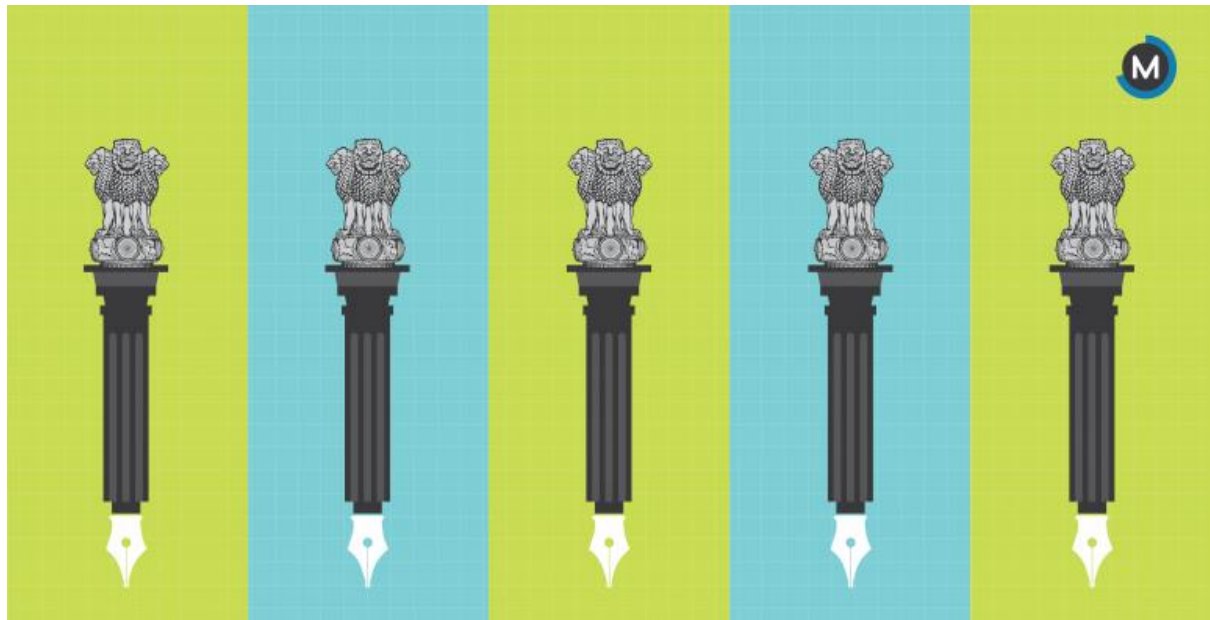


Career in Civil Services: Criteria, Roles & Opportunities



Civil Servants are the people behind implementing government and developmental policies, keeping law and order, and acting as a link between the masses and the government. They hold power and are immensely respected for the job they do. In addition to this, they are highly paid, provided lush bungalows and caretakers, to live a luxurious life. These are all factors that have led the young population to become interested in a career in government services.

If you or anybody you know ever plans on pursuing a career in the government services, you definitely need to go through this article. Here's all that you need to know about this exam and the life that follows.

Minimum Educational Criteria

Civil Servants are generalists; they have a well-rounded personality and awareness about the world that we live in. If you are an aspiring civil servant, you can take this examination with any set of subjects in class 12th and a graduate degree in any discipline.

The only thing that matters is your interest in it, and alternate career options that you can build out of that subject and degree. However, many aspirants like to take up Humanities in school as well as in college, since the pattern of the exam is based on subjects such as Indian Polity, Constitution, Geography, World News, History, etc.

Eligibility for the Examination

These are the eligibility conditions for taking up the Civil Service Examination:

- You should hold a graduate bachelor's degree in any subject (or about to take final year examinations) from a recognized institute.
- You must be a minimum 21 years of age and maximum 32 years of age on the date of the examination (Upper age- limit Relaxation of 5 years for SC/ST, individuals holding a domicile of Jammu & Kashmir, and ex-servicemen commissioned officer; 3 years for OBC, and disabled and discharged defence personnel; 10 years for physically disabled or person with benchmark disability-EWS).
- Individuals from the General Category are allowed 6 attempts at taking the examination, OBC candidates are allowed 9 attempts, and SC/ST candidates have an unlimited number of attempts at the examination.
- You should be a citizen of India to apply for the IAS and IPS, and for other deemed posts, an individual should be a citizen of India/Nepal/Bhutan/ Tibetan refugee who came over to India before 1st January, 1962/a person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam intending to settle in India permanently.

How to Begin Your UPSC Preparation?

You have the conviction, you have the passion and a career in Civil Service is your goal. Now, comes the path to your goal.

To begin your preparation for the Civil Services Exam, start reading NCERT books for Political Science, History, Economics, and Geography from Class 6-10 levels, based on the Civil Services syllabus. Additionally, you may utilise reference books. A few good ones for Prelims are:

History

- India's Ancient Past by R. S. Sharma
- History of Medieval India by Satish Chandra
- History of Modern India by Bipan Chandra
- India's Struggle for Independence by Bipan Chandra
- Spectrum-A Brief History of Modern India

Geography

- Geography of India by Majid Husain
- Oxford School Atlas

Economics

- Indian Economy by Ramesh Singh

Political Science

- Indian Polity by M. Lakshmikanth

Get in the habit of thoroughly reading newspapers on a daily basis, for at least 1-2 hours, and compare the current events with theoretical knowledge studied in Political Science, History, Geography and Economics.

Prepare personalised notes, focusing on your weak points and how you remember things best. Take advantage of all the resources in your power, whether it's aid from former teachers, online videos, guidebooks, or coaching centers. Be sure to use your time wisely, study with full concentration, and test yourself at each step of the way. Make revision your best friend and be confident in your abilities.

Let us talk about the specific preparation for each of the 3 UPSC stages in the coming sections. Let's talk about two other pressing concerns first.

How to Decide Your UPSC Optional Subject?

There are a whopping 48 Subjects (25 core subjects + 23 literature subjects) available for choice of optional subject for the 2 Optional Papers of the Mains examination for Civil Services. Whichever subject you choose will be applicable to both papers, which are worth 250 marks each, so choose carefully. The difficulty level of the optional papers is set to Honours level, which is above the Bachelor's pass course level and below Master's.

In the Mains portion of the Civil Services Examination, the marks you score will indicate the options you have in choosing a field amongst the different Civil Services. Select a subject that you are comfortable in and one that is scoring. Go through previous year papers to get a better idea of what you will be facing.

Some of the popular choices for the optional subject include Sociology, Public Administration, and Anthropology. By choosing an optional subject that is also a part of the Mains Examination General Papers, you can score higher marks in both sections.

How to Prepare for UPSC Prelims

The Preliminary exam for the UPSC Civil Services consists of two papers; Paper I is General Studies worth 200 marks with 100 multiple choice questions and Paper II is an Aptitude test worth 200 marks with 80 multiple choice questions. The CSAT (Civil Services Aptitude Test) paper is qualifying in nature with a minimum passing marks set at 33%.

The syllabus for **Paper I** consists of current affairs, history of India, Indian polity, Indian and world geography, Indian governance, economic and social development, general science and general issues on environmental ecology, biodiversity and climate change. The syllabus for **Paper II** includes comprehension, logical reasoning, basic numeracy, and decision making & problem-solving.

The Prelims act as a qualifying examination to reach the Mains, and so scoring good marks is important. Since there are 100 questions to answer in 120 minutes, on an average 40 seconds should be spent per question.

Apart from facts, the Prelims test your clarity of concepts, power of retention and ability to identify the correct choice. Study the syllabus thoroughly and spend time on clearing your basic concepts. Focus on practice tests to gain accuracy and speed to improve your chances of clearing the Prelims.

How to Prepare for UPSC Mains

The Mains examination for the Civil Services consists of subjective answers, which test your knowledge, analytical skills, writing skills and clarity of thought.

There are a total of 9 papers in the Mains examination, consisting of 4 General Studies Papers, 1 Essay Paper, 2 Language Papers, and 2 Optional Subject Papers. All 9 Papers

are subjective-type and take place over a duration of 5 days. The two language papers are of qualifying nature. One must score at least 25% in each for the marks of their other papers to be given weightage.

To prepare for the Mains exam, study from NCERT school books, and online resources such as National Institute of Open Schooling study material and IGNOU study material.

Thoroughly and regularly read well-known national newspapers like The Hindu and The Indian Express and top magazines such as The Economist and India Today. Pay attention to the editorials, especially the writing style employed.

Practice writing on a daily basis and practice writing answers for the various papers. Get your answers checked by a coach or tutor so as to understand your weak points and improve

How to Prepare for UPSC Personal Interview

The Personal Interview or personality test is worth 275 marks of the total 2025 marks considered for awarding ranks. Past trends have shown that candidates scoring higher marks in the personal interview get better rankings overall in the Civil Services exam.

Even after clearing the Mains examination, continue to be updated on current affairs, contemporary socio-political events and general knowledge as such topics are discussed in the Personal Interview. Overall, the interview examines the personality of candidates in terms of mental alertness, analytical ability, approaches to critical problems, integrity, and leadership qualities.

To prepare for the personal interview, practice public speaking and your conversational skills. Talk in front of a mirror to study your body language and confidence. You can join interview practice classes to get comfortable with talking in interviews and to get feedback on how to improve. On the day of the interview, be confident, dress neatly and stay calm in conversation.

Post List of UPSC: Types of Civil Service Jobs

There are 3 types of civil service jobs:

- All Indian Civil Services
- Group A Civil Services

- Group B Civil Services

1. Civil Service Jobs Under All Indian Civil Services

You must know “[How to Prepare for UPSC?](#)” as clearing the UPSC exam is mandatory to get the posts mentioned below:

IAS Or Indian Administrative Service

- One of the three All India Services is IAS.
- IAS officers are in charge of creating and carrying out government policies.

IPS Or Indian Police Service

- IPS is another of the three All India Services.
- Senior jobs in the Police department hire IPS officers.

IFoS Or Indian Forest Service

- IFoS is one of the three All India Services on the UPSC 24 Civil Services List, together with IAS and IPS.
- The Ministry of Environment, Forests, and Climate Change oversees IFoS.
- Officers of the IFoS labour to preserve, enhance, and safeguard forests and animals.

2. Civil Service Jobs Under Group A Civil Services

Indian Audit and Accounts Service (IA & AS)

- The General Comptroller and Auditor oversee IA&AS.
- This cadre is responsible for the financial audits of Central, State, and Public Sector Undertakings.

Indian Foreign Service (IFS)

- The UPSC Post List lists IFS as one of the most popular Group A Services.
- IFS officers are in charge of managing India’s foreign affairs.
- IFS pay is approximately Rs 60,000 per month during the probationary period.

Indian Postal Service (IPoS)

- The operation of India Post and its wide range of services, including e-commerce, conventional postal services, paying out old-age pensions, banking, etc., are under the control of IPoS.
- The more senior personnel in India Post are called IPoS officers.

Indian Communication Finance Services (ICFS)

- Financial services provided to the Indian Posts and Telecommunications Departments are tracked by ICFS.
- Indian Post & Telecommunication Accounts and Finance Service was the previous name for ICFS (IP&TAFS).

Indian Revenue Service (IRS)

- The Ministry of Finance manages the IRS cadre.
- The IRS's principal goal is to collect both direct and indirect taxes.
- An IRS officer's base pay ranges from Rs. 15,600 to Rs. 39,100, with a grade pay of Rs. 5,400.

Indian Railway Traffic Service (IRTS)

- Part of the Group A Civil Service is IRTS.
- The primary duty of IRTS is to generate revenue for Indian Railways.
- IRTS serves as a link between the public, business, and railroad sectors.
- IRTS manages the Indian Railways' commercial and operational wings.

Indian Civil Accounts Service (ICAS)

- It is included in Group A civil services.
- The Ministry of Finance oversees ICAS.
- As a career in civil services, one has to handle payment services, accounting across the entire government, and financial reporting duties. It also manages the Union Government's civil ministries' tax collection system.

Railway Protection Force (RPF)

- RPF offers passengers on Indian Railways impenetrable security.
- RPF, a paramilitary force under the Ministry of Railways, also guards the assets and property of Indian Railways.

Indian Railway Personnel Service (IRPS)

- IRPS officers run Indian Railways' Human Resources division.

Indian Railway Accounts Service (IRAS)

- The management and upkeep of the Indian Railways finances and accounts is the primary duty of IRAS officers.

Indian Corporate Law Service (ICLS)

- The Ministry of Corporate Affairs oversees the operation of ICLS.
- The corporate sector in India is governed by it.

Indian Trade Service (ITS)

- ITS is part of Group A's service and oversees the nation's international trade and commerce.
- The Directorate General of Foreign Trade is in charge of ITS, which reports to the Ministry of Commerce (DGFT).

Indian Defence Estates Service (IDES)

- Systematically surveying the defense lands.
- Immovable property acquisition, hiring, and requisitioning for defense
- Conducting routine inspections of defense property.

- Keeping up-to-date, accurate digital records of land.

Indian Defence Accounts Service (IDAS)

- It is a department of the Ministry of Defence.
- The Border Roads Organization, Ordnance Factories, and Defence Research and Development Organization are all served by IDAS officers.
- Defense account auditing is a specialty of IDAS.

Indian Ordnance Factories Service (IOFS)

- IOFS oversees several Indian ordnance factories that produce weapons, defence equipment, and ammunition.
- The Ministry of Defense oversees IOFS.

Indian Information Service (IIS)

- IIS's primary duty is to serve as a conduit between the people and the government.
- IIS employees work in various media divisions, including PIB, DD, AIR, and others.
- The Ministry of Information and Broadcasting oversees IIS.
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3. Civil Service Jobs Under Group B Civil Services

DANICS

- Delhi, Andaman, and Nicobar Islands Civil Services, a department of the Indian Government, is known by its full name.
- DANICS offices handle the administrative tasks in Delhi and other Union Territories.
- The Indian Administrative Service receives its services from DANICS.

Armed Forces Headquarters Civil Service

- This service aims to offer the Indian Armed Forces and Inter-Services Organizations essential support services.
- The Ministry of Defence's Defence Secretary is in charge of the Armed Forces Headquarters Civil Service.

Pondicherry Police Service

- To recruit the Pondicherry Police Service, UPSC administers the Civil Services Examination.

Pondicherry Civil Service

- Candidates are hired for this Group B service through the UPSC's Civil Services Examination.

DANIPS

- Daman & Diu, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu, and Dadra & Nagar Haveli Police Service are abbreviated as DANIPS.

- India's federal police force, DANIPS, manages Delhi and the Union Territories of India.