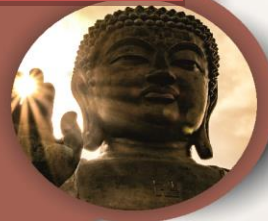


# Bibaswan

Educational Foundation



## UPSC PREPARATION



## HOW TO PREPARE YOURSELF FOR UPSC

### MUST NEED TO FOLLOW THESE STEPS

- ***PATTERN OF THE EXAMINATION***
- ***SYLLABUS OF THE EXAMINATION***
- ***PREVIOUS YEAR STATISTICAL REPORT***
- ***QUESTION PATTERN OF THE EXAMINATION***
- ***ESSAY WRITING SKILL***
- ***WRITING PATTERN OF THE EXAMINATION***
- ***ESSENTIALITY OF READING AND WRITING HABBIT***
- ***MATERIALS AND BOOK LIST***
- ***EXAM ORIENTED STUDY PLAN***
- ***PERCEPTION ABOUT THE EXAM***
- ***ATTITUDE TOWARDS THE GOAL***
- ***HOW TO OUR PROCESS RUN***
- ***EXAM ORIENTED QUESTIONNEIRE ANALYSIS***
- ***MOST FREQUENTLY MCQ STUDY***
- ***MOCK TEST WITH PROPER ENVIORNMENT***

## UPSC Prelims Syllabus

The UPSC conducts the Civil Services Examination (CSE) to shortlist the candidates for various posts such as IAS, IPS and IFS. The Preliminary Examination is the first round of the selection process. Aspirants should appear for two general studies papers of the Civil Services (Preliminary) Examination. They should note that General Studies Paper-II is also known as **Civil Services Aptitude Test (CSAT)** is a qualifying paper with minimum qualifying marks fixed at **33%**.

GENERAL STUDIES	NO OF QUESTION	NO OF MARKS	DURATION
Paper-I	100	200	120 minutes (2 hours)
Paper-II	80	200	120 minutes (2 hours)
Total	180	400	240 minutes (4 hours)

## UPSC Prelims Syllabus For General Studies Paper 1

- 1.Current events of national and international importance.
- 2.History of India and Indian National Movement.
- 3.Indian and World Geography-Physical, Social, Economic Geography of India and the World.
- 4.Indian Polity and Governance-Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.
- 5.Economic and Social Development-Sustainable Development, Poverty, 6.Inclusion, Demographics, Social Sector Initiatives, etc.
- 7.General issues on Environmental ecology, Bio-diversity and Climate Change - that do not require subject specialization.
- 8.General Science

## UPSC Prelims Syllabus For General Studies Paper 2

- 1.Comprehension
- 2.Interpersonal skills including communication skills.
- 3.Logical reasoning and analytical ability.
- 4.Decision making and problem solving.
- 5.General mental ability.
- 6.Basic numeracy (numbers and their relations, orders of magnitude, etc.) (Class X level), Data interpretation (charts, graphs, tables, data sufficiency etc. — Class X level).

## UPSC Mains Syllabus

The Main Exam consists of nine conventional (descriptive) papers out of which two are qualifying.

PAPER	SUBJECT	MARKS
Paper-A (Qualifying Paper)	Indian Language (One of the Indian Language to be selected by the candidate from the Languages included in the Eighth Schedule to the Constitution)	300
Paper-B (Qualifying Paper)	English	300
Paper-I	Essay	250
Paper-II)	General Studies-I (Indian Heritage and Culture, History and Geography of the World and Society	250
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 1	250
Paper-VII	Optional Subject - Paper 2	250
Sub Total	Written Test	1750
	Personality Test (Interview)	275
	Grand Total	2025

## UPSC Mains Syllabus – Indian Language & English

- 1.Comprehension of given passages
- 2.Precis Writing

- 3.Usage and Vocabulary
- 4.Short Essays

### Indian Languages

- 1.Comprehension of given passages
- 2.Precis Writing
- 3.Usage and Vocabulary

- 4.Short Essays
- 5.Translation from English to the Indian Language and vice-versa

## UPSC Mains Essay – Paper-I

Aspirants should write essays on multiple topics. They will be expected to keep closely 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.

## UPSC Mains General Studies-I Syllabus –

**Indian Heritage:** Indian culture will cover the salient aspects of Art Forms, literature and Architecture from ancient to modern times.

**Modern Indian History:** 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.

**World History:** 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.

**Indian Society:** Salient features of Indian Society, Diversity of India. Role of women and women’s organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies. Effects of globalization on Indian society. Social empowerment, communalism, regionalism & secularism.

**Geography:** Salient features of world's physical geography. Distribution of key natural resources across the world (including South Asia and the Indian sub-continent); 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.

## **UPSC Mains General Studies-II Syllabus**

**Indian Constitution:** Historical underpinnings, evolution, features, amendments, significant provisions and basic structure. Functions 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.

**Indian Polity:** 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 People's Act. Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies. Statutory, regulatory and various quasi-judicial bodies.

**Social Justice:** Government policies and interventions for development in various sectors and issues arising out of their design and implementation. Development processes and the development industry —the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders. 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.

**Indian Governance:** Important aspects of governance, transparency and accountability, e-governance applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures. Role of civil services in a democracy.

**International Relations:** 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 fora- their structure, mandate.

## **UPSC Mains General Studies-III Syllabus**

**Indian Economy:** 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; issue 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:** Science and Technology- developments and their applications and effects in everyday life. Achievements of Indians in science & technology; indigenization of technology and developing new technology. Awareness in the fields of IT, Space, Computers, robotics, nano-technology, bio-technology and issues relating to intellectual property rights.

**Environment & Bio-diversity:** Conservation, environmental pollution and degradation, environmental impact assessment.

**Disaster Management:** Disaster and disaster management.

**Security:** 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.

## UPSC Mains General Studies-IV

**Ethics and Human Interface:** Essence, determinants and consequences of Ethics in-human actions; dimensions of ethics; ethics - in private and public relationships. Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family society and educational institutions in inculcating values.

**Attitude:** content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.

**Aptitude:** Aptitude and foundational values for Civil Service, integrity, impartiality and non- partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker-sections.

**Emotional Intelligence:** Emotional intelligence-concepts, and their utilities and application in administration and governance. Contributions of moral thinkers and philosophers from India and world.

**Public/Civil service values and Ethics in Public administration:** Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.

**Probity in Governance:** Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption. Case Studies on above issues.

## UPSC Prelims Cut-off Marks – Over the Years

Year	Cut-off Marks	Percentage
2005	284/450	63.11
2006	282/450	62.66
2007	256/450	56.88

2008	244/450	54.22
2009	250/450	55.55
2010	248/450	55.11
2011	198/400	49.5
2012	209/400	52.25
2013	241/400	60.25
2014	205/400	51.25
2015	107.34/200	53.67
2016	116.00/200	58.00
2017	105.34/200	52.67
2018	98/200	49.00
<b>2019</b>	<b>98/200</b>	<b>49.00</b>

## **Mains and 'Mains+Interview Marks' (Total Marks) of Last Recommended Candidate in UPSC Civil Services Examination**

Year	Mains Marks of the last candidate (General Category)	Mains Percentage of the last candidate (%) (General Category)	Mains+Interview marks of the last candidate (General Category)	Mains+Interview Percentage of the last candidate (%) (General Category)
2005	986/2000	49.3	1203/2300	52.3
2006	975/2000	48.75	1179/2300	51.26
2007	1005/2000	50.25	1210/2300	52.6
2008	954/2000	47.7	1161/2300	50.47
2009	899/2000	44.95	1127/2300	49
2010	904/2000	45.2	1134/2300	49.3
2011	842/2000	42.1	1090/2300	47.39
2012	700/2000	35	936/2300	40.69



2013	562/1750	32.1	775/2025	38.27
2014	678/1750	38.74	889/2025	43.90
2015	676/1750	38.62	877/2025	43.30
2016	787/1750	44.97	988/2025	48.79
2017	809/1750]	46.22	1006/2025	49.67
2018	774/1750	44.22	982/2025	48.49
2019	751/1750	42.91	961/2025	47.45

## Preliminary Marks

- **Trend of Qualifying Scores for Prelims with Negative Marking :**

Category	Marks
General	200-220
OBC	190-210
SC	190-200
ST	180-185

- The scores for the mains are in the range of **50-55%**. Usually, a score of above 1000 is better to ensure a place in the final list.

## Mains Marks

- **Trend of Cut-off Scores for Interview Call:**

Category	Marks
General	950
OBC	925-935
SC	910-920
ST	910-915



- In the final stage i.e. interview, around **140-170** marks is a normal. Some aspirants get even 220-240 marks. The interview carries 300 marks. One has to keep an eye on the interview as it is one of the stages where final selection depends on. Interview is all about your personality so it makes personality development as part of your preparation. One should keep in mind that the final rank is very much depending on the interview marks.

## **Final Marks**

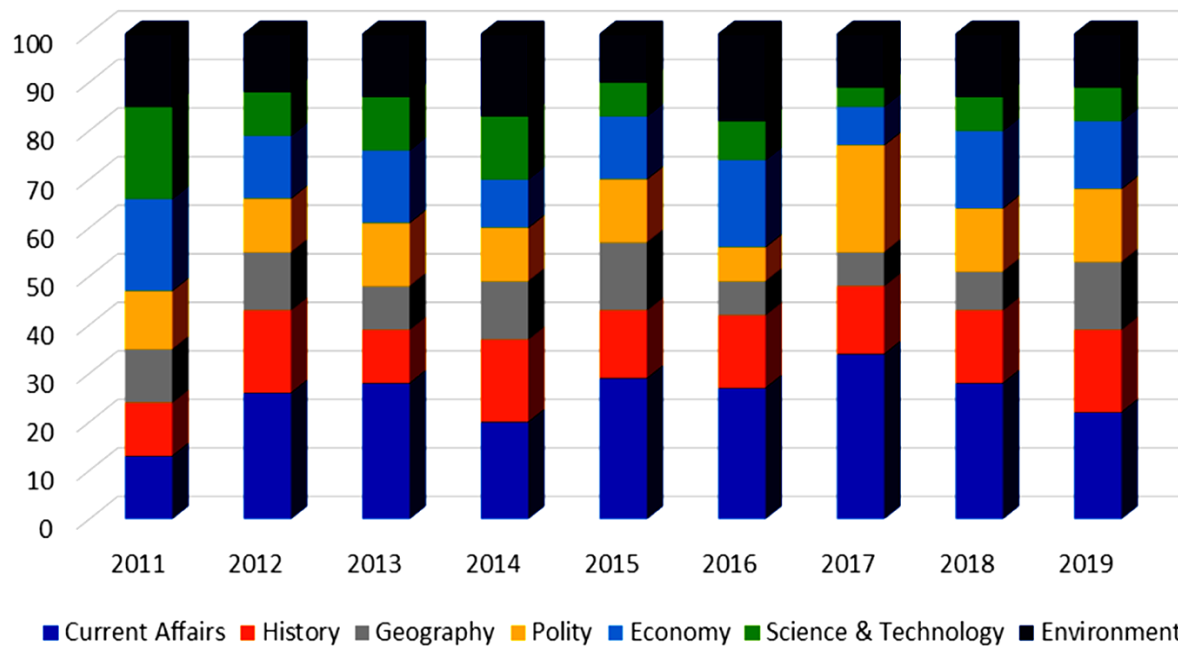
- **General Trends of Final Scores for Selection**
- 

Category	Marks
Top 20 ranks	+1200
Top 100 ranks	+1100
Top 200 ranks	950-1000
Top 500 ranks	900-100

- The actual final ranks and the service allocation of successful candidates can be obtained from the personnel ministry.



## Subject-Wise Weightage & IAS Prelims Marks Distribution



Year	Current Affairs	History	Geography	Polity	Economy	Science & Technology	Environment
2011	13	11	11	12	19	19	15
2012	26	17	12	11	13	9	12
2013	28	11	9	13	15	11	13
2014	20	17	12	11	10	13	17
2015	29	14	14	13	13	7	10
2016	27	15	7	7	18	8	18
2017	34	14	7	22	8	4	11
2018	28	15	8	13	16	7	13
2019	22	17	14	15	14	7	11

### Important Notes:

- From **2015 to 2019**, the most noticeable thing the effect of current affairs.
- The majority among all topics, current affairs got on average 26.6 % of all questions.
- Current affairs mostly come on **government schemes, economic status and polity** related topics.
- **Indian History** is also an important section. The questions of this section are also arriving from Art and Culture. That's why it is difficult to differentiate these two topics.
- Science and Technology were moderate with most of the questions based on the application part of the technology like the question on the use of remote sensing.
- UPSC IAS Prelims questions are mostly factual. So a good knowledge of each topic is essential.
- To go in depths here is the average number of questions comes every year from several topics:

Topics	Average number of Questions
Current affairs	26.6%
Indian History	15%
Indian Polity	15%
Indian Economy	13.8 %
Environment	10.8 %
Geography	9%
Science and Technology	7.8 %
Miscellaneous	3 %

## how you should tackle the Essay paper

### 1. What UPSC says about the essay paper

*Candidates require **effective and exact expression**.* Essay distinguishes itself from GS in the sense that in GS, marks will be awarded purely for content. But in essay, examiners will pay special attention to not just the content, but also the language, coherence and the way you organise your write-up. So you must take adequate care to arrange your ideas properly and not commit any fundamental spelling or grammatical errors.

### 2. How and from where to prepare?

**Referring to specific magazines:** For certain topics, you can refer to specific issues of Yojana/EPW/Economic Survey etc.

**Collecting good stories/anecdotes and quotes:** Anecdotes, quotes and real life stories you see in newspapers and books which can be used in essay should be noted down.

### 3. Improving language and expression

Keep your sentences short and powerful. Examiner will also understand clearly what you want to convey. Clear writing is clear thinking. And that is what any reader looks for.

Example of a bad sentence sprawl:

*At the end of World War 2, on the one hand, while capitalism was successfully championed by the nations in North America and Europe, on the other hand, it was USSR that put Communism at the forefront due to which there was an ideological clash between the the two superpowers which had led to proxy wars in various parts of the globe, a nuclear arms race and a rapid deterioration of the security of the world.*

Rewriting the aforementioned example after breaking it into two (which makes it much easier to read and comprehend):

After World War 2, while the North American and European nations championed capitalism, USSR put communism at the forefront. This ideological clash between the superpowers led to several proxy wars, a nuclear arms race and a rapid deterioration of world security.

#### 4. Vocabulary

There is no need to memorise complex words for writing a good essay. But an occasional use of a powerful word, or a good phrase definitely gives your write-up an edge.

Building vocabulary is a slow process, but with consistency, anyone can become better at using an expansive set of words.

#### 5. What you must avoid in Essay

- Do not focus excessively only on one point, or one dimension (such as the historical or political aspect) Your essay needs to be expansive and multi-dimensional.
- During preparation, we read a lot and it's understandable that we feel strongly about certain topics. And since essay offers freedom to write, it's very easy to get carried away with such a topic. But make sure that you write what is asked, not what you know or feel like. No *mann ki baat*. Always stick to the subject of the topic. It helps to read the question in the midst of your essay to ensure that you are not steering away from the topic.
- If you are not comfortable writing about abstract philosophical topics (I am terrible at writing them), avoid such questions. Your choice of topic has no bearing on the marks and that is why, selecting an unpopular topic just for the sake of it is unwise. Also, if there's a technical term in the question, be doubly sure that you understand it correctly. For instance, in 2014, there was a question on 'standard tests', which is a technical term. I misunderstood it and wrote a generic essay. I got 112.
- When you take a final stand on an issue, it's best to avoid extreme or highly unpopular opinions. We are free to have any opinion in the privacy of our minds, but in UPSC essay why take that risk? For instance, in an essay on Capital Punishment, in the main body content, you should present a case for both abolition and retention. But when you take a stance, it's best to be an abolitionist.
- No ranting. You might be a great fan of Karl Marx, but if there's a question on Capitalism, do not rant or rail against it. You must present both the positives and negatives of Capitalism and end the essay on a balanced note.
- Do not dedicate disproportionate amount of time for the first essay and scamper through the second. Both carry equal marks, so please invest equal time

#### 6. How to transition smoothly from one para to the next

Through a link sentence at the end of a para

*"Further, we must be mindful of the fact that Artificial Intelligence poses a major challenge not just economically, but also ethically."* And in the next para, you can write about the ethical issues concerning AI.

Through a question:

*"Thus we have examined the threat posed by AI to our economy, but what about the challenges brought by AI to our ethics and morals?"* And in the next para, you can write about the ethical issues concerning AI.

#### 7. How to write a good Introduction to your Essay?

#### 8. Developing the Main Content from the Topic

- **Temporal:** Past, present and future
- **Sectoral:** Media, Science & Tech, Business, Sports, Religion, Politics, Administration etc
- **Walks of Life:** Individual, Family, Professional workplace, Society, Community, National, Global
- **Problem & Solution:** Concept (historical evolution+status), benefits, problems, solutions
- **Standard:** Social, Political, Economical, Administrative, International, Environmental, Historical, Scientific, Security/Defence, Legal

Example: for a topic like “*Has Globalisation delivered on its promise?*”

#### 9. **Substantiating your arguments**

In the main body of the essay, each para must have an argument or an idea and a reasoning to back that argument. You can substantiate it through a real-life example, a statistic, an authentic committee or organisational report etc.

#### 10. **Concluding an Essay**

Conclusion needs to be on a futuristic, optimistic note. You need to summarise the complete essay in 3-4 sentences, after which you can write your vision for future.

## QUESTION PATTERN OF EXAMINATION

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### General Studies Paper 1 Question Paper

➤ **One common agreement between Gandhism and Marxism is**

(a) **The final goal of a stateless society**

(b) Class struggle

(c) Abolition of private property

(d) Economic determinism

➤ **with reference to the provisions contained in part IV of the constitution of India, which of the following statements is/are correct?**

1. They shall be enforceable by courts

2. They shall not be enforceable by any court

3. The principles laid down in this part are to influence the making of laws by the state

**Select the correct answer using the code given below**

(a) 1 only

(b) 2 only

(c) 1 and 3 only

(d) **2 and 3 only**

➤ **consider the following statements:**

1. According to the Constitution of India, a person who is eligible to vote can be made a minister in a state for six months even if he/she is not a member of that state.

2. According to the Representation of People Act, 1951, a person convicted of a criminal offence and sentenced to imprisonment for five years is permanently disqualified from contesting an election even after his release from prison.

**Which of the statements given above is/are correct?**

(a) **1 only**

(b) 2 only

(c) Both 1 and 2

(d) Neither 1 nor 2

➤ **What are the advantages of fertigation in agriculture?**

1. Controlling the alkalinity of irrigation water is possible.
2. Efficient application of Rock Phosphate and all other phosphatic fertilizers is possible.
3. Increased availability of nutrients to plants is possible.
4. Reduction in the leaching of chemical nutrients is possible.

**Select the correct answer using the code given below:**

(a) 1, 2 and 3 only

(b) 1, 2 and 4 only

(c) **1, 3 and 4 only**

(d) 2, 3 and 4 only

## CSAT (General Paper 2)

Download the previous year question paper from the upsc sites .

## Answer Pattern of the examination

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### UPSC MAINS GENERAL STUDIES PAPER – 2 MAINS 2019

- Do you think that constitution of India does not accept principle of strict separation of powers rather it is based on the principle of 'checks and balance'? Explain.(10)
- "The Central Administration Tribunal which was established for redressal of grievances and complaints by or against central government employees, nowadays is exercising its powers as an independent judicial authority." Explain.(10)
- What are the methods used by the Farmers organizations to influence the policy- makers in India and how effective are these methods? **(10)**
- From the resolution of contentious issues regarding distribution of legislative powers by the courts, 'Principle of Federal Supremacy' and 'Harmonious Construction' have emerged. Explain.(10)
- What can France learn from the Indian Constitution's approach to secularism?(10)
- Despite Consistent experience of High growth, India still goes with the lowest indicators of human development. Examine the issues that make balanced and inclusive development elusive.(10)
- There is a growing divergence in the relationship between poverty and hunger in India. The shrinking of social expenditure by the government is forcing the poor to spend more on Non- Food essential items squeezing their food – budget.- Elucidate.(10)
- Implementation of information and Communication Technology (ICT) based Projects / Programmes usually suffers in terms of certain vital factors. Identify these factors, and suggest measures for their effective implementation.(10)
- 'The time has come for India and Japan to build a strong contemporary relationship, one involving global and strategic partnership that will have a great significance for Asia and the world as a whole.' Comment.(10)

- ‘Too little cash, too much politics, leaves UNESCO fighting for life.’ Discuss the statement in the light of US’ withdrawal and its accusation of the cultural body as being ‘anti-Israel bias’.(10)
- On what grounds a people’s representative can be disqualified under the Representation of People Act, 1951? Also mention the remedies available to such person against his disqualification.(15)
- “Parliament’s power to amend the Constitution is a limited power and it cannot be enlarged into absolute power.” In the light of this statement explain whether Parliament under Article 368 of the Constitution can destroy the Basic Structure of the Constitution by expanding its amending power?(15)
- “The reservation of seats for women in the institutions of local self- government has had a limited impact on the patriarchal character of the Indian Political Process.” Comment.(15)
- “The Attorney-General is the chief legal adviser and lawyer of the Government of India.” Discuss.(15)
- Individual Parliamentarian’s role as the national lawmaker is on a decline, which in turn, has adversely impacted the quality of debates and their outcome. Discuss.(15)
- ‘In the context of neo-liberal paradigm of development planning, multi-level planning is expected to make operations cost effective and remove many implementation blockages.’-Discuss.(15)
- The need for cooperation among various service sector has been an inherent component of development discourse. Partnership bridges bring the gap among the sectors. It also sets in motion a culture of ‘Collaboration’ and ‘team spirit’. In the light of statements above examine India’s Development process.(15)
- Performance of welfare schemes that are implemented for vulnerable sections is not so effective due to absence of their awareness and active involvement at all stages of policy process – Discuss.(15)
- “The long-sustained image of India as a leader of the oppressed and marginalised Nations has disappeared on account of its new found role in the emerging global order” Elaborate(15)
- “What introduces friction into the ties between India and the United States is that Washington is still unable to find for India a position in its global strategy, which would satisfy India’s National self- esteem and ambitions” Explain with suitable examples.(15)

## OVERVIEW of GENERAL STUDIES (GS) PAPER 2:

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Analysis and Approach for each question of General Studies (GS) Paper that were asked by UPSC.

**Q1. Do you think the Constitution of India does not accept the principle of strict separation of powers rather it is based on the principle of ‘checks and balances’? Explain. (10 Marks)**

### LINE OF THOUGHT/APPROACH:

This is a direct question on Indian government system. Here you need to write about how Indian constitution even though talks about separation of power, has nowhere explicitly mentioned about it but rather has created a system of checks and balances to make sure no organ of state becomes very powerful and all 3 organ overlap/co-ordinate with each other for effective and efficient governance.

In introduction, **define what you mean by separation of power doctrine**. Then in main part, explain how Tasks are assigned to the different branches and their institutions in such a way that each of them can check the exercise of powers by the others. As a result, no one branch or institution can become so powerful as to control the system completely.



Also you can mention the other side by **providing examples** of Article 50, Articles 121 and 211 and Article 361 to explain how separation of powers are part of constitution.

**Q2. “The Central Administrative Tribunal which was established for redressal of grievances and complaints by or against central government employees, nowadays is exercising its powers as an independent judicial authority.” Explain. (10 Marks)**

### **LINE OF THOUGHT/APPROACH:**

The question is on Central administrative tribunal which was established under Art 323A of Indian constitution. You **need to define in a line or two about what is CAT in Introduction** along with the Article and when it was established (1985).

Then in Body, **explain why it was established and its functions in 1st part**, then in **2nd part explain how it has grown as an independent judicial authority over the time.**

**End by quoting the recent verdict of Delhi HC on CAT and its powers.**

## **NECESSITY OF NEWSPAPER READING**

- reading of newspaper is an indispensable part of **IAS exam preparations.**
- There are some **do’s and don’ts of reading newspaper**, which if followed will give maximum benefit.
- You must divide news or issues in few categories like:

- International Relations,
- Environment & Biodiversity,
- Personalities and Awards,
- Government Policies and Schemes,
- International Organisations,
- Economic Policies,
- Science and Technology etc.

Reading newspaper will help you prepare for all the stages of the UPSC IAS exam; the Prelims, Mains and the Interview. Apart from that, it is also an excellent habit which will go a long way in making you a well-informed, socially aware and a responsible member of the society.

## **PERCEPTION OF THE EXAMINATION**

• What is the pass percentage of UPSC exam?
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• Can a weak student crack IAS?
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• Is 2 years enough for UPSC?
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• What is the salary of IAS?
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• How many hours should study for UPSC?
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- |                                      |
|--------------------------------------|
| • Is Upsc tougher than IIT?          |
| • Is UPSC interview tough?           |
| • Why is Upsc so hard?               |
| • Which is the highest post in UPSC? |
| • Which subject is best for IAS?     |

- |   |
|---|
| • Does handwriting matter in UPSC?              |
| • How many attempts are there for UPSC general? |
| • Can Upsc be cracked without coaching?         |

## Aspirant must do to Crack Civil Services Exam:

### • **Hard Work**

- It is proved fact that there is no shortcut in life and it is hard work that works for us. Sometimes at the initial stage it won't work but at the end of day it will led you to the success. We should always keep in mind that hard work never goes unrewarded. Hard work has no any substitute. It's you who could finish the whole work by yourself, nobody is coming with you. Entire course of action have to complete by you. Civil service competition is the best example of hard work. If you work hard you will get through if not you won't make it the first huddle i.e. Prelims exam. The examination that you are preparing for is like a marathon race. You have to pass in this exam of marathon, definitely you have to start you journey from square one at several time. The candidates who are taking civil services exam are well educated and have talent to lead the country but over the years it has been revealed that only 50 percent of the total candidate are the serious ones. Here we should keep in mind that those aspirants who has the confidence that he can compete in this examination and succeed, only they are going to finally crack it.
- If we see the statistics among the 50 per cent of the serious candidates, merely 20 per cent are hard workers, and the real fight is between them. The number of vacancies are not stable it is changing year by year but nowadays vacancies are around 900 posts in all. So, to come in the 900, one has to put the real hard work, unique way of writing skills, above all better than the other aspirants. Hard work can be termed as one of the pre-requisite for every sphere in life and in the Civil services exam it is indispensable

### • **Dedication**

Dedication is sometimes doing things even if I didn't have to and doing it with passion. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember dedication towards our own duty always pays in life. One has to be totally dedicated even for the minutest things in the life, finally its it which finally get you all along the long way. Yes dedication always bundled with sacrifice.

During your course of your preparation you have to sacrifice many of your favorites like movies, parties, and entertainments etc. Without dedication it is impossible to achieve what you want to be.

- **Patience**

One famous quote is that "Good things come to those who wait." This quote applies everywhere. If one needs a favorable result it has to come with the patience. Take civil service exam it spans a year Preliminary exam in the month of May-June to the interview in the month of March next year. The whole process of exam requires patience. During your preparation at many times you may feel tired and jaded but it is the time when you have to keep you going. Once you stop there are many others who are waiting to take your place. The Civil service exam in one way is the psychometric test for the aspirants it is a test for their patience also. In all to keep going when the going is hard and slow - that is patience.

- **Self-Confidence**

The secret of making dreams come true can be summarized in four C's. They are Curiosity, Confidence, Courage, and Constancy; and the greatest of these is Confidence."Walt Disney Self-confidence is the first requisite to great undertakings. It is self confidence that makes the difference. It doesn't matter how hard you try and work hard unless you don't believe in yourself and your ability to succeed. One should always keep one's self confidence at the high level, yes everyone agrees that one can never be always self motivated and could lose temper, at this time you need to keep motivated it doesn't matter by which means.

- **Faith in God/Luck**

Everyone of us holds a different image of God. But at one instance we all believe that there is almighty who is above us. There is nothing bad in it to have faith in such almighty. It is seen by the result of many exams that most of the aspirants who have cleared the Civil Services examination add faith in God as a major key to their success. Still, we should remember that there is no substitute to hard work. Faith in God will keep you going.

- **Time Management**

- Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals complying with a due date. This set encompasses a wide scope of activities, and these include planning, setting goals, analysis of time spent. In the Civil Services exam it is a tool to success. Time management is essential and one of the important tools in the Civil Services Examination. In the first stage of examination that is called preliminaries, real-time testing is very important. When it comes to Mains time management has become more important one has to solve the whole paper in merely three hours. Here aspirants should allocate the time as according to the requirement of the question paper. As the nature of Mains exam paper is that one needs to stick to the word limits in all questions

and here need proper time management, aspirants should keep in mind that if one is devoting too much time to one particular question will surely means that one miss out on others questions. The UPSC exams among many other things, it also tests aspirants skill in time management, and how to organize the work in a systematic and efficient manner.

- Time management is important not just in writing the exam, but also while preparing for it. It is advisable to break up long study sessions into a few compact ones with more breaks to refresh oneself. For example, two four-hour sessions prove to be more beneficial than one long eight-hour stretch. Some students prefer to study in short bursts of two hours, with 15-minute breaks in between.
- Ultimately it is up to the individual to find his or her own unique time management strategy. It is also possible to use "free time" effectively. Thus, time spent commuting, or relaxing can also be used to refresh concepts or read different, if not completely unrelated, books. However, it is important to "switch-off" for at least some time in a day.

- **Writing Skills**

Writing skills are perhaps the most essential requirement in the main examination sections of the UPSC exam. As the exam is also a test of an individual's analytical and interpretative ability, clear, coherent and well-written answers in simple, effective English (or Hindi) are essential. Most students who clear the preliminaries are extremely comfortable with their material, and are unlikely to add particularly unique or new information. The difference lies in the method of presentation - or the writing. (the hindu)

- **Examination Tactics**

A tactic is a specific action taken to address a specific situation. It is part of a specific plan or strategy. It is subjective in nature one tactics will work for one and at the same time it won't work for the other. Tactics take different shapes and forms in different situation. It is when you think about a plan to do something and make a strategy for a big one. The very nature of Civil services exam the tactics must be applied at every level of preparation and it should be focus on greater and intensive coverage. Civil Services examination syllabus has a vast area of syllabus one is expected to know various disciplines at the same time like history, polity, geography, economy, science apart from other curriculum. However, one need not to be master on each disciplines only basics of each of the disciplines is needed. Hence, here the full examination tactics will help you out.

- **Use of Internet**

We are in the era of internet revolution. A recent data shows that the broadband connectivity in India has been on the rising. It is one of the information hub make use of it as much as you can. Most of the aspirants has their own means of Information tools, those who don't have can access through it from Internet Café. It is an ever-bulging ocean of information. All the important information is available on the Internet, even you can clear

you doubts in this platform. Many important materials are available for instance, NCERT Books are now available on its net. India Year Book published by Indian Govt., Complete Budget and Economic Survey Book and Summary of all bilateral meetings are now available on the Internet. Wikipedia is one of one source of all information it is free and at some extent it is authentic as well.

- **Strategy for Freshers**

- At one or another instance everyone has to be fresher. As a fresher one first of all go through the notification of the exam but must not be panic by seeing the columns and columns of syllabus. Here coaching centre or your seniors or any portal like us will help you out. They could show you the right path. However there will be instances when you will feel that you know nothing other knowing a lot it is the sign to get into the preparation as soon as possible otherwise you might be lead in the another path, a path of frustration. Trust me it is not matter of intellectual but just time, you might be fresher they might have background. During initial phase just concentrate in your self-study and make your concept clear.
- There are several myths about the Civil Services Exam it is some sort of hype around the examination. But as a fresher try to ignore such myths. It is commonly seen that a fresher always starts with some “Suggested Reading” here we should take care about who has suggested you, it really matters a lot because the whole examination preparation will depend on it. The real foundation will build here. At many instances he starts his preparation on a high note and works hard in the beginning but gradually he feels exhausted and the momentum slows down. Here is the real problem one need to stop here and is to keep going. Aspirants should be result oriented rather than exam oriented. In some disciplines selective study is helpful but it has its limitation. Try not to take attempt as to check the pattern of examination as it won't help you in anyways. It may keep you chasing the Civil service exam at your last attempt. Some aspirants have a funny idea that Civil Services can be cleared only in multiple attempts. Ignore all and take many examples who have cleared the exam in the very first attempt. Here are some suggestions for the freshers, firstly try to understand the whole exam and the very nature of the exam, keep yourself ready the preparation, believe strongly in yourself that you will clear the exam in the first attempt itself and never will compromise at any stage and if required at any time will work harder than ever before, the preparation should be started at least one year ahead of your first attempt, do not take your attempt unless you are confident of qualifying for the it all the way. Make your first attempt as your best one.

- **Role of Coaching Institute**

- Due to the complex exam procedure, the coaching assumes a crucial role. Unfortunately, it is a costly affair. Getting into civil services is really a tough one/ himalayam task. Every individual would

like to do something great in life. There are about three lakh applications and 50% really appear in the exam for merely 900 seats (in general). Everyone knows things but don't know how to present it. Here comes, the role of coaching Institute.

- Civil Services coaching Institute and any type of guiding portal play a crucial role during the course of preparation of the aspirants. However here we should note that it is never been the essential element for the preparation. There are plenty of examples where we can see that an aspirant get through without any help of coaching institution. It is additional component of the preparation rather than essential. Nowadays it has become fashion to join the coaching institute; it is considered that without joining any coaching one hasn't get success. It is clear that it helps but at one point of preparation their role ends, and the role of aspirants own effort has finally proved. There is a high competition in getting IAS here coaching institute helps to keep you in the right path and will put you in the competition in the right way. Coaching has many advantages, it helps to understand the nature of exam quickly, sometimes reduces the efforts and focused more in the subject, provides environment for the competition, regular classes gives the insight about the competition, many postal courses help in the preparation etc.

- **General Trend of Marks**

- The general marks is not any standard format it varies from year to year, it all depends on the vacancies in the particular year and standard of questions which has asked in that year. Apart from this the marks also vary from optional to optional. It is known that the first stage of the exam i.e. Prelims doesn't carry any marks it is only to screen the candidate and select those who are eligible for the next stage i.e. Mains. Mains comprise of Written Test and Personality Test which carries total 2300 marks. The following data about the marks and the ranks will give a general idea about the efforts that are required.

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**UPSC PREPARATION PLAN**

you are followed below mentioned rules regarding course classes.

- Regularly available in lectures, meeting and class test.
- Please available in class room before 10 minute when your schedule times.
- Complete your homework, and reading with given time.
- Please neglected any unattended work who created problems in your course.

**1<sup>ST</sup> YEAR STUDY PLAN**

TOPIC	CLASSES	TIMING
CSAT	25	50 HOURS
ENGLISH	50	100 HOURS
POLITY	25	50 HOURS
GEOGRAPHY	20	40 HOURS
HISTORY	20	40 HOURS
GENERAL SCIENCE	20	40 HOURS
E.V.S AND CURRENT AFFAIRS	10	20 HOURS

### MOCK TEST

TOPIC	NO.OF TEST	TIMING
CSAT	10	2 HOURS
ENGLISH	10	2 HOURS
ECONOMY	05	2 HOURS
POLITY	05	2 HOURS
E.V.S AND CURRENT AFFAIRS	05	2 HOURS

### 2<sup>ND</sup> YEAR STUDY PLAN

#### UPSC PRELIMS CLASS SCHEDULE

TOPIC	NO.OF TEST	EVALUATION CLASSES
G.S PAPER 1	20	20
G.S PAPER 2(CSAT)	20	10

#### UPSC MAINS CLASS SCHEDULE

##### PAPER I

ESSAY WRITING	MOCK TEST-10	EVALUATION CLASS-10
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##### PAPER II

TOPIC	CLASSES	TIMING
MODERN INDIA	08	16 HOURS
WORLD HISTORY	07	15 HOURS
GEOGRAPHY	15	30 HOURS
MOCK TEST	03	7 :30 HOURS



**PAPER III**

TOPIC	CLASSES	TIMING
INDIAN POLITY	10	20 HOURS
INTERNATIONAL RELATIONSHIP	10	20 HOURS
SOCIAL JUSTICE AND INDIAN GOVERNANCE	10	20 HOURS
MOCK TEST	03	7:30 HOURS

**PAPER IV**

TOPIC	CLASSES	TIMING
INDIAN ECONOMY	10	20 HOURS
SCIENCE AND TECHNOLOGY	08	16 HOURS
E.V.S AND SECURITY	07	14 HOURS
MOCK TEST ON G.S III	03	7:30 HOURS

**G.S V**

TOPIC	CLASSES	TIMING
ETHICS, INTEGRITY&APTITUDE	30	60 HOURS
MOCK TEST	03	7:30 HOURS
INTERNATIONAL BILATERAL & INSTITUTION	20	40 HOURS

**OPTIONAL PAPER**

**ANTHROPOLOGY, GEOGRAPHY**

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**BOOK LIST FOR UPSC**

**NCERT Booklist for UPSC**

Here is a list of all the titles of NCERT books that UPSC aspirants should read for the preparation of this exam:

**History**

History: NCERT Class VI – Our Past  
History: NCERT Class VII – Our Past -I

History: NCERT Class VIII – Our Past II and III

History: NCERT Class IX – India and the Contemporary World – I  
 History: NCERT Class X – India and the Contemporary World – II  
 History: NCERT Class XI – Themes In World History

History: NCERT Class XII – Themes In Indian History – I  
 History: NCERT Class XII – Themes in Indian History – II  
 History: NCERT Class XII – Themes In Indian History – III

### **Art & Culture**

Art & Culture: NCERT Class XI – An Introduction to Indian Art,

Art & Culture: NCERT Class XI – Living Craft Traditions of India (Chapters 9 & 10)

### **Polity**

Polity: NCERT Class IX – Political Science: Democratic Politics Part – I

Polity: NCERT Class X – Political Science: Democratic Politics Part – II

Polity: NCERT Class XI – Political Science: Indian Constitution at Work

Polity: NCERT Class XI – Political Science: Political Theory

Polity: NCERT Class XII – Political Science I: Contemporary World Politics

Polity: NCERT Class XII – Political Science II: Politics in India since Independence

### **Geography**

Geography: NCERT Class VI – The Earth Our Habitat

Geography: NCERT Class VII – Our Environment

Geography: NCERT Class VIII – Resource and Development

Geography: NCERT Class IX – Contemporary India – I

Geography: NCERT Class X – Contemporary India – II

Geography: NCERT Class XI – Fundamentals of Physical Geography

Geography: NCERT Class XI – India – Physical Environment

Geography: NCERT Class XII – Fundamentals of Human Geography

Geography: NCERT Class XII – India – People and Economy

### **Economy**

Economy: NCERT Class IX – Economics

Economy: NCERT Class X – Understanding Economic Development



Economy: NCERT Class XI – Indian Economic Development

Economy: NCERT Class XII – Introductory Microeconomics

Economy: NCERT Class XII – Introductory Macroeconomics

## Environment and Ecology

- Biology: NCERT Class XII (Last 4 chapters)
- This booklist for UPSC is recommended by almost all the toppers as well as UPSC experts.

# Prelims Exam (Paper I)

## Polity

1. Indian Polity by Laxmikanth

## Economy

1. Indian Economy by Ramesh Singh
2. Mrunal.org articles
3. Macroeconomics – NCERT Class XII
4. Indian Economic Development – NCERT Class XI
5. Economic Survey (Selective reading from Prelims perspective)
6. The Hindu
7. Internet for understanding concepts (Arthapedia, Google, Youtube)

## Ancient History of India

1. Old NCERT by RS Sharma

## Medieval History of India

1. Old NCERT by Satish Chandra (Selective Reading)

## Modern History

1. A Brief history of Modern India- Spectrum Publications
2. India's Struggle for Independence – Bipan Chandra (Selective Reading)
3. NCERT by Bipan Chandra (For the period 1700s to 1857)

## Indian Art and Culture

1. An Introduction to Indian Art – Class XI NCERT
2. Chapters related to culture in Ancient and Medieval India NCERTs
3. Centre for Cultural Resource and Training (CCRT) material
4. Heritage Crafts: Living Craft Traditions of India - NCERT

## Environment and Biodiversity

1. Shankar IAS book

## General Science

1. General Science books – IX and X standard
2. The Hindu (Note down and read about the latest scientific terms, discoveries and inventions frequently mentioned in news)
3. Google and YouTube

## Geography

1. Fundamentals of Physical Geography XI NCERT
2. India: Physical Environment XI NCERT
3. Fundamentals of Human Geography XII NCERT
4. India: People and Economy XII NCERT
5. Certificate Physical and Human Geography: GC Leong
6. PMFIAS (Excellent resource for understanding complex topics)
7. Google and YouTube

## Govt Schemes

1. Govt schemes compilation by the website Civils Daily
2. YOJONA MAGAZINE

## General Trivia (Eg: Global groupings, Reports, Institutions, Rankings etc)

1. Any coaching material
2. Google

## Current Affairs

1. The Hindu
2. INDIA YEAR BOOK

## Booklist for UPSC Mains & Preparation Material For CSE Mains Examination

Here is the list of UPSC Books that you should be reading while preparing for UPSC CSE Mains:

Paper	Booklist
General Studies - 1	<ol style="list-style-type: none"><li>1. India's Struggle for Independence by Bipan Chandra</li><li>2. India After Independence by Bipan Chandra</li><li>3. Ancient India by RS Sharma</li><li>4. History of Medieval India by Satish Chandra</li><li>5. From Plassey To Partition And After by Sekhar Bandyopadhyay</li><li>6. Introduction to Indian Art for Class XI (NCERT)</li><li>7. Geography of India - Majid Hussain</li><li>8. World Geography- Majid Hussain</li><li>9. Oxford Atlas</li><li>10. Central Physical and Human Geography by GC Leong</li><li>11. Geography NCERTs (Class XI and XII)</li></ol>
General Studies -2	<ol style="list-style-type: none"><li>1. Indian Polity by M Laxmikanth</li><li>2. Constitution of India by DD Basu</li><li>3. India's Foreign Policy by Rajiv Sikri</li></ol>
General Studies-3	<ol style="list-style-type: none"><li>1. Indian Economy by Ramesh Singh</li></ol>
General Studies- 4	<ol style="list-style-type: none"><li>1. Ethics, Integrity &amp; Aptitude by Subba Rao and PN Rao Chaudhry</li></ol>

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