Understanding environment- NCERT: class IX
- Geography of India - NCERT: class X
- Principles of geography(part-I)- NCERT: class XI
- Principles of geography(part-II)- NCERT: class XI
- India: resources and regional development- NCERT: class XII
- Certificate of physical and human geography- Goh Che Leong (oxford university press.)
- Physical geography- Rupa publications(#)
- Economic and social geography- Rupa publications(#)
- (# selected readings....)

Reference books:

1. Geography of India –by Khullar.
2. Physical geography- by Savindra Singh.

Indian polity:

- Political theory- NCERT: class XI(*)
- Indian Constitution at work(A text book in political science)- NCERT: class XI(*)
- Indian polity- by Laxmikanth (Tata McGraw Hill publications)(*)
- Governance- by Laxmikanth (Tata McGraw Hill publications)
- (*must read books for Indian polity to get a basic understanding of the working of the Indian Constitution....)
- Recent developments from news paper.
- Yojana and kurukshetra.

Reference books:

- Our Parliament – By Subhash Kashyap (National Book trust publications also called NBT publications)
- Constitution of India: A bare act –by P M Bakshi.

Public administration part:

- From government to governance- by Kuldeep Mathur (National Book trust publications also called NBT publications)
- Social Theory, Development administration and development ethics- by Mohit Bhattacharya
- 2nd Administration reforms commission report on:
 - i. Ethics in governance
 - ii Corruption
 - iii. Security
 - iv. Disaster management

International relations:

- Foreign policy of India- By Rajiv Sikhri.
- Articles from Newspapers: The Hindu, The Indian Express.
- World focus(monthly magazine)
- Websites of foreign ministry
- www.idsa.com
- www.thediplomat.com
- www.cfr.org

Indian Economy:

- NCERT: class XI
 - NCERT: class XII
- Indian Economy (Sriram's IAS printed material: Sriram's IAS is an institute based in Delhi... Basics of Economy are covered well.
Its printed material is available in Photostat shop of Delhi. The name and address of the shop:

Prem Photostat

Opp Agarawal sweet mart,

Old Rajinder nagar, New Delhi. Phone nos. : +91-9312209049;+91-9810714129)

- Indian Economy –By Ramesh Singh (Tata McGraw Hill publications)
(If one is not able to avail the Sriram's IAS economy notes then Ramesh Singh is also a good material. Basics of Economy are covered well.)
(Both-Sriram's IAS and Indian Economy (Ramesh Singh) cover basics of Economics well. At least either of the two is very important especially for beginners.)
- Indian Economy: policy & performance – by Uma Kapila.
- Dutt and Sundharam for chapter on Land reforms
- Economic Survey (published every year by the department of Economic affairs, Ministry of Finance, Government of India.)
- India Year book (publications division, Ministry of Information and Broadcasting, Government of India)
- www.arthapedia.com
- Pratyogita Darpan (magazine) Economy special issue can be referred for current affairs part

Science and Technology (S&T):

- Newspapers (especially S&T issue of the 'The Hindu' published on every Thursday.)
- Science reporter (monthly magazine by CSIR.).
- NCERT Science books(VIII, IX, X)(for understanding of basics in Science)
- Websites:
 1. Ministry of Environment and Forests.
 2. Ministry of Science and Technology
 3. Department of Space.

Security Issues:

- Newspapers
- Yojana
- Websites of the ministry of Home affairs (MHA).

Paper-IV: Ethics, integrity & aptitude:

- ARC reports on ethics.
- Websites.
www.cecudusat.com
"Ethics in public life"
"Probity in public life"

Sociology part of the GS:

- Indian society (a text book in Sociology): NCERT-class XII.
- Social changes & development in India: NCERT-class XII.
- Indian social Problems - By Ram Ahuja (Rawat publications)
- Indian Society-by S C Dubey (National Book trust publications).

Miscellaneous:

- Yojana and Kurukshetra- both government published monthly magazines are very helpful for the mains.
- Candidates can also refer to a blog written by **Mrunal Patel**, an ex-UPSC aspirant who writes on various topics related to the exam in his blog. His articles are very informative, easy to understand and analytical at the same time. He writes articles in such a manner that even a young school student can understand. (www.mrunal.org)

Book list for Public Administration optional (mains):

PAPER-I BOOKS

1. New Horizons of public administration by Mohit Bhattacharya
2. Administrative thinkers by Prasad and Prasad (theories part)
3. Public Administration by Sharma and Sadana (read administrative law, Personnel administration, financial administration, development administration, comparative administration and other paper-I topics)
4. IGNOU material (read public policy)
5. Public Administration by Avasthi and Maheshwari (read administrative law and administrative reforms)

PAPER-II BOOKS

1. Indian Administration by Rajini Goyal and Arora (covers most of the topics of paper II)
2. Public Administration by Avasthi and Maheshwari (read public sector)
3. Indian Administration by Avasthi and Avasthi (read administrative reforms, administration of law and order)
4. Introduction to the constitution of India by D.D.Basu and last but not least
5. Articles from IIPA Journals (aspirants can get Mr.Minocha's collection of articles from IIPA Journals which is sufficient)

Some topics like welfare administration, administration of law and order should be collected while reading newspapers, India yearbook etc.

Other Books for your interest/reference:

- Ramesh Arora - Indian Public Administration Comparative Public Administration
- Sachdeva - Social welfare administration
- Public Policy - Sapru
- Rumki Basu - Public Administration
- Maheshwari - Indian Administration
- NCERT books
- IIPA special edition in 1998 on the occasion of Golden Jubilee
- Social Theory & Development Administration – Mohit
- CPA (Comparative Public Administration) – Ramesh Arora

WHAT WE DO THAT OTHERS DON'T

- ❖ Our Integrated approach gives students a unique opportunity to study entire course with a holistic view.
- ❖ Facilitative Style of Teaching with Exam Focused approach to inculcate competency in aspirants.
- ❖ Students are initially given basic, easily understandable concept exercises to bring them to a certain level, before teaching minute details.
- ❖ We prepare students to deal with the unpredictability of the exam, where you cannot afford to make selective study.
- ❖ Panel of experienced and dynamic subject experts and a Group of Civil Servants with high level of intellectual traits, and sense of ethical judgment.
- ❖ Weekly extempore & Group Discussion sessions for competitive edge and personality development.
- ❖ Regular Tests to improve answer writing skills and personal doubt clearance and feedback sessions.

- ❖ Comprehensive, well researched and exam ready study material prepared by a panel of experts.
- ❖ Incorporation of relevant topics of NCERT+IGNOU+CBSE books to cover basics through easily understandable concepts.

GS FOUNDATION 2016

THREE-TIER TEACHING METHODOLOGY

- We start with Concept Building clarifying basic concepts, related to each subjects of General Studies Paper.

- Our mentors' approach to the syllabus is mainly analytical and descriptive.

We not only teach the analytical aspect of each topics of IAS General Studies Syllabus, but also help in developing descriptive skills among the students.

- Through revisions, doubt-clearing sessions and classroom tests, we test students' answer writing style and skill of interlinking of issues. Every student has different level of understanding and different writing style, we take care of that.

PROGRAMME STRUCTURE

A COMPLETE LEARNING PROGRAMME

- + More than 300 Sessions of Intensive Learning for GS Main Paper I, II, III, IV Essay, GS Prelim & CSAT.
- + Foundation Lectures to Sharpen Basics
- + Time-bound Completion with Extensive Coverage
- + Meticulously Designed Study Material
- + Frequent Class Tests both Descriptive and Multiple Choice
- + Module based Simulated Tests and Home Assignments
- + Intensive Writing Skill Development Sessions
- + 30 Simulated Tests on GS Prelim and 10 Simulated Tests on GS Main
- + UPSC Compatible Evaluation

“NOT JUST COACHING, BUT COMPLETE PREPARATION”

UPCOMING BATCHES AND SCHEDULE

Important:

1. The timings and months in the table below are indicative.
2. For the students appearing for 2016 Prelims, batches will start from June 2015 onwards
3. Our batches are module wise, so you can join any day and cover complete the syllabus

1. Prelims Batch for General Studies and CSAT (Prelims Paper II)

- a. In-depth discussion on every topic of Syllabus for GS and CSAT
- b. Expert faculty dedicated to every section
- c. Detailed printed notes
- d. For both papers-GS and CSAT – Full length sectional tests for each topic (total 20)
- e. For both papers-GS and CSAT – Full length comprehensive tests at the end (total 15)
- f. Start Date: 16th March-April of every year

2. Prelims Test Series-

- a. Full length sectional tests for each topic (GS – 12, CSAT-8)
- b. Full length comprehensive tests at the end (GS-3, CSAT-8)
- c. OMR answer sheets and assessment
- d. Comparative Ranking among students, for each test
- e. Detailed discussion on papers

Batches For 2016 Attempt

Sl. No.	Batch Name and Tentative Time	Tentative Month of Start
1.	CMA's Special Batch Morning/	JUNE/JULY/OCTOBER/DECEMBER

	Evening	
2	GS Integrated Evening Batch (3pm-7pm)	JUNE/OCTOBER
3	GS Integrated Morning Batch (10am-1pm)	JULY/DECEMBER
4	Weekend GS Batch (Every SUNDAY 11am-5pm)	JULY
5	Daily update on Current Events Analysis	Can join anytime
6	Optional Batches – (1.30pm-4.30)	OCTOBER
7	Weekend Batch- Optional	August

Main Highlights of Batches

A. CMA's Special Batch- Morning and Evening

- GS Mains cum Prelims including test series
- Current Affairs with set of questions provided
- Optional subject and test series
- Essay Module
- Aptitude (CSAT-Prelims Paper II) with test series
- Mains – Compulsory Language Papers-English and Regional Language
- Interview

B. General Studies Integrated Batches-Morning and Evening

- GS Mains + GS Prelims paper 1 + Essay + GS Mains and GS Pre 1 Test
- Strategy lectures on every topic of syllabus with question papers analysis
- In depth teaching of all four GS Mains papers and GS I Prelims

- Comprehensive printed notes (separate booklets will be provided for each subject)
- Tests and personal feedback at the end of module
- Experience sharing and guidance by successful candidates

C. Weekend (SUNDAY) GS Batch

- GS Mains + GS Prelims + Panorama notes + Both Test Series
- Strategy lectures on every topic of syllabus with questions papers analysis
- In depth teaching of all four GS Mains papers and GS I Prelims
- Comprehensive printed notes (separate booklets will be provided for each subject)
- Tests and personal feedback at the end of module
- Experience sharing and guidance by successful candidates

D. Optional Batches

Subjects available are: History, Geography, Public Administration, Anthropology, Kannada Literature and Urdu Literature.

- In-depth coverage of whole syllabus
- Comprehensive notes
- Module wise test series
- Sectional test series.

E. Daily update on Current Affairs GS and Events Analysis

- Comprehensive weekly updates on all sections of General Studies
- Detail printed booklet every week (about 60 pages per booklet)
- Syllabus based classification
- Extensive coverage of information from sources like The Hindu, Yojana, kurukshetra, Frontline, Indian Express, Economic Times, Science reporter, India Today, World Focus, Economics and Political Weekly, etc



CMA's I.A.S. ACADEMY

(Recognised & Approved by Government of India & Karnataka)
M.G. Tower, Khade Bazar, Belagavi

9448148868/ 0831-6054000

Syllabus of Banking Examination

Quantitative Aptitude

<u>TOPICS</u>
1) Simplification
2) Number series
3) Percentage
4) Profit and Loss
5) Simple Interest and Compound Interest
6) Average
7) Ratio and Proportion
8) Problem based on Ages
9) Partnership
10) Time and Work
11) Pipes and Cisterns
12) Time Speed & Distance
13) Problem on Trains
14) Boat And Stream
15) Mixture and Alligation
16) Inequality
17) Permutation and Combination
18) Probability
19) Area
20) Data Sufficiency
21) Data Interpretation

REASONING ABILITY

<u>TOPICS</u>
1) Alphabetical and Miscellaneous series
2) Coding and Decoding
3) Blood Relation
4) Direction and Distance
5) Order and Ranking
6) Sitting and Arrangement
7) Puzzle
8) Data Sufficiency
9) Syllogism
10) Machine Input
11) Inequality
12) Decision Making
13) Series (Non-Verbal)
14) Analogy (Non-Verbal)
15) Classification (Non-Verbal)
16) Problem and Course of Action
17) Statement and Assumption
18) Cause and Effect
19) Statement and Argument
20) Drawing Interference

GENERAL ENGLISH

TOPICS
1) Noun
2) Pronoun
3) Verb
4) Adjective
5) Adverb
6) Prepositions
7) Conjunction
8) Interjection
9) Articles
10) Error Detection
11) Fill in The Blanks
12) Anonyms and Synonyms
13) Cloze Test
14) Rearrangement
15) Reading Comprehension (RC)
16) Phrase Replacement
17) Misspelt or Inappropriate
SBI DISCRIPTIVE EXAM

GENERAL AWARENESS (CURRENT AFFAIRS)

TOPICS
1) Indian Banking Industry
2) RBI and Monetary Policy
3) Money Market in India
4) Capital Market in India
5) Public Finance
6) National Income
7) Inflation
8) Economic Planning
9) Current Affairs
10) Banking Terminology

COMPUTER

TOPICS
Hardware
1) What is Computer
2) Peripheral Device
3) Storage Device
4) Motherboard
5) SMPS
6) Logic Gate
7) Processor and Memory
8) Computer Types
9) Generation of Computers
10) Hardware Glossary
11) Hardware Exercise
Networking and Internet
1) Computer Networks
2) OSI Model Layer
3) Networking and Internet
Computer Software
1) Application Software
2) Microsoft Word (MS Word)
3) Microsoft Excel (MS Excel)
4) DBMS (Data Base Management System)
5) Database Language
6) System Software
7) Computer Language

SSC CGL Syllabus

Tier I Syllabus

General Intelligence:

- Semantic Analogy
- Symbolic operations
- Symbolic/Number Analogy
- Number Series
- Embedded figures
- Figural Series
- Critical Thinking
- Problem Solving etc

English Language

- Fill in the Blanks
- Synonyms/Homonyms
- Antonyms
- Spellings/Detecting Mis-spelt words
- Active/Passive Voice
- Verbs, Idioms & Phrases
- One word substitution etc

General Awareness:

- History
- Culture Geography
- Economic Scene
- General policy
- Scientific research etc

Quantitative Aptitude

- Time and distance
- Time and work
- Averages
- Simple and Compound Interest
- Profit and Loss
- Discount
- Partnership Business
- Mixture
- Trigonometry
- Mensuration
- Geometry etc

Tier II Syllabus

PAPER I

Arithmetic Ability

- Number Systems
- Computation of Whole Numbers
- Decimals and Fractions
- Fundamental Arithmetical Operations
- Percentage, Ratio and Proportion
- Average and Interest
- Profit and Loss
- Discount
- Use of Table and Graphs
- Mensuration
- Time and Distance
- Ratio and Time etc.

PAPER II

English Language & Comprehension

- Error recognition
- Filling blanks with appropriate verbs
- Preposition
- Articles
- Vocabulary
- Spellings
- Grammar
- Sentence Structure and Sentence Completion etc

PAPER III

Commerce / Mathematics / Statistics / Economics (for Investigator Grade-II, for Ministry of Statistics & Program Implementation and Compiler for Registrar General of India, Ministry of Home Affairs)

Commerce

- Accountancy
- Business Organization
- Management
- Micro-economics and Indian economics
- Business Statistics, Law
- Company Law
- Cost Accounting
- Auditing and Income Tax

Mathematics:

- Algebra
- Matrices
- Statistics
- Analytic Geometry
- Differential Equation
- Differential and Integral Calculus

Statistics

- Probability Distributions, Binomial, Poisson, Normal, Exponential
- Compilation, classification, tabulation of Statistical Data, Graphical presentation of data, Measures of central tendency, measures of dispersion, measures of association.
- Contingency, scatter diagram, correlation coefficient, rank correlation coefficient and linear regression analysis (for two or more variables) excluding partial correlation coefficients.

Economics

- General Economics (Demand and Supply Analysis, Production Function and Laws of Returns, Commodity Pricing, Theory of Factor Pricing, Theory of Employment, Keynesian Theory of Employment etc)
- Indian Economics and General Statistics (Collection of data and editing of data, Types of sampling, Schedule and questionnaire, Presentation of data, Measures of Central Tendency, National Income and Accounting, Agricultural sector etc).

Tier III Syllabus:

In this session only skill test is conduct of 100 marks candidates who qualified in this above two tier will called for Tier III round in which candidates have to face to face interview.

Karnataka TET Syllabus

Structure of Karnataka TET (KARTET) Papers -

There will be two papers of Karnataka TET examination. First paper will be for class I-V and second paper will be for class VI-VIII. Question in Karnataka TET both papers will be Multiple Choice Type.

Karnataka TET Paper I Syllabus

Karnataka TET first paper syllabus will be as follows

S. No.	Subject	No. of Questions	Marks	Time Duration
I	Child Development and Pedagogy	30	30	90 Minutes
II	Language I	30	30	
III	Language II	30	30	
IV	Mathematics	30	30	
V	Environmental Studies	30	30	
Total		150	150	

Karnataka TET Paper II Syllabus

Karnataka TET second paper syllabus will be as follows

S. No.	Subject	No. of Questions	Marks	Time Duration
I	Child Development and Pedagogy (Compulsory)	30	30	90 Minutes
II	Language I (Compulsory)	30	30	
III	Language II (Compulsory)	30	30	
IV	(a) For Mathematics and Science teacher: Mathematics and Science (b) For Social Studies/Social Scienceteacher: Social Science(c) For any other teacher: either(a) or (b)	120	120	
Total		210	210	

GEMS OF SELF EMPOWERMENT

- Every mistake brings its own lesson. Realization of mistake will be your best teacher.
- All troubles and sufferings contain the hidden seeds of good.
- Success comes to those who dare and act. It seldom comes to the timid.
- The Lord's ways are mysterious. There is something good in all seeming failures. You are not to see that now. Time will reveal it. Be patient.
- Do not be hasty. Restrain your emotions. Think quietly. Have a serene mind. Act prudently, cautiously, intelligently.
- "Better to light a candle, than to curse the darkness"
- "A journey of a thousand miles begins with a single step"
- "Do what you can with what you have where you are"
- "The dictionary is the only place that success come before work"
- Be frank and simple like a child.
- Do not multiply friends.
- Trust your intuition which will never fail you.
- Aspirants should always be sweet, gentle, tolerant and humble. He should not even frown, or make a disgusting face, or give a slight retort.
- Self-restraint gives strength, peace, contentment and is conducive to self-knowledge.
- There is no enemy like anger.
- There is no teacher like pain.
- Within you is infinite power and wisdom.
- Be gentle, but bold.
- D. I. N. : Do it now.
- Be simple but dignified.
- Anxiety is the rust of life.

- Self-control increases one's energy. The man of self-control becomes sinless and fearless and acquires great merits.
- Justice enjoy peace

CMA's IAS ACADEMY, BELAGAVI

**Stand up be bold, be strong. Take the whole
responsibility on your own shoulders, and know that you
are the creator of your own destiny.**

**All power is within you;
You can do anything and everything.
Believe in that,
do not believe that you are weak.
Stand up and express the divinity within you**

FORTHCOMING COMPETITIVE EXAMS-2015
CENTRAL GOVERNMENT

• Indian Navy Sailors (Senior Secondary Recruits) Recruitment Test	• Himachal Pradesh P.S.C State Eligibility Test
• Madhya Pradesh P.S.C State Services Main Exam	• National Insurance Co. Ltd. Administrative Officer Scale I Exam.
• Indian Air Force Airmen [Group 'X' (Technical)/ Group 'Y' (Non-Technical) Recruitment Test	• National Defence Academy and Naval Academy Examination .
• Madhya Pradesh P.S.C State Services Preliminary Exam.	• NCERT National Talent Search Exam (For Class X) Stage-II
• NDA & NA Exam (I)	• ES/ ISS Exam
• Combined Geo-Scientist & Geologist's Exam	• Engineering Services Exam
• Combined Medical Services Exam	• CAPF (AC) Exam
• Civil Services IAS (Preliminary) Exam	• IFS (Preliminary) Exam through CS (P) Exam
• NDA & NA Exam (II)	• CDS Exam (II)
• IFS (Main) Exam	• Civil Services IAS (Main) Exam

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Preparatory, Foundation, Basic & Advanced Course

**FOR THE STUDENTS OF UNDER
GRADUATE (Ist to IIIrd year)
SUCH AS B.A, B.Com, B.Sc, BBA,
BBM, BCA, B.E, MBBS, BHMS,
BAMS ETC.,
Preparatory, Foundation, Basic
Course for
IAS/IPS/KAS/BANKING &
Other Competitive Examinations**

July to October

1) General Studies (GS) Basic Preparation

1. History
2. Geography
3. Polity
4. Economics
5. Current Affairs and GS
6. Science & Technology
7. Environment

2) CSAT – Basic Preparation

1. Comprehension
2. Basic Numeracy
3. Mental Ability
4. Logical Reasoning
5. Analytical Ability

3) Special Guidance

1. Notes Making Techniques
2. Memory Techniques-I
3. Presentation Skills

Preparatory, Foundation, Advance Course

For IAS/IPS/KAS/BANKING & Other Competitive Examinations

December to February

1) General studies (GS) Advance Preparation

1. History
2. Geography
3. Polity
4. Economics
5. Science & Technology
6. Current Affairs and GS
7. Environment

2) CSAT - Advance Preparation

1. Comprehension
2. Basic Numeracy
3. Mental Ability
4. Logical Reasoning
5. Critical ability

3) Special Guidance

1. Improve your English
2. Current Event Analysis
3. Resource Planning
4. Group Learning Techniques
5. Memory Techniques
6. Mind-Map Techniques
7. Examination Techniques

We are making all out efforts to reach Degree colleges to apprise the importance of All Civil Services and Competitive examination to motivate for their better future. The response from the students, parents and academic staff of concerned colleges is very good.

We conduct every Sunday 2 periods to teach them basic subject matter, scheme and various steps of examination.

Smart tips for preparation – Studying while working

Working while you Study

Studying for preparation of civil services can give you the next much-needed step on your career path: you will be open to new opportunities and develop your interests.

However, it is an extra workload that some students do find challenging despite it being very rewarding. Whether you're studying for a job, preparation, distance learning qualification or a workplace training course, you will need to be on top of your game when it comes to time management and dedication to your studies.

Start by making a plan:

Although this may seem like precious time spent on a task that is not strictly a necessity it will help you a lot later down the line. Begin by finding out when your deadlines or exams are and mark them on a calendar or in your diary. Next, look at what dates you will be studying each module so you can grasp what areas you will be studying throughout your course.

Remind yourself of those dates: Whether you've added them to a diary, a Google calendar or on a wall planner, make sure the dates are written down in a place where you will see them regularly. That way no deadlines will creep up on you! Think about displaying a timetable at work, at home or on your computer.

Schedule some study time:

We have already discussed How to study for long hours you may find some useful tips there.

This next step takes a bit of discipline. Each week put some time aside to do your studies. As you will be working full time, be aware that some evenings you will want a break or perhaps you will have other commitments.

Instead work around these commitments and make your studies work into your schedule. Write down what your plans are for every day of the week and make sure you schedule in all of the time your tutor recommends.

Consider when studying will work best for you:

Our brains all work in different ways. For some people, they find they are most productive after work whereas others may find it difficult to engage with a fresh piece of work having done a 9 to 5 day. Instead, try studying in the mornings before you go to work or on your lunch break.

You can also utilise your daily travelling time, download e books, audio clips other useful information in your device. You may also browse useful sites for notes, editorial and daily current affairs like the smart notes

You may prefer to do a few hours of solid study on a Saturday morning or break up your study over shorter periods during the week. However you choose to split your study keep it regular and in spells that are not too short that you can't get stuck in.

Find the perfect study place:

We all know that studying whilst working full time is tricky because there never seems like enough hours in the day. But another common problem is finding a space where you can study undisturbed.

Why not speak to your boss and ask if you can come in an hour early to work or stay an hour later? That way the office will be quiet and you'll be able to get on with a bit of studying when it suits you. Otherwise, find a space at home that is free of a TV and other distractions – or perhaps you could pop to the local library.

Don't ignore any problems:

Perhaps you've had a family or work emergency and you're going to struggle to meet a deadline – let your course tutor know! They will understand and will work with you to reach a solution that suits you but also keep you progressing towards your goal. But do make sure you tell them sooner rather than later.

Keep yourself motivated:

Why are you studying? Continually take time out to remember what you hope to gain from your preparation. Motivation will keep you working hard and help you to take the time to sit down and study.

Remember to tell your boss:

If you think it's right, tell your boss that you're studying for preparation. They may be able to offer support and will be delighted to know you're investing in your own personal development.

Stay balanced:

Keep calm, focused and look after yourself. To help you study at an optimum rate it's important to take the time to look after yourself as well. Eat healthily, drink lots of water and take regular exercise. Also remember to take time out with friends and enjoy socialising. It's important to take a breather now and then so you can feel on the ball when you do get back in to studying. It's all about finding a balance that works for you!

It's okay to say no:

When you are studying, and particularly when it comes close to deadlines and exams, be prepared to turn down invitations at both home and work. If you haven't scheduled time in for a social event, and there's no way you can shift around your study hours, it may well be best if you say no for now.

CMA'S IAS ACADEMY, BELAGAVI



CS INTERVIEW

Those Few Minutes which Makes/Mars

Civil Services Mains ‘ Examination results are just around corner and from there will begin the last lap to the **Finish line** for the candidates aspiring to become an IAS officer.

The personality test or the interview in the CS examination is the final hurdle which is not only capable of bringing smiles but also disappointment for the candidates. You know, what I am talking about, as rather than getting into the hills of Mussoorie with the waters of Kempton Falls –falls washing all Your pain and trials; You have to start the race all over again.

Yes! You again have to seat for next PT which is just looming down the corner as it comes few months after the announcement of the final merit list.

But, why to think on those lines when You are meant to succeed.

So, let’s get down to the topic at hand which is how to make Interview – more aptly called personality Test by the Commission – as Your last cake-walk rather than the last hurdle.

For any first timer, the interview call letter from UPSC brings immense joy and anxiety for the forthcoming and prospective events. Apprehensions about the kind of questions that will be asked and will one be able to answer those queries confidently and convincingly becomes the main concern of the candidates. There is also an eagerness to identify maximum available sources from which to prepare for the interview.

The Personality Test is aimed at assessing the candidate’s personality and his suitability to be a competent administrator. The candidate is tested not only for his/her intelligence but also for his/her overall personality development, his/her ability to take quick decisions and the ability to act under stress and handle crises.

CSE interviews constitute a wide, diverse and a general understanding of literally everything under the sky. Therefore, it demands maturity, humility, rationality, communicability, humbleness, presence of mind and of course, the extensive knowledge base. The knowledge criterion however, is already checked during main examination time, but rest of these things must be reflected in the personality test so that you are given good amount of marks which is decisive in your final ranking and success.

The interview session may last for twenty minutes, thirty minutes, or an hour, but you have to prepare yourself for much longer period. By preparing ahead of an ensuing interview, you give yourself a distinct advantage. Many of the aspirants develop a belief that they are smart enough to tackle the interview successfully and there is no need for specific preparation for an interview. However, this belief turns to be fallacious and they do not fair as well in the interview as they should have after thorough preparation.

The Indian Civil Services is considered as the backbone of India and carries great respect and responsibilities. India’s toughest youngsters compete for entry into the Indian Civil Services and the competition gets toughest at the interview stage. The success at this level not only needs hard work but smart work. Thus the Interview demands proper planning so that it becomes one of those wonderful experiences that one never forgets in one’s life time.

Main Objective

The UPSC prospectus mentions that :

“The candidate will be interviewed by a Board who will have before them a record of his/her career. He/she will be asked question on matters of general interest. The object of the interview is to assess the personal suitability of the candidate for a career for a career in public service by a **Board of competent and unbiased observes**. The test is intended to judge the mental caliber of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are *mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity*. 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.”

- For this aspect, we are giving a write-up stressing on the aspect that You are not being interviewed to be again – mind the word again – tested for your academic and knowledge levels as You, while having reached to that stage, have aptly proven Your credentials on such grounds.
- All the important and incisive words have been made bold to stress on the emphasis which we would like to bring it to You.
- Thus a board of competent and unbiased observes will assess the candidate’s mental alertness; critical powers of assimilation; clear and logical exposition; balance of judgment and a sense of proposition; variety of depth of interest; ability for social cohesion (inter-personal relationship skills) and leadership; and humane attitude and due sensitivity towards people’s suffering.
- Candidates are required to represent a mindset of an administrator in taking up stands and tackling the issues in especially designed/created circumstances or hypothetical circumstances by the interviewers during the interview process. The precision of language, discipline of thought and lot of patience in placing the views are the prerequisites. Remember! Your entire personality is going to be judged on every single word that one happens to speak. Therefore, one needs to be extra careful about choosing the words during the process of personality test.
- The personality test requires the candidates to exhibit not only the art of balanced and precise thoughts, but also the art of delivering them or communicating them effectively. This simply indicates towards the need of a good strategy through experienced guidance and practice in right direction.

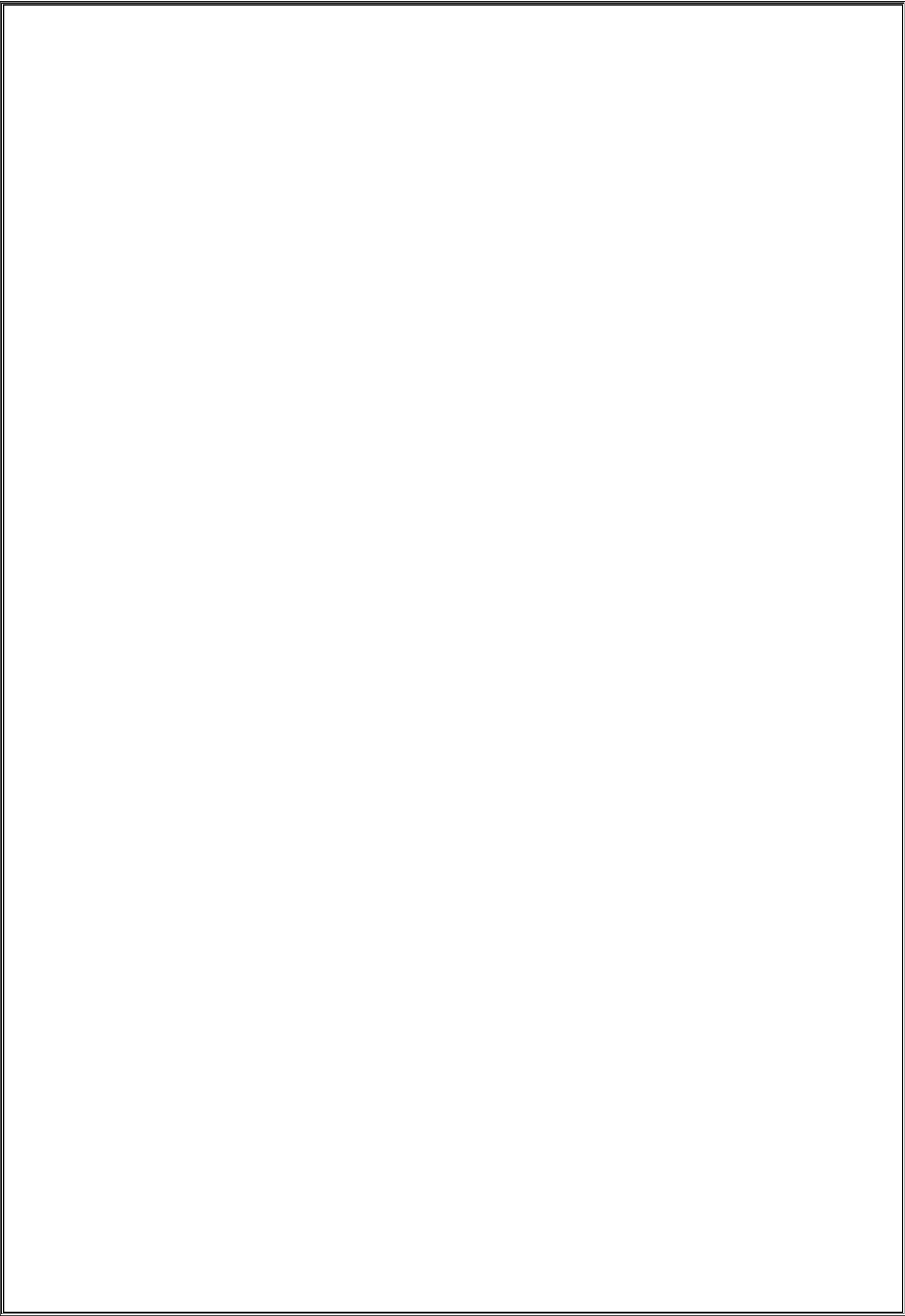
I sometimes find that in interviews you learn more about yourself than the person learned about you.

IMPORTANCE OF INTERVIEW

The personality test carries 275 marks out of the total 2025 mark scheme of the Civil Services Examination based on which the final selection list is prepared. Like the Essay (that carries 250 marks), the success and rank of an aspirant is significantly determined by this small but important segment. There are students who have scored 220 plus marks in interview and most of the toppers and rank holders do get advantage in interview scores only.

Based on an analysis of the results of the previous years, experts say high marks in the main examination and the interview are a common feature of all toppers, and a few marks extra in the interview can make a difference of more than 10 ranks. Also, there are quite a few candidates who scraped through the main examination but found a place on the merit list with very high marks in the interview.

Sometimes two or three marks less in the interview can lead to a huge change in the final rankings, making a massive difference between getting into the IAS, IPS or the IRS. In short, it will determine the service, the cadre and the status of the aspirant for a lifetime.



I believe success is preparation, because opportunity is going to knock on your door sooner or later but are you prepared to answer that?

STRATEGY

Personality Test is designed and directed towards testing the 'governmental attitude' of the prospective aspirant. Questions asked in the interview range from the personal bio-data of the candidate to the academic background, current affairs and personal interests. Sometimes, the interview can lead to a new area of questions depending on how the candidate responds. When the areas are so vast and current affairs are so dynamic, how does one prepare for the interview? This question haunts the candidates as soon as they get the news of clearing the mains stage. But it has been seen that a simple strategy along with smart hard work can be useful in getting the desirable results

Interview preparation does not require stuffing oneself with facts. Ability to analyse and to critically examine an issue is what actually counts. There may be facts you may not know and there is no harm in saying so to the board but you must be able to think laterally and analyse all dimensions of the topic under consideration. It is important that one must maintain his/her composure and calm even if answers to the asked questions are not available.

One can divide the preparation into five broad sections -----

1. **personal,**
2. **Academic,**
3. **Optional subjects,**
4. **Current affairs, and**
5. **Hobbies**

Proper time for starting the preparation for the interview is the second half of February. By starting at this time, one will reach his peak performance right at the time of his/her interview. Starting too early may bring boredom and the energy level may also get exhausted.

Atleast three of the above five sections should be completed before the announcement of results only. Personal, academic and hobbies are the three preferred areas as current affairs and optional subjects are already prepared by the candidates during the mains exam stage and they just need a revision.

A candidate must complete all the learning part atleast 10 days before the date of interview. In the last ten days, one should concentrate on the following tools.:

1. Rehearse Standard Questions : For rehearsing standard questions, it is desirable to sit on a chair located at a place without having any disturbance. Sit in a composed manner as if you are sitting for an interview. If desired by you, hang a large-sized mirror on the wall facing you. This will help you in observing your body language during the process of rehearsing questions. After setting the above environment, you ask a question to yourself and give answer to it. You may ask a question by uttering words or by thinking in your mind. However, while giving its answer, utter words in tone, speed and loudness as if you are actually sitting in the interview. This will help in training your tongue and brain so that things like stammering can be avoided during the interview. Also it will help in the revision of all the five sections mentioned above.

2. Participate In Interactive Mock Interviews : It is advisable that you go through some sessions of mock interviews before stepping into the real interview. A mock interview is the duplication or simulation of an actual interview. The basic objective of a mock interview is to give an interviewee feeling of the actual interview.

3. Discussions With Friends : This will help in knowing a particular issue or topic from different perspectives. Also a person is more open with his friends and your friends know more about your weaknesses than anybody else. Thus it will help you to brush off your limitations.

4. Discussions With Friends : This will help in knowing a particular issue or topic from different perspectives. Also a person is more open with his friends and your friends know more about your weaknesses than anybody else. Thus it will help you to brush off your limitations.

While preparing, a candidate must remember that IAS exam is not the end of life. All great people are not IAS officers and all IAS officers are not great people. A candidate must remain patient and should maintain his pace. Too much stress while thinking about the performance and result will only hamper the preparation. This examination is all about tenacity and perseverance. Work hard and do not lose heart. Your efforts are bound to succeed

In order to succeed, your desire for success should be greater than your fear of failure.

FAKING @ INTERVIEW

The UPSC board is aware that applicant can intentionally distort their responses or fake them and such applicant faking has the potential to influence interview outcomes. Two concepts that relate to faking include social desirability (the tendency for people to present themselves in a favourable light), and impression management (conscious or unconscious attempts to influence one's image during interactions.). Faking in the personality test, then, can be defined as “deceptive impression management or the conscious distortion of answers to the interview questions in order to obtain a better score on the interview and/or otherwise create favourable perceptions”.

Faking in the interview can be broken down into four elements. The first involves the interviewee portraying him or herself as an ideal job candidate by exaggerating true skills, tailoring answers to better fit the job, and/or creating the impression that personal beliefs, values, and attitudes are similar to those of the organization.

The second aspect of faking is inventing or completely fabricating one's image by piecing distinct work experiences together to create better answers, inventing untrue experiences or skills, and portraying others' experiences or accomplishments as one's own.

Thirdly, faking might also be aimed at protecting the applicant's image. This can be accomplished through omitting certain negative experiences, concealing negatively perceived aspects of the applicant's background, and by separating oneself from negative experiences.

DISCUSSING THE ROLE OF OPTIONAL AND ACADEMIC BACKGROUND

Cracking Without Faking

Even if You have to Fake

Civil Services Examination (CSE) is among most coveted examination in India, Students from different academic backgrounds appear in the examination. The examination is conducted in three stages which include a Preliminary Examination, which is only qualifying in nature, followed by Mains and Interview, on the basis of whom final merit list is prepared.

With the two stage of the CSE 2014 already being completed, the aspirants are waiting for the results of mains examination, following which UPSC will announce the schedules of interview.

Understanding Interview: Interview of civil services examination is basically a test of your personality. While it is quite subject on a particular topic, rather, they expect that you must have a general understanding of things going around you. This is quite obvious as you are going to be the part of an elite section, on whose decisions, rest the future of society. Hence, the questions passed before a candidate by the interviewing board are very well framed and answers to them should be made taking into consideration all possible views and a balanced approach.

The two most important sections, which from the part of the interview questions, are your academic background and the optional subject, you have chosen in the examination. Trends have shown that, board members are more likely to ask questions from these two sections. At times, they also delve deep into the optional subject or ask specific questions from your academic background. Under such circumstances, problems faced by candidates are two-fold. First, the limitations posed by generalized knowledge of optional subject gained during the preparation, deter them to tackle the specific questions related to optional. Second, the time duration between completion of graduation and interview of civil services, vary significantly. This makes the candidate vulnerable, when a question is asked from his academic background. Consider a situation :

Mr. A is a Doctor. He has decided to prepare for civil services by taking sociology as an optional. He worked hard and cleared the first two stages of the examination. He is focusing on general awareness and general questions related to the personality, for the interview. He has joined institutes for mock interview, in which his performance is outstanding. On the day of interview, he was quite confident. As he entered, the first question asked to him was why he had chosen civil services as a career option? He answered the question smartly. However, the next question asked from him was the mechanism involved in administering onco-medicines in patients'. Which was an unexpected question to him. He became little nervous and started recalling what he studied in his graduation. since , there was a huge time gap, he was unable to recall the facts correctly and started illustrating wrong mechanism. Finally a time came, when he conveyed to interview panel that he was unable to recall things from his academic background. Despite this, the panel asked few more questions to him from his academic background, which he was unable to answer correctly. Finally the panel came on optional and asked him to justify the 'Kantian Principles' in modern context. Since he had failed to revise optional adequately, he couldn't recall elements of Kantian Principle and started bluffing. This made him more and more nervous and his interview ended up an unexpected manner.

Another person B has same academic credentials and optional subject. He, when asked questions from his background, accepted the fact that he couldn't recall the things. What marks the difference between the two was, rather than answering the question, the latter had accepted the truth, Similarly on the matter of optional, he tried his best to answer correctly and wherever he faced confusion, he has chosen to remain silent and conveyed the board that he did not remember the topic completely. However, when asked on the mater of current relevance, the views conveyed by him were less effective than those of Mr. A. He even skipped few questions related to general awareness. He was not hopeful of his result. However, when the result came, it was Mr. B who found his name in the merit list. Mr. A, despite of getting higher marks in mains examination, failed to secure his name in merit list.

The bottom line is members present in the interview board intend to test your personality rather than your knowledge, which UPSC has already tested during the mains examination. While appearing in the interview, a candidate, prima facie, may feel that his denial in answering the questions asked by the board would fetch him bad marks, but in reality, by doing so he is manifesting his ethical

and moral character to the board. The same was true with the case of Mr. B His polite way to convey truth to board has fetched him good marks in interview. However, it is not to suggest that Mr. A was a liar and he was trying to misguide the board intentionally. The problem has a different perspective.

An effective and adequate preparation of civil services requires a year of intense study, after which Preliminary examination takes place. Mains examination is conducted 3-4 months after the preliminary examination. The results of mains examination takes another 3-4 months after which the date of personality test is announced . This means the composite time for appearing in interview is almost 1-5 years. The long time span makes it difficult for the candidate to revise the entire syllabus of his graduation, which more often, does not happen to be the optional subject. added to it is the vast syllabus of Civil Services Examination, which put candidate in such a pressure that he does not even try to revise the topics from his academic background. Consequently, when the questions, from this area, is thrown upon him he becomes nervous. The state of mind at the time can be better explained by the statement “ **something is better than nothing**”. This pushes the candidate to bluff the board through his superficial knowledge. The same demonstrates the story of Mr. A, who started bluffing the board, when no option was available to him.

SO, WHAT SHOULD BE DONE?

With, being understood the importance of academic credentials and optional in the interview, now let us move to the remedy of this problem. The strategy to tackle the questions can be broadly divided into two steps. The first is Pre- interview preparation and second is reflection of confidence in the interview.

As a part of preparation of interview, one should try to revise all the topics of his optional thoroughly. As you opteda particular subject as an optional, board is of the view that you must have deep insights in it. This means if you fail to answer the questions related to optional, this may fetch you bad marks. While, in case of academic background, the board is well versed with the fact that candidates may not be able to recall things from graduation level. They ask you the questions, to check your facial expressions, your reaction when you get an unexpected question and your adherence to honesty.

Therefore, the best way to handle these questions is to ‘be original’. Interview demands the manifestation of the personality ‘which you have’- not the one which coaching institutes have developed in you, with the course of time. Additionally, bluffing on facts of misguiding the board must be avoided. It is always better to accept the truth than to bluff. However, if you can faintly recall the things and you know that this might be a correct answer, a prior permission for making guess should be taken from the board. If the board permits, you should keep your guess in front of them, with adequate logics which have helped you to arrive on the answer .

That said “Honesty is the best policy”. The quote works in every aspect of life. Brining honesty in thought and action is the key to success.

The fourth and final component of faking involves in gratiating oneself to be interview conforming personal options to align with those of the organization, as well as insincerely praising or complimenting the interviewer or organization.

Candidates also use faking while filling up their application form. For example, in hobby section, candidates often create a new hobby which they do not follow really. This thing can be really harmful as the board members are capable enough to identify the fake persons. Therefore, a candidate must be as true as possible. A little bit of hiding the facts may work but excessive use will only lead to rejection.

DO'S AND DON'TS @ INTERVIEW

1. Do's

- In an interview, interviewers form their opinions about interviewee in first few minutes; rest of the time is used to reinforce those opinions. This happens because of the effect of first impression. About the first impressions, a general saying is, "first impression is the last impression". Looking at this phenomena, it is essential that you create a good impression in the minds of the interviewers. In the UPSC interview board, generally there are five members with the Chairperson seated in the centre. Enter confidently and greet the Chairperson, and pleasantly not at other members. However, if there is any female member in the interview board, greet her first to show your politeness.
- Be thorough with your Mains Application form.
- Give utmost respect to the board members. Behave gentlemanly & in a formal way. Treat them as colleagues of your parents who are learned & experienced. You must respect their experience & erudite wisdom
- Always maintain eye-contact with the board members. Never look down. When answering look into their eyes. So that they can read your mind. When one member asks you a question, look at him most of the time. But in between for some seconds look at other board members too. But don't move your head like a fan. Just take them with you while presenting your

views. This can be done by eye-contact & facial expressions. But suppose a member asks you a very serious question then don't smile. Give a serious answer. When they smile, you smile. When they laugh, you smile.

- Wait till you are asked to sit. Take your seat calmly after you are asked to sit, saying thank you to the board members as a whole
- In answering any question, judge the required patience shown by the member/members talking to you and cut short your answer according to the demand of few seconds situation. Listen carefully and think for a few seconds before you start answering the question. This will show that you are organizing your thoughts in mind before starting to speak
- If an interviewer has asked a question which you could not hear properly, may be because of lack of appropriate loudness of voice of the interviewer, disturbance of any kind, or your own inattention, it is better that you ask gently to the interviewer may ask a question whose meaning is not as precise as wished. In such a case, you simply say, "sir, do you mean?" do not feel shy that the interviewer will feel agitated. On the contrary, he will be happy that your approach is precise and this will go in your favour. Instead of giving wrong answer to a question, it is better to ask for repetition and clarification. However, this practice, if adopted quite frequently, becomes annoying keep this phenomenon in your mind while using this practice.
- Hold positive views regarding the efforts of government of India & your state government. Don't criticize government policies too much.
- Answer exactly what they have asked. Don't beat around the bush, neither say something which they have not asked. Be precise & to the point. speak the most important points in the order of their importance
- If you do not know any of the answers to any question, say politely and firmly that you do not know the answer. This will show that your approach is clear and straight forward
- If the board compliments any of your answers, do express thanks
- Leave some room for difference in opinions. Do take a stand, but don't be or at least don't look adamant or unwilling to

appreciate the board's opinion if you feel that the board's opinion is nicer

- If in answering any question, you make a mistake and the interviewer points out it, accept your mistake. A mistake is a wrong judgment of a situation and acting on that. Therefore, committing a mistake is not very unusual phenomenon while, committing a mistake is a natural phenomenon, persisting on that mistake after it has been discovered is a blunder. Therefore, if you commit any mistake during the interview process, admit it and offer an apology. Do not bring your ego which is false in this process

Be objective and unbiased

Be firm

- Try to remain calm and composed even when faced with provocative questions.
- Take an interview just like a one day cricket match, batsman score runs at a brisk rate during the first few overs; this rate goes down in the middle overs; but this rate goes brisk again during the last few overs to score a winning total. In the same way, if you have created good first impression in the beginning of the interview but have faulted in giving the best possible answers of some questions, you can erase the memory of such faulted answers by creating good last impression. For creating good last impression, you can follow the same approach which you might have used in creating good first impression with a slight difference. Generally, chairman of the interview panel closes the interview by saying to the candidate, "thank you" and wishing him good luck.
- Indian constitution is your biggest guide when answering a question which leads to a dilemma. Never say anything which is against the values and ideals enshrined in the constitution.
- Do use your knowledge which you gained while preparing for Ethics and Integrity paper at main's stage for answering questions which are situational and involve ethical dilemmas.

2. Don'ts

- Avoid the expression, 'I am sorry'.
- Avoid conversational clichés, like: 'as you know', 'that's correct', 'of course', 'indeed', 'obviously', etc.
- Avoid technical jargon. However, if a member continues to probe you in any

technical field, you can use technical expressions.

- Do not make unnecessary movements of your hands, head and your body. But at the same time keep in your mind that you are not sitting unnaturally stiff. Your posture should be attentive and relaxed. Do not crouch or bend forward toward the table
- Do not make wild guesses or speculations. First listen carefully and then come to the central issue of the inquiry immediately. Moving around the bush will irritate the interviewer.
- Nobody expects that you know everything. So, if you have no idea about a question, politely admit the fact and make an intelligent guess if you are asked to do so
- Do not go for an argument deliberately with the interview board. In case an argument arises, argue logically and generalize correctly
- Do not try to read too much between the lines
- Never try to bluff the interview board. The board members are senior and experience holder. It is always better to be honest in front of the interviewers.
- Do not show over confidence or arrogance in replying to anything even when you are sure that you are 100% right and you are very much comfortable in dealing with the issue on which you have been asked.
- Do not relate unnecessary jokes just to be friendly with the interviewers. However, a situational light joke is fine if at all you can relate it sensibly.
- Never unduly criticize anybody or anything, always support your position with data

Prospective Questions from the Mains Application Form

The most important source or the bedrock which forms the core of interview stage preparation is the MAINS APPLICATION FORM that candidates submit after the Prelims' results are out. Therefore, the first thing which the candidates should work on is their Mains Application Form, which will be the first point of reference for the interview panel and from which the questions are most expected. Every single word-place, person, thing etc mentioned by the candidate on the form needs to be well prepared with along with background information. About 60-80 percent of the questions asked in the interview are directly or indirectly linked with the information provided in the application form.

One has to ponder and think deeply to identify the questions which can be generated from the form.

We have tried to identify the questions which may arise directly or indirectly from the application form in the most comprehensive manner. Each sub-section below dwells upon various aspects of the application form and the possible questions that one needs to be abreast with.

1. Roll number

- Many people forget their roll no. and it could be a nerve wrecking situation to start the interview with, so always remember your roll no.
- Some persons who are having some specific roll nos. such as 999,0420,2611,0911 etc. must be ready for questions related to the figures or the dates.

2. Name

- Meaning of your name and its relevance or influence on your life
- Some people having Kumar, Chandra, Prasad, Lal etc. as their middle name, so they must know the difference among these.
- Candidates must be well aware about their surnames. For eg. In case of Agrawal surname, questions might be asked about Maharaja Agrasen or in case of Murugan surname you must know each and everything about Lord Murugan
- If your name matches with any important personality then you must ensure to have maximum possible information about that personality and his or her life and achievements

3. Date of birth

- know-how of following is important
- Any important incident falling on the same date. For ex. 1984 happens to be the most eventful year after 1947 in Indian history.
- Does your date of birth matches with any day declared as day of national/international importance?
- Does your date of birth matches with date of birth of any well known personality?
- What is your sunsign? Do you believe in astrology? if yes then why?
- The year you were born was a leap year or not?

4. Gender

- What is the sex ratio of your state, national sex ratio, steps to improve sex ratio?
- Measures to improve the working conditions in professional space regarding sexual discrimination
- Views about growing sexual assault-molestation cases in metropolitans such as Delhi etc. and measures to curb it.
- What is feminism, its types, your view about it.
- Present role of women in political and economic decision making. Percentage of females in parliament and various assemblies; state with maximum female participation in legislative assembly; Views about women reservation bill in parliament etc.
- Reservation in local government has improved the status of females or not?
- Give suggestions to check female foeticides.
- What steps UPSC can take to improve the involvement of females in the services?
- Could women be allowed in combat operations in the defence forces?
- Misuse of Laws to protect women and men coming up with organizations against atrocities of females...Views.
- Commodification of females by the cosmetic market. Views.

5. Address for Correspondence

- Many candidates mention some terms such as enclave, villa, mansion etc in their address of correspondence. So they must be able to differentiate between these terms.
- Writing down the address, many a times roads, marg, park etc find a mention named after various personalities. Be well aware of those personalities.
- people from rural background mentioning village in their postal address must be ready to answer about the problems of rural areas, views about rural-urban migration, lack of basic amenities in these regions and measures to handle these problems.
- A vision for your home village to make it progressive if you clear the Examination adds strength to your case.

6. Pin Code

know- how of the following is crucial

- What each and every letter in the pin code signifies;
- What is INDIA POST?
- What is philately?
- Role of postal department in developmental process;
- Any new scheme launched by government for postal department.
- Importance of post office savings and measures to augment them.

7. District

- Go through all the information about your district on the net, especially in relation to its performance in various flagship programmes such as MNREGS, NRHM, RSBY, Mid day meal scheme etc.
- People belonging to district in national news recently must have views and opinions and thorough knowledge regarding these issues.
- People belonging to hill stations, historical places or religious places might be asked to give suggestions regarding promotion of tourism in their district.
- Candidates must be aware about specific problems of their district such as linguistic issues in Belgavi of Karnataka or problems of weavers in Varanasi etc.

8. State

1. Read all the information about your state from National websites, encyclopaedia etc.
2. Rank of your state in national HDI, its growth rate, some specific programmes of your state;
3. Political issues of your state for eg creation of various parks and statues by the CM of UP, future of west Bengal under the leadership of Mamta Bannerjee etc.
4. Views about creation of new states, emerging ethnicity and regionalism in various states;
5. State autonomy vs Central authority;
6. Penetration of IT in your state and status of e-governance;
7. Role of RTI in your state and its implementation;
8. Measures taken by your state for conservation of wild life, natural resources etc
9. Any specific measure taken by your state on an issue eg. bihar special courts act 2009;
10. Issue of compulsory voting in Gujarat, appointment of lokayukta in uttarakhand etc;

11. Public service act in various states etc;
12. Disaster management efforts of various states, measures to tackle various organized crime eg. MCOCA act etc,
13. Measures to protect the interest of linguistic minorities in Maharashtra etc
14. What is the meaning of the name of your state? Genesis of the term;
15. Name important tourist places of your state. What can be done to promote tourism in the state?
16. Name few cultural features, which are the specialities of your state.
17. Do you see any geological impact on your culture?
18. Discuss the disputes of your state with the neighbouring states;
19. What are the reasons for poor growth in your state as compared to Gujrat, Maharashtra etc.
20. Why, despite economic development, the social indicators are poor ?
21. What are steps taken in your state for the upliftment of weaker sections?
22. What will be your priorities as a civil servant of your state?
23. If you are posted as a DC in one of the district in the state what will be your priorities?
24. What have been the achievements of your state after independence?
25. Analyze your state with special reference to your optional / academic background.

9. Community: SC, ST, OBC or General

- What is ST, SC and OBC and how it is being defined in the Constitution – A-341, 342, 366 etc.
- Which state is having maximum ST, SC and OBC population and which has minimum?
- Composition and function of NCST, NCSC, National commission for backward classes, National commission for economically backward classes, Commission for de-notified tribes.
- Protection and developmental safeguards for ST, SC and OBC in the Constitution.
- Question could be framed on the status of ST's and their traditional rights, forest rights, problems of rehabilitation and resettlement of displaced persons.

10. Whether belong to creamy layer

- What is the upper limit of creamy layer in OBC?

- Should this creamy layer formula be applied in SC & ST group also
- Recent decision to increase the limit of creamy layer upto 12 lakhs. Views

11. Citizenship

- Citizenship and constitutional status.
- India and dual citizenship i.e. OCI & PIO card.
- Difference between NRI & PIO.
- Voting rights to NRIs.
- Recent organization of Pravasi Bhartiya diwas, issues discussed during it, chronology and history of PBD.
- Contribution of Pravasi Bhartiya in India's educational, cultural, economic, technical development.
- Issues regarding citizenship and constitutional posts.
- Important NRIs who were recently in news. eg. Bobby Jindal, Kamallesh Sharma, Rajat Gupta, Mohan Kohli etc
- Status of Indian Diaspora in various continents and their achievement in those places.
- Importance of citizenship in this globalised world.

12. Minority Community

What is a minority?

- Difference between religious and linguistic minority and their specific problems.
- There is no clear-cut definition about minority which leads to various problems in administration. Do you agree?
- Philosophy of Sarva Dharma Samabhav and Indian secularism.
- Constitutional protection for the minorities including linguistic minorities; developmental safeguards.
- Controversy about recent communal violence bill and your own opinion.
- Many states have provided reservation to Muslim communities e.g. Andhra Pradesh, W. Bengal etc. Could this be tried at the national level?
- Views about Uniform Civil Code and Indian polity. In a pluralistic society could this code be applied?
- Problems of linguistic minorities in different regions such as people of UP, Bihar in Maharashtra.
- Influence of socio-cultural practices of majority community on minority community. Give examples.
- The feeling of caste consciousness has also crept in the minority community

and disturbing its egalitarian character... justify.

13. Marital status

- There is no particular question regarding this issue, however it depends on the mood of the interviewer to frame questions. Chances of formation of personal question are less because the topic is quite personal. They can ask question about the profession of your spouse.
- Female candidates can be asked that how they have managed a balance between their married life and civil services preparation.
- Male candidates could be asked about their views about dowry, feminism etc.
- Candidates who are already parents can be questioned about child care centre, sharing domestic work with their spouse.

14. Place of birth, district, town, state etc

- Similar questions as discussed in the address for correspondence column can be framed.

15. Mother tongue

- Complete information about VIIIth schedule is a must
- In case of Hindi as mother tongue, read the measures about promotion of Hindi as national language. When is National Hindi day and national Hindi week celebrated?
- National Language, Official Language.
- Art.343,350, 350A....etc. must be known to you.
- Recently added languages in VIII schedule;
- Growing linguism is breeding regionalism and intolerance. Views.
- Regional language and traditional knowledge, protection of intellectual property eg. traditional system of medicine(Sowa rigpa, siddha etc)
- Role of regional cinema in national integration.

16. Email id

- IT revolution and saga of India's development.
- The candidate must know each and every thing about its email id. eg. If one is having email id on Gmail then he must

know that who is founder of Google etc. this information can be easily gathered through Wikipedia.

- Role of social networking sites in information exchange and dissemination.
- IPV4 VS IPV6 issue.
- Recent government step to regulate the social networking sites.
- Internet a new way for terrorizing the society. Views.
- The scourge of e-waste, problem of phishing, spam etc
- The recent IT act 2008 and cyber crime;
- Issues of online gambling, pornography, scandalisation, vandalizing governmental sites etc.
- Issues regarding digital divide
- E-governance and good governance, recent steps by the government to promote e-governance.
- Issue of identity theft of prominent personalities. For example, fake ids of Amitabh Bachchan on facebook.

17. Phone number

- What is ISD & STD? Various zones of telecom department
- Advantage and disadvantage of landline & cellular phone.
- Difference between 2G, 3G, 4G etc. GPRS, EDGE technology etc.
- Recent 2g scam and crony capitalism.
- Issues of public grievances and various telecom service providers.
- How to promote banking services through phone?
- Cellular phones and telemedicine, tele-education is a new thinking going on which can be very fruitful if utilized well.
- Is it time to switch over to m-governance from e-governance?
- Sound understanding about the value added services on phone. As the interviewer is new to this technology so he will try to gain information from your part, so answer all question in common language and not in technical words.
- What is Fax, its utility in present times? Technology behind it etc.

18. Educational institution

- If the institution is named after some important/famous personality then you must gather all th information about that person. Wikipedia and libraries can help you a lot in this job.

- Location of the institution e.g. road, park, Marg etc are also often named after various personalities, so be aware and informed about these facts as well.
- The students from Sainik school or Kendriya vidyalayas must be aware of some common questions as why these are called as Sainik schools or KVs?, what are the aim and objectives of these institutions? Etc.
- For students passed out from convent schools, common questions include what is convent education and how is it different from a govt. school or a military school.
- Students of Vidyamandirs, could be asked about Sanatan dharma, how the chain of these Shishumandirs and Vidyamandirs are being maintained, what is Sanskriti Gyan Pariksha etc.
- One should always know the motto of his/her educational institution.

19. Engineering Students

- Difference between technical college and an engineering college.
- Does present India requires more polytechnic institutes in comparison to engineering colleges?
- Have IITs fulfilled the aim with which they were established?
- What is the rank of your institution in India and what is the basis of this ranking.
- Being engineering student your views regarding various social issues could also be sought like regulation of social media, cyber crime, communication intelligence etc.

20. Medical students

- An all time favourite question for the medical students is-Given that India is having a scarcity of doctors why did the candidate opted for civil services, leaving a profession which is considered as one of the noblest among all?
- All India ranking of your college and any specialty of your college.
- Issues of BRMS degree, rural medicine etc
- What reforms in the present medical education are required to make it rural friendly?
- They could be asked about any of the national programs such as PPI, NRHM, RSBY, RNTCP, NACP, NACO etc or the

issues of drug abuse, malnutrition, sanitation etc.

- Role of doctors, paramedical staff, NGOS, to make this profession more people friendly, efficient and cheap.
- Your opinion about euthanasia, fee splitting among doctors, the ongoing clinical trials
- Questions regarding gene therapy, issues of organ transplantation, recently introduced vaccines, generic medicines, narco analysis, robotic surgery, recent issues related with MCI etc
- NFHS, PCPNDT, NDPS Act, RGI surveys.
- Any new bill related to health sector recently introduced in parliament

21. Law graduates

- Views on some controversial articles such as 355 IPC etc. or on common issues like feminism, misuse of domestic violence act, untouchability.
- Recent impeachment case of Justice Soumitra Sen and various cases related to tainted judiciary.
- Do you think the present practice and system of elevating judges to supreme courts is suitable?
- Judicial Standard And Accountability Bill, regulation of social media, euthanasia, AFSPA act
- Can honour killings be curtailed?
- PIL and judicial activism
- Issues such as bandh, right to life, relation between fundamental rights and DPSP.
- Problem in corporate law and organized crime.
- Questions regarding your specialization etc.

22. Agricultural students

- All the data related to agriculture should be updated.
- Issue of subsidy and agriculture in India. Direct Cash Transfers in place of Subsidies. Views
- Common problems of farmers in India and reasons for their pathetic situation.
- Intrusion of corporate in agriculture sector.
- Issues of insurance in agriculture and disaster management.
- Because of the present PDS system more foodgrains are being produced than required, how can this be managed?

- How the agriculture base can be diversified by floriculture, horticulture, animal husbandry etc.

23. University

- Difference between deemed university and an open university, autonomous college and university.
- Issue of ragging and ways to combat it.
- Mushrooming universities and deteriorating quality of education.
- Does a super regulator, scrapping the UGC to regulate the universities required?
- Why no world class university in India despite so many good colleges?
- Knowledge about Foreign Education Institution Bill, need for rural university, tribal university, vocational education university, or one specially catering to physically disabled.
- Course design and changes to be brought about with changing times.
- Motto of your university.
- Brain drain vs brain gain policy.

24. Appearance in previous exams of UPSC

- If doctor/engineer then have you appeared for IES / CMS etc.
- Appearance in NDA/CDS will bring question from defence field so be prepared for it.
- Appearances in IES/IGS/ISS are definitely going to be questioned.
- If you were previously selected for any civil services exams conducted by UPSC then questions related with that service could be asked.

25. Subjects

- This topic is an ocean of questions.
- Why you opted for your particular optional?
- Is there any relation between these subjects?
- Is there any relation between these subjects and the subjects of your graduation?
- How's can these optional help you in administration?

26. Home State

- What is the specialty of your state in terms of cultural matters, financial matters, political affairs etc?

- What is the current GDP growth rate of your state and its ranking among various states?
- What is the slogan of your state? Candidates must be aware of any new slogan of their state and issues related with it e.g. Vibrant Gujarat and Amitabh Bachchan as its brand ambassador, tourism of Madhya Pradesh and issue of tigers etc
- You must be aware of the common problems in your state and if your state is larger in area then the regional problems are also important. For example, candidates from Uttar Pradesh must be aware of problems in Bundelkhand, Poorvanchal, western UP; the students of Rajasthan must be aware of problems in Marwar region.
- Status of minorities and deprived section. Caste Violence in Bihar, Godhra violence in Gujarat, problems of Kashmiri pundits in Kashmir valley, persecution of tribes in Chhattisgarh and Odisha.
- Students from comparatively developed region should also be well prepared for social problems in their native regions such as discrimination of linguistic minorities in Mumbai, gender related imbalance in Punjab & Haryana, problems being faced by NRIs in Gujarat & Punjab
- Strategic and economic importance of your state such as importance of Lakshwadeep and Andaman & Nicobar Islands.
- The issues of centre state relations and recent issues of discord such as NCTC, NRHM scams, the issue of emergence of various regional political parties and their influence on the issues of national interests for their parochial interests.

27. Preference for the services

- Some students give preference to IPS over IAS or IFS to IAS. They must have strong, solid, rational, practical and objective reasons for that and not stereotyped answers.
- Preferences for IRS (IT) to IRS (C&E) and vice versa are some common question. So be prepared for that.
- Preference for group 'B' police & Civil services in comparison to other group 'A' services is also many a times being questioned.
- Students must be very specific in selection of services from 6th preference to 24th preference and prepare a list of advantages

and disadvantages of these services with respect to the choices they have made.

- A candidate who is already in a group 'B' service and is opting for a group 'B' service of UPSC must be ready to get a question on it.
- An already selected candidate is being supposed to have the knowledge of all the services.
- The issue of ongoing confrontation between IAS and IPS will lead to lot of questions. The recent confrontation between IAS lobby and IPS lobby in Uttar Pradesh can also raise lots of questions.

28. Preference of a cadre

- Why preference or non preference for home cadre?
- Some students opt for more developed states of the country in their preference list. They must be aware that the economically developed regions also have lots of social problems and they can bring out these points in support of their preference?
- Some people accord the least preference to the regions which are naxal affected, so prepare an answer on this probable question.
- Most of the students are having a different preference for IAS and a different preference for IPS. Why it is so?
- North Indian students give less preference to south Indian states and south Indian students give less to north Indian states. Why is this discrepancy?
- Some cadres are mixed ones such as AGMUT, Asam Meghalaya, Manipur Tripura. Prepare a note of information on these cadres

29. Employment information

- The most important question will be related to your job profile such as what is your job, your position in the office, type of job such as managerial, marketing or field work etc.
- A person who has already conducted managerial functions is having a good sense of administration and questions on administration could well be asked.
- Students who are research scholars must be more rational in their answers to prove a scientific mindset.
- Application form mentions different natures of jobs such as adhoc, permanent, temporary and questions will be different

in relation to these jobs. First differentiate these types of jobs and be clear about it.

- The pay scale will also lead to a question if you are already drawing a handsome salary.

30. Prize, Medals, Scholarships etc

- Awards show candidate's excellence in the particular field and one must be having complete knowledge about the field in which these awards were being honoured. A person who has received an award in GK quiz shows his excellence in gathering information, a prize gained in a debate competition shows that the person is a good orator and he can present his opinion in a well structured manner. As these awards show the inherent qualities of the candidates so candidates should also expose these qualities in the interview.
- Some awards in this category are of regional, national or international importance such as NTSE scholar, Olympiads, awards by some international organizations such as UNESCO, CRY etc. These awards and prizes give you an extra weightage in the interview.
- Gold medals, merit certificates awarded by your university shows your educational excellence and the examiner can ask a question from your educational background.
- Awards by some cultural organizations will definitely bring forward the cultural questions.
- Prizes won in music, dance, and drama will lead to many factual questions related to these fields as these awards also show the interest of the candidate in these fields.

31. Game, sports, NCC: Position of distinction and leadership in the college

- Difference between games & sports, indoor games & outdoor games, field games & adventurous games.
- Recent issues related to sports such as the recent downfall of Indian cricket after world cup win, the pathetic situation of Indian hockey, or the new Hockey League on the lines of IPL, indigenous Indian games like kabaddi, khokho going towards extinction, no real world class athlete, organizing the event such as formula One in a country where a lot of people are dying of malnutrition etc.
- The resurgence of female in various sports is making India proud by bringing prestige

and honour; your opinion could be asked on these issues.

- Different type of awards awarded in the field of sports, information on the recent Arjun award ceremony, any new award started in the sports category, any important personality receiving an international award.
- Excellency in sports show the team important in national integration. On the other hand the sportsman spirit minimizes the hatredness in the person and it helps a lot in administration. Such relations can be made by candidates who have expertise in some sports.
- What is the motto of NCC, difference How many certificates are there in NCC? How many divisions are there in NCC?
- What is Territorial Army and civil defence? How this can help in disaster management?
- What is the objective of establishing NCC, scouts and guide? How it is different from NSS. The candidate must be aware of national youth policy, Nehru Yuva Kendra etc.; detailed information should be gathered on ministry of youth affairs and sports.
- Captaincy in a sports event shows the leadership quality of the student and it is honoured by UPSC.
- Position of distinction in the college such as secretary, cultural secretary etc shows the inherent capability of the students in getting things done which is nothing but administration.

**INFORMATION ABOUT THE HOME-STATE (STATE OF HIS/HER RESIDENCE)
WHICH A CANDIDATE MUST POSSESS**

History of state:

- (i) Ancient Civilisations
- (a) Archaeological sites
- (ii) Medieval period
- (iii) Modern period
 - (a) Participation in freedom struggle
 - (b) After independence till now
 - (c) Famous Personalities

Geography of state:

- (i) Landform and landscape
- (ii) Climatic conditions
- (iii) Rivers and Canals of State
- (iv) Soil types of state
- (v) Flora and Fauna of state
- (vi) Minerals and Ores

Agriculture in state:

- (i) Agricultural statistics
- (ii) important crops of State
- (iii) Dairy Farming
- (iv) Irrigation
- (v) Horticulture
- (vi) Animal Husbandry
- (vii) Fisheries
- (viii) Co-operative Movement
- (ix) Land reforms

Economy of State :**(A) General indicators**

- (i) **Statistics:** GDP share(% and amount),
Per Capital income,
Gross State domestic product, HDI
- (ii) What is the present status of economy in the state?
- (iii) Which is the predominant economic activity of the State?
- (iv) What are the potential areas having scope for development? what are your suggestions?
- (v) Financial Infrastructure of state

(B) Industry

- (i) New Industrial policy
- (ii) Agro-Based industry
- (iii) Forest produce based industry
- (iv) Famous Industry of State
- (v) Labour problems, Issues, Insurance for workers
- (C) Power Scenario(Energy) in State
- (D) Transportation Network in State
- (i) Roads(National Highway, State Highway, other statistics)
- (ii) Railways(Zone, Statistics etc)
- (iii) Railways (Zone, statistics etc)
- (iv) Airways(International, domestic, Military etc)

Demography of State:

- (i) Population of State: Statistics
- (a) Total Population, Number of Males, Females
- (b) Population density
- (c) Decadal growth

- (d) Sex ratio
- (e) Literacy Rate(M,F)
- (f) District with Highest population
- (g) District with lowest population
- (h) District with Highest Decadal growth of Population
- (i) District with Lowest Decadal growth of Population
- (j) District with Maximum Population Density
- (k) District with Minimum Population Density
- (l) District with Highest Sex Ratio
- (m) District with lowest Sex Ratio
- (n) District with Highest Literacy Rate
- (o) District with lowest Literacy Rate
- (p) District with Maximum male literacy Rate
- (q) District with Minimum male literacy Rate
- (r) District with Maximum female literacy Rate
- (s) District with Minimum female literacy Rate
- (t) Percentage of Urban Population
- (u) District with Highest Urban Population and Urbanisation (in 2011)
- (v) District with Lowest Urban Population and Urbanisation (in 2011)
- (w) Population 0-6 age group* (Taota, M)
- (i) Percentage of total population
- (ii) Sex ratio
- (iii) District with Lowest Sex Ratio in this group
- #Specific Schemes Related to Population in State

Education in State

- I. Statistics
- II. Universities in State
- III. Medical colleges in State
- IV. Research Centres in State
- V. State board of School Education
- VI. Specific Schemes Related to Education in State

Public Health in State:

- (i) Rural Health mission
- (ii) Urban health mission
- (iii) AIDS control programme in the State
- (iv) Specific schemes related to health in the State

Planning of State**Rural Development****Water Resources of State****Handicraft of State****Welfare Schemes in State**

- (i) Schemes related to Agriculture
- (ii) Schemes related to Industry
- (iii) Schemes related to Labour

- (iv) Schemes related to Health
- (v) Schemes related to Education
- (vi) Schemes related to Women
- (vii) Schemes related to Girl child

- (viii) Scheme related to Old Age
- (ix) Scheme related to Rural Development
- (x) Scheme related to Industry
- (xi) Scheme related to Industry

District of State:

Prepare 10-12 Points on famous 15-20 districts of State.

- (i) How Many District are there in the

- (ii) District with Historical Importance
e.g. Panipat in Haryana

- (iii) Tourist place e.g. Agra in U.P.

- (iv) Education Hub e.g. Pune in Maharashtra

- (v) Religious Place e.g. Madurai

Capital of State: Read all the information about your state Capital from Wikipedia, governmental sites, encyclopaedia etc.

Administrative Setup in State:

Name of Lok Sabha Constituencies in State

- (ii) List of Governors of State

- (iii) List of Chief Ministers of State

- (iv) Panchayati Raj System in The state

Folk Dances and Music :

- (i) Folklore

- (ii) Folk Dances of State

- (iii) Folk Music of State

- (iv) Folk songs

- (v) Folk Theatre

Tourist Destinations in State:

- (i) Famous tourist destinations of State

- (ii) Ancient Cities of State

- (iii) Religious Centres and Places of Pilgrimage in State

- (iv) Famous Temples of State

- (v) Famous Mosuques of State

- (vi) Famous Gurudwaras of State

- (vii) Famous Churches of State

Fairs and Festivals of State

Famous Personalities of State

Information about the home District

History, Geographical settings,

Minerals, Agriculture, Economy,

Demographic Profile, Education, Health,

Welfare Schemes, Sub Divisions,

Administrative Set up, Folk Dances and

Music, Tourist Destination, Fairs and

Festivals, Famous Personalities Etc.

32. Extracurricular activities, interests, hobbies

Hobby is often taken as a cliché term by the students, a struck part; but is it so?

Certainly not.

Hobbies are the mirror to your unexplored, unsaid character. So, this aspect is like **manna (God's ambrosia/ amrut if you may like to put it that way** for the interviewer enabling them to cut through the outer veils of your personality and to discover the depths.

Questions about your hobby are actually the most enjoyable part of the whole intriguing interview process. I know and can tell it with certainty how I used to get amazed at the way those learned people tried to 'unravel' me.

It is also true that questions about your hobby are the deciding factor, so to speak pragmatically, of the whole interview.

Truth and only truth is expected out from you, which means that 'manufacturing' hobbies while you fill the form for mains exam, so, that easy questions come up, can prove quite fatal.

Just explore the deepest part of you and what you do the best. Ask what makes you oblivious of spatio-temporal limitations and what you get as answer is your hobby. It can be anything. Write that word and come out successful.

Lets take an example in order to understand what questions can be asked from a particular hobby.

Watching Cinema/Movies as your hobby: Moving picture is the best way through which humans have ever come closer in recreating reality. Most of us, in fact all of us cannot forget the nights when we traded our sleep with an Amitabh Starrer and yes, felt grumpy in the morning.

Cinema is an art where science collaborates with our human vision limitation to create an aura of its own world-'avaaar' to speak in today's lingo.

Watching films' as a hobby is the most ordinary and general personality trait that anyone can have.

However, a creative approach can make this ordinary trait quite 'extraordinary'. An inherent inquisitiveness must be developed so that when someone gets to know (or reads in the form) that cinema is your hobby, then one must be able to truly justify that. Some examples of questions are:

- Hollywood, Bollywood and Tollywood
- Who is your favourite director/ Actor/ Actress/ Choreographer/ Director and Why?
- Which movie didi you watch recently and why?
- Which Hindi movies do you like the most?
- Like Hindi cinema, why English directors use songs as an integral part in movie.
- What's your view on Item song?
- Factual Information related to Oscar?
- Which English movie won award in National Cinema?
- How it will help in your administrative career?
- Compare Indian and Western Cinema
- Compare Traditional and Modern Cinema

- Prepare on National School of Drama
- Which is premier drama institution in India?
- Compare Amitabh Bacchhan with any Hollywood super star.
- What should Indians do to make International standard movie.
- Which Indian movie was most favourite abroad?
- How the spread of western Movies is affecting Indian Culture?
- Which English movie you would like us to watch and why?
- How and in what way Indian Cinema is getting in fluenced by English Cinema?

Other questions generally related with hobbies are:

1. Difference between hobbies and interests;
2. If your hobby is listening to music then be particular about the type of music-classical, folk, jazz, or rock etc, and collect all the information about your favourite singer or musician. Also gain information about the basics of music such as different tones, raga, sargam etc., simple science related with music. You must also be aware of any music concert organized recently. Recent issues related with important music personalities such as the demise of Mr. Jagjit Singh, Pt. Ravi Shankar etc and their legacy.
3. In case of painting as a hobby, which type of painting-oil dry painting; nature painting or humanised painting? What are the different traditions of painting such madhubani, Kangra, Mathura etc?
4. Some people mention various indoor games such as playing chess as their hobby. They must be well aware of different types of opening in chess, presently how many grand masters are there in India, how ratings are provided to the players of chess. In case of badminton they can ask about common injuries being faced by the badminton players.

HANDLING INTERVIEWS WITH A CALM MIND AND CONFIDENCE IN COMPOSURE

A Personal Letter from a Successful Interviewee to You- who is Going to be Interviewed

DEAR ASPIRANT,

The title of this essay conveys in itself the stem dual challenge that lies ahead for you while seated in front of a high powered interview board set up by the Union Public Service Commission (UPSC). Even as I congratulate you for reaching the critical stage of the final selection, do consider yourself lucky as well for being there. But as they say “fortune favours the brave”, whereby I would tend to agree that you have been also brave and diligent, as well so far! But, you have to go much further ahead to realize your ambition.

That is where a ‘natural, (no to put on or synthetic synergy), between a calm mind and confidence in composure, to put it succinctly, between ‘body and mind’ could help or assist you measurably to cross barriers, you seek to cross, including the Interview process conducted by the UPSC Board. This entity you would soon be interfacing with, as an aspirant, can actually make all the difference; Between Success and Failure!

As utilitarian guiding posts, as it were, please remember the following criticalities, among many others whilst you prepare to “confront or coalesce” with the Board:

The Interview is the first point of official contact for you with Government of India (GOI) officials unless you have been there before,

The Board is high-powered but rarely overbearing or overawing,

The Members of the Board (MOB) are all very senior, experienced bureaucrats, officers from Uniformed services, technocrats, scientists, academicians or doctors, but the ‘majority’ often lies with GOI bureaucrats,

It is Chairperson, UPSC, who can actually call the shots and determines the final selection when there is lack of unanimity in views among or within the MOB, While your “conversation” with the MOB is on, there could be a psychologist among them watching over you for Calmness, Composure, Demeanor, Hand Movements, Sitting Posture, Eyelid Movement and Voice Flow to detect Personality Positives. Depending on your “manifest” capacity to engage the MOB, the “conversation” could invariably last just over 20 minutes and possibly less than 40, not much less or more, MOB is essentially there to test YOUR AWARENESS LEVEL or YAR, PERSONALITY QUOTIENT or PQ, SUBJECT KNOWLEDGE FACTOR or SKF, HUMAN SENSITIVITY INDEX or HIS, FLUENCY/PRECISION OF RESPONSE TO QUESTIONS or FORQ and last but not the least, SUITABILITY FOR NATIONAL ASSIGNMENTS or SFNA, among other social and personal attributes, eventually for responsible tenure postings in the States or GOI assignments in India or abroad.

Thus the main aim of your presence in front of the MOB under the Chairman, UPSC is to facilitate a broad assessment of your credentials for official assignments, broadly under the purview of the Government of India.

As you all would be aware this 'penultimate' stage of the selection process for the All India Services, Central Services etc is most crucial. The 'final' 'formal stage for you would be the clearance by a Medical Board.

Your performance in the interview or the viva voce shall actually determine your placement in the List of Candidates (LOC) and thereby whether you make it to 'the preferred zone' as per your choice, or not!

THERE IS MUCH MORE TO BE SHARED WITH YOU TO ILLUSTRATE EACH OF THE INDIVIDUAL CONSTITUENTS, BROADLY OUTLINED ABOVE FOR REINFORCING YOUR PREPARATION LEVELS ATTAINED SO FAR, WITH COGENT TIPS ON TACTICS AND STRATEGY TO MEET WITH THE MOB!!

YOUR SINCERELY,
MD MENON, IPS (RETD)



5. Cooking is also a common hobby of many persons. Gather information about Mughlai, continental, Chinese, Thai, Italian south Indian etc. Cuisine from the internet and be particular about any one in whom you are more interested. Questions will be more commonly related to health aspect of cooking such different types of edible oils, which type of butter is better for health etc. As they can ask question even on salads, desserts, appetizers etc.
6. Cultural site seeing is also a nice hobby. Go to the website of ministry of cultural affairs and gather information about different states in relation to their efforts for promotion of tourism. Know prominent international tourist spots and important world heritage sites. As India is a tropical country so most of the people visit hill stations, collect information about important hill stations in India
7. Playing cricket is kind of a national hobby in India so a lot of candidates have it as their hobby. In this section as I think, they will be asked opinion based question rather than going straight forward for a factual question, but You must prepare yourself with some factual records of the cricket also.

I have- and also having shared with other's interview experience – personally experienced how deep the interviewer goes while asking about hobby/hobbies.

Once, on being informed that hobby of a particular candidate is listening to Ghazals than he was asked to name a favourite. He named – as usual among IAS aspirants – Jagjit Singh; after that he was asked to name his favourite ghazal and then he was asked to sing the antra after the mukhda (opening lines) had been sung – yes hummily recited – by the chairman of the board. Now that candidate is working IAS of Himachal and that Chairman has recently retired after serving as Governor of one of the North Eastern State.

CRUCIAL DETAILS

1. INTERVIEW ATTIRES

Many interviewees feel perplexed about how they should dress up for the interview. Interview attire is important because it reflects the total personality of a person, his/her way of thinking and doing, and the approach in life. Dignified and elegant attires help in creating good first impression in the mind of the interviewers. Therefore, your attire should match the occasion. Your dress should instill confidence in you. Avoid newly-stitched clothes, since you would be too self-conscious and uncomfortable in it in the beginning. Your attire should be rightly tight; not too tight that you cannot sit comfortably; not too loose to be oversized. Your dress should be neat and well ironed

For men :

Men can wear formal suits or formal pants and Full sleeve shirt.

Colour of Shirt: White, Off White, Blue, Cream etc

Shoes : Black colour or Brown Colour (With Laces)

Avoid fragrances and cologne that have high smell content. Your hair style should be of professional level and not of fashion level.

For women:

Women have an option either to wear a lady-suit or a sari depending upon comfort-level and personality. In most of the cases women look great in saris, thereby making saris more preferable.

In such a case, you should wear single-light colored sari with matching blouse. Printed suit having large sized design should be avoided. Similarly, trousers and shirts should also be avoided unless you want to make your own personality-statement. Keep your clothes simple, leaning towards conservative. Light make-up if necessary, well-groomed hairstyle, clean trimmed fingernails, no nail polish, minimal cologne or perfume, no rings other than wedding ring is recommended.

2. ARRIVING AT THE INTERVIEW LOCATION ON TIME

Try to arrive at interview location at least 15-20 minutes earlier than the interview

schedule mentioned in the UPSC call letter. Those who live in Delhi may not have much problem in arriving at the interview location, which is the UPSC building known as Dhol Pur House located at Shahjahan road, New Delhi, as they must be familiar with this famous place. Those who are coming from far off places to attend the interview should plan their journey in such a way that they reach the city sufficiently in advance. Before arriving at the interview location, ensure that you have the following items which will be required during the interview process:

1. Interview call letter
2. All educational certificates mark sheets and testimonials in original as well as their photocopies.
3. Your passport size photographs (3-4 copies).
4. A folder/portfolio bag etc. to keep the above items.

After reaching the venue of the interview, contact a person at the reception/UPSC gate who will let you know where and to whom you to meet to complete the pre- interview activities.

3. COMPLETING PRE-INTERVIEW ACTIVITIES

As in any organizations certain pre- interview activities have to be completed by every candidate at UPSC also. One has to do the following activities before one gets the chance to face the interview

- Taking signatures of the candidates.
- Verification of certificates, mark sheets, testimonials, etc.
- Filing up of traveling bills or claiming traveling allowances and other permissible allowances.
- Any other activities specified there in.

After completing the above activities, take a seat in the room marked for the purpose and wait for your turn to be called for the interview. During this intervening period, do not think about the interview as this kind of thinking create anxiety in you. You may read some literature. You may find some newspapers/magazines in the waiting room of the UPSC or else you are advised to carry some of your own. If you wish, you can talk to other candidates as well. But do not show your eagerness in finding what the candidate before you have spoken in the interview or what questions have been asked to her/him etc. Your course of interview is bound to be different than the others, for sure, so why to take tension or worry for unnecessary things. Do avoid them. If waiting period is too

long, do not be impatient. In fact, in many cases this waiting period, if it is too long,

***PROFILES OF CHAIRMAN AND MEMBERS OF THE UPSC**

becomes boring and anxiety producing. Therefore, find avenues to overcome the boring and anxiety-producing phenomenon. The best way is to read the news papers and introspect on some of the editorial analysis.

4. BEGINNING OF THE INTERVIEW

When your turn for attending the interview comes, you will be called by the interviewers. A person who has been given the responsibility of calling the candidates will inform you. On this call, collect all your materials (you must have put all the things in your folder) and proceed towards the interview room. If the door of the room is open, ask the permission from the interviewers by asking gently, “May I come in sir?” and enter the room only after the permission is granted. This permission may be either verbal (through words) or gesture (through indication). Walk confidently to the seat meant for the interviewee and wish the interviewers by saying “Good morning madam/sir”, or “Good afternoon” as the case may be. Do not sit on the chair unless you are asked to do so. In most of the cases, one of the interviewers says the candidate to occupy the seat. In some cases, the interviewers wish to test the etiquette and manner of an interviewee and delay deliberately in saying her/him to occupy the seat. If this happens with you, ask gently to occupy the seat. After you occupy the seat the interview will begin.

The Union Public Service Commission as on 15-01-2015
Sanctioned strength – one chairman and ten members
***From UPSC Website**

Shri Deepak Gupta (Member chairman)

Government has appointed former IAS officer Deepak Gupta as a new chairman of the Union Public Service Commission (UPSC). He took over as the chairman of UPSC on 22nd November 2014 after the tenure of then UPSC chairman Rajni Razdan came to an end. He is the first chairman of UPSC, appointed by breaking away from the tradition of appointing the top post from the serving members of the Commission

Deepak Gupta is a retired IAS officer of Jharkhand cadre of 1974 batch. He is younger brother of former Home Secretary Madhukar Gupta. He is a Post graduate in history from St. Stephen's college and M Phil in international relations from Jawaharlal Nehru University. He has also done Masters in public administration from the Kennedy school, Harvard university in 1992 as a mass fellow.

Smt. Alka Sirohi

Mrs.. Alka Sirohi joined the Indian Administrative Service in July, 1974. She has served in various capacities in Madhya Pradesh, as SDM, Collector and District Magistrate, Additional Secretary, Personnel, Administrative Reforms and Training and Additional Secretary, Housing and Environment, along with Executive Director, Environmental Planning & Coordination Organization and Director General Disaster Management Institute. She has also served as Commissioner Higher Education and has been Secretary/Principal Secretary in the State Government over a span of 15 years from 1991 to 2005, playing a key role in policy formulation in vital sectors of government like Agriculture, Co-operation and Command Area Development, Women and Child Development (where she drafted the first state policy for empowerment of women), Food, Civil Supplies and Consumer Protection; Health and Family Welfare and Bhopal Gas Tragedy Relief and Rehabilitation: Commercial Taxes.

Prof. David R. Syiemlieh

Prof. David R Syiemlieh is an academician. He was born on 22 January 1953 in Mutrapore, Sibsagar, Assam. He studied in Dr Graham's Homes, Kalimpong (1959-1970) and graduated with history honours from St. Edmund's College, Shillong. This was followed with a Master degree in History (1976), Mphil (1980) and PhD (1985) from the North Eastern Hill University, shilling. He taught undergraduates in St. Edmund's college (1977-1979) before. He rose in the profession to become professor

in the Department of History. He held numerous positions in the University, including Dean of Students' Welfare; Head Department of History; Controller of Examinations; Registrar and Pro-Vice-Chancellor.

Shri Manbir Singh

Born on 13th September, 1951. M.A. Economics from Department of Economics, Punjab University Chandigarh (UT). Joined the Indian Foreign Service in 1976. Posted to Iran as Third Secretary in 1978 and promoted to Second Secretary in 1979. From 1982 to 1985, served as Deputy Consul General in Toronto Canada. From 1985-1989, served at Headquarters as Deputy Secretary in charge of Press Relations. Briefed foreign journalists on political developments in India, India's foreign relations and economic developments. From 1989 – 1992, served as Counsellor (Commerce & Economics) in formers USSR and later the Russian Republic. From 1992 – 1995, served as Minister in the Embassy of India in the United Arab Emirates. Served from 1999 to 2002 as Chief of Protocol at Headquarters in New Delhi. Organized all outgoing and incoming visits of the Presidents, the Prime Ministers and the Foreign Ministers during the period.

Vice Admiral (Retd.) D.K. Dewan

Vice Admiral D.K.Dewan, PVSM, AVSM retired on 31 August 2011 as Vice Chief of Naval Staff (VCNS) after 38 years of glorious service. Vice Admiral D.K.Dewan, an alumnus of National Defence Academy, Pune was commissioned in the Indian Navy on 1st July 1973. During his career Vice Admiral D.K.Dewan, held numerous key appointments including the Chief of Personnel from July 2007 to July 2009 and the Vice Chief of Naval Staff from 31 August 2009 to 31 August 2011. His tenure as the VCNS is marked with some special achievements viz. he ensured 100% utilization of naval budget in the last two fiscal years with over 80% increase in capital expenditure.

Shri Vinay Mittal

Born on June 20, 1953 at Saharanpur (Uttar Pradesh), Shri Vinay Mittal, was an alumnus of Doon School, Dehradun and St. Stephen's College, Delhi from where he did his B.A. (Hons.) – English Literature, and he also subsequently studied Law from Delhi University.

A 1975 Batch Indian Railway Traffic Service (IRTS) of officer, Shri Vinay Mittal, was the Chairman, Railway board (CRB) and Exofficio

Principal Secretary to the Government of India till June 30, 2013. During his long career spanning 38 years, Shri Vinay Mittal, held various key positions in the Indian Railways. As CRB he was the Head of the apex level decision making body of Indian Railways and his responsibilities entailed overseeing the working and performance of 17 Zonal Railways, 7 Production Units, 1 Research Organization and 1 Premier Educational Institute for training of Group A Officers.

Dr. (Mrs.) P.Kilemsungla

Dr. (Mrs.) P.Kilemsungla is the first to be appointed to the UPSC from the State of Nagaland. Prior to her present appointment, she served as a Member, and also Acting Chairman of the Nagaland Public Service Commission.

Dr. P.Kilemsungla is widely recognized in the state of Nagaland for her contributions in the field of education. She completed her Ph.D in Education from the North Eastern Hills University (NEHU) in 1992.

Shrri Chhatar Singh

Board on 5th March 1953. MA English from Department of English, Punjab University, Chandigarh. Subsequently, MA Economics (Development Administration & Management), University of Manchester (United Kingdom).

Joined the Indian Audit & Accounts Service in 1977 and after serving there for about three years, joined the Indian Administrative Service in 1980. Allocated to Haryana cadre and served in various capacities in the State Government and Government of India.

After serving as Sub-Divisional Magistrate at three different stations, functioned as Additional Deputy Commissioner, Jind and Chief Executive Officer of the District Rural Agency, Jind (Haryana) for about two years. It was followed by an assignment in the M.D. University as Registrar and Controller of Examinations. Thereafter, was posted as Deputy Commissioner/District Magistrate of district Mahendragarh at Narnaul from August 1987 to April 1989. worked as Joint Secretary (Political and Services), Government of Haryana until September, 1991.

Prof. Hem Chandra Gupta

Known educationist and former professor of Indian Institute of Technology (IIT), Delhi, Hem Chandra Gupta has earlier worked as Assistant Professor between April 1981 and March 1990, as Deputy Director (Administration) between April 2006 to June 2009, and Professor between March 1990 till

his appointment in the IIT, Delhi. Professor Gupta also was Vice Chancellor of Chaudhary Charan Singh University, Meerut, between July 2011 and September 2011, among others. 62-year-old Mr. Gupta will have tenure till February 17, 2017.



With this we come to end of this discussion.

But, I could not have ended without sharing with You, some of the topical content which has been collected by our appearing and appeared-for-interview staff members of CSC.

TOPICS FOR INTERVIEW BY CSC

<p>1. Polity</p> <ul style="list-style-type: none"> A. Electoral reforms (Law commission report) B. Center state relations C. Economic federalism (NITI Aayog) D. Governor E. Judicial reforms F. Ordinance rule G. Summoning of ex-PM H. Reenergized PMO I. E Governance J. 66A repealing K. Politics over conferring Bharat Ratna L. Section 377 not decriminalized M. Secularism & controversy over Preamble N. Corporate Espionage case <p>2. Economics</p> <ul style="list-style-type: none"> A. New Foreign Trade Policy B. Make in India C. Skill education D. Economic need vs. social interest E. FDI reforms F. RBI autonomy G. Merger of SEBI and FMC H. FSLRC I. Debt management by an autonomous organization J. Rationalization of subsidies –diesel, petrol, fertilizers, cement K. New schemes in Budget 2015-16 L. Schemes whose allocations curtailed in Budget. M. Is it not only renaming of schemes? N. New modifications in GDP calculation method O. GST and DTC <p>3. Environment</p> <ul style="list-style-type: none"> A. GHNP Kullu B. Indian concerns at FAO and WTO C. India's position at different climate summits <p>4. Heritage and culture</p> <ul style="list-style-type: none"> A. Heritage cities B. Tourism C. Visa on arrival <p>5. Science & Tech.</p> <ul style="list-style-type: none"> A. Navigation system vis-à-vis Indian system B. MARS mission C. Bio-technology D. Surrogacy E. Cloud computing F. Directed Energy Weapons G. Internet of Things H. Net Neutrality <p>6. National security</p> <ul style="list-style-type: none"> A. ISIS threat B. Border settlements and issues C. Social media D. Cyber attacks E. High Risk Area of Piracy Shift in Indian Ocean F. Armed forces modernization G. FDI in defence 	<p>7. Sports</p> <ul style="list-style-type: none"> A. New sports policy B. India's quest for Gold in Olympics C. India lacking in some sports. <p>8. Foreign policy</p> <ul style="list-style-type: none"> A. Act East policy B. Project Mausam C. Cultural diplomacy D. Satellite diplomacy E. Maritime silk route and Indian response F. Pivot to Asia (US policy) <p>9. Govt. Initiatives</p> <ul style="list-style-type: none"> A. Schemes regarding women and disadvantaged sections B. Swachhata Abhiyaan C. Beti Bacho Beti Padhao D. Jan Dhan Yojana E. PRAGATI F. HRIDAY G. Sukanya Samridhi Yojana H. SFURTI I. Sansad Adarsh Gram Yojana J. Housing for All by 2022 K. Namami Gange L. Shramev Jayate M. Smart Cities Project <p>10. Foreign relations</p> <ul style="list-style-type: none"> A. China B. Afghanistan C. Middle East- situation three and Indian concerns D. India Palestine E. Gas pipelines F. Indian Ocean Rim <p>11. International organizations</p> <ul style="list-style-type: none"> A. EU a failed idea B. Revival of cold war C. Working of BRICS, SAARC, SCO D. Reforms at UN <p>12. Society</p> <ul style="list-style-type: none"> A. Educations reforms B. UGC issue C. Autonomy of Universities, IITs, IIMs etc. D. Stress on girl child E. Glass ceiling and women empowerment F. Religious radicalism – increasing G. Attacks on minorities H. Reservation to jats, Marathas and not to muslims I. Amendments sought to divorce laws J. Amendments sought to dowry laws K. Amendments sought to adoption laws L. Farmer Suicides M. Agriculture and its rejuvenation N. Financial inclusion O. 50% reservation to women in Delhi Police P. Land Acquisition Bill and Controversy Q. Religious conversions – Forced or induced R. India's Daughter – the documentary
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WRITING PRACTICE BOOK FOR IAS MAINS

Most of the candidates appearing for the Mains examination have a lot of knowledge, but lack writing skills. They are not able to present all the information/knowledge in a coherent and logical manner, as expected by the UPSC. It is not only what you write, that is important, but also how you write what you write.

And the good thing is that, with systematic preparation and a sensible approach, you too can impress your examiner in a big way, let him know you are the right candidate for the top rank. It is not difficult at all!!!

For the first time in the history of CSE preparation, here's an excellent work book designed to help you improve your writing skills. You will see phenomenal improvement in your answer writing skills, in just few days of practice.

THE UPSC CHALLENGE

Several myths surround the UPSC examination, but here is what you need to do to succeed

The Union Public Service Commission (UPSC) is the central authority that conducts various examinations to recruit candidates for various government services such as civil services, engineering services, defence services, and so on. The civil services, however, have always had an added allure. Hence, the selection process is much more competitive.

Let us first try to understand the importance of civil services in a democracy such as India. For effective administration, it is vital that our political leaders are given non-partisan advice. Effective co-ordination is required between the various institutions of governance. Policy-making must be effective and regulated and able leaders are required at every level of administration. In addition to this, civil services executives must offer free, frank and unbiased advice to the government (irrespective of who is in power) to fulfill their responsibility to the public who elected the government.

Different options

Given the significance of the role played by civil service executives, it is only fair that recruitment to these services is done in a conservative manner. As of today, there are nearly 25 different services in the government that recruit their work-force based on the civil services exam conducted by the UPSC. This includes Indian Administrative Services (IAS), Indian Police Services (IPS), Indian Foreign Services (IFS), Indian Revenue Services (IRS), Indian Postal Services, Indian Railway Service, Indian Trade Services, among others.

More often than not, we hear about how difficult it is to crack the civil services exams, is it for the highly intelligent only ? Or for those with excellent academic records ? Do people from engineering or medical background find it easier ? Does one have to choose their graduation subject carefully to gain an upper hand ? Does one need to study 16 hours a day every day for a year ? Does one need to relocate to Delhi to find good coaching classes ? The answer to all the above questions is a big NO.

In reality, clearing the civil services exam (CSE) has no shortcuts and there are no magic tricks. Students have to plan their study and work accordingly. Previous-year toppers have all come from various backgrounds and some of them hadn't even scored a second class in their degrees prior to CSE. All toppers have had access to the same books that lakhs of other students did. The only thing they did differently was that they practised writing, took mock tests, were confident, and, of course, had a dash of good luck as well!

Anyone with a valid undergraduate degree and between 21 and 32 years of age (as of August 1 every year) is eligible to appear for the civil services exam. The upper limit for age is relaxed for people from certain categories (SC/ST, OBC,

Disabled etc). general category candidates are allowed, maximum of six attempts at the exam while special category students are given more leniency.

There are several challenges before the UPSC aspirants - fear of exam, fear of unemployment, fear of failure, lack of information, lack of proper guidance and right resources to prepare for the exam. But one of the biggest challenges faced by students is the choice that they have to make -whether to move to Delhi and study there, or do self-study at home. This is a big decision and one that is often made without proper research. These days, there are several options available at home or online for UPSC coaching. Students, however, fear the new ways and tend to adhere to the tested ways, even if they are not convenient or fruitful.