



सत्यमेव जयते

WORLD OF WORK SERIES No. 39

CAREERS THROUGH CIVIL SERVICES

CAREER STUDY CENTRE,
CENTRAL INSTITUTE FOR RESEARCH & TRAINING
IN EMPLOYMENT SERVICE (D.G.E. & T)
MINISTRY OF LABOUR, GOVERNMENT OF INDIA,
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FOREWORD

Civil Services offer challenging Career opportunities in the administration of Central and the State Governments to young men and women. Officers belonging to the services hold the highest ranks in the Central/State Organisations, public sector undertakings, etc. In the present publication we have made efforts to provide information on how one may enter these services, details of various services, nature of duties to be performed under each service, promotional avenues, etc. It is hoped that this publication will be found useful particularly by those who aspire a career through Civil Services. We are thankful to various deptts./organisations who asserted us in finalising the publication.

Suggestions for improvement are welcome.

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Director

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14. The Indian Railway Personnel Service, Group 'A'.
15. The Posts of Assistant Security Officer, Group 'A' in Railway Protection Service.
16. The Indian Defence Estates Service, Group 'A'.
17. The Indian Information Service, Junior Grade.
18. The Central Trade Service, Group 'A' (Grade III).
19. The Posts of Assistant Commandant, Group 'A' in the Central Industrial Security Force.
20. The Central Secretariat Service, Group 'B'.
21. The Railway Board Secretariat Service Group 'B' (Section Officers' Grade).
22. The Armed Forces Headquarters Civil Service, Group 'B' (Asstt. Civilian Staff Officers' Grade).
23. The Customs Appraisers Service, Group 'B'.
24. The Delhi and Andaman and Nicobar Island Civil Service, Group 'B'.
25. The Delhi and Andaman and Nicobar Islands Police Service, Group 'B'.
26. Posts of Deputy Superintendent of Police Group 'B' in the Central Bureau of Investigation.

The recruitment for these services is done through an All-India Civil Services Examination conducted by UPSC every year.

Requirements

To appear in the Civil Services Examination one should be a degree holder from a recognised University. The age limit for the examination is 21-28 years, relaxable for SC/ST candidates by 5 years.

Pay Scale

The candidates who are selected are initially given the pay scale of Rs. 2200—4000 for Class I Posts. For Class II posts pay scale is Rs. 2000—3500. Selected officers are required to be on probation for a minimum of 2 years during which they are given training in the concerned departments.

Training

In general training includes policy-making, planning, budgeting, organisation and management, co-ordination, personnel administration, supplemented by accounting laws and human relation skills. Officers are liable to serve anywhere in India.

Promotional Avenues

The pay scales under Civil Service are time scale and therefore officers are eligible for higher scale after a specified period as per rules and regulations.

Details

The details of the examination and various services have been discussed in the following paragraphs.

Civil Service Examination

The examination consists of preliminary and Main examination. Preliminary Examination is of objective type while Main Examination is subjective in nature. Those who qualify the main examination are called for Interview.

The Preliminary Examination consists of two papers—(1) General studies consisting of 150 marks and (2) one optional subject of 300 marks. One optional subject is to be chosen from the followings:

Agriculture, Animal Husbandry & Veterinary Science, Botany, Chemistry, Civil Engg., Commerce, Economics, Electrical Engg., Geography, Geology, Indian History, Law, Mathematics, Mechanical Engg., Philosophy, Physics, Political Science, Psychology, Public Administration, Sociology, Statistics and Zoology.

In both the papers questions are multiple choice in nature. The paper is set both in Hindi and English. The standard of the optional paper is of degree level and duration is two hours. Those who wish to appear in the examination should possess a degree from a recognised institution or its equivalent. Candidates holding recognised professional and technical qualifications equivalent to degree level are also eligible to appear in the examination.

A candidate must have attained the age of 21 years and must not have attained the age of 28 years. The upper age limit is relaxable as per rules for SC/ST candidates and certain other categories.

Preliminary examination is held generally in the month of June at following Centres:

Agartala, Ahmedabad, Aizawl, Allahabad, Aurangabad, Bangalore, Bhopal, Bombay, Calcutta, Chandigarh, Cochin, Cuttack, Delhi, Dharwar, Dispur, Gangtok, Hyderabad, Imphal, Itanagar, Jaipur, Jammu, Jorhat, Kohima, Lucknow, Madras, Madurai, Nagpur, Panaji, Patna, Port Blair, Raipur, Ranchi, Sambalpur, Bareilly, Shillong, Shimla, Srinagar, Tirupati, Trivandrum, Udaipur and Vishakhapatnam.

Every candidate appearing at the Civil Services Examination is permitted four attempts. An attempt at a preliminary examination is deemed to be an attempt at the Examination.

A candidate appearing for Preliminary Examination has to pay a fee of Rs. 30. Candidates belonging to SC/ST category are exempted from the fee. Application forms are received by Secretary, UPSC, Dholpur House, New Delhi generally in the month of Jan./February. Prescribed format of application form is published in Employment News.

Main Examination

Those who qualify the Preliminary Examination may appear for the Main Examination. The Main Examination consists of 8 papers of conventional essay type, each subject carrying 300 marks. The papers on Indian Languages are of qualifying nature. Marks obtained in these two papers are not counted for ranking. Scheme of the examination is as follows:

Paper I	—Indian Language
Paper II	—English
Paper III & IV	—General Studies
Paper V—VIII	—Two optional subjects (2 papers each)

Two optional subjects may be chosen from:

Agriculture, Animal Husbandry & Veterinary Science, Anthropology, Botany, Chemistry, Civil Engg., Commerce &

Accountancy, Economics, Electrical Engg., Geography, Geology, History, Law, Management, Mathematics, Mechanical Engg., Philosophy, Physics, Political Science, International Relations, Psychology, Public Administration, Sociology, Statistics, Zoology. Literature of one of the following languages: Arabic, Assamese, Bengali, Chinese, English, French, German, Gujarati, Hindi, Kannada, Kashmiri, Marathi, Malayalam, Oriya, Pali, Persian, Punjabi, Russian, Sanskrit, Sindhi, Tamil, Telugu & Urdu.

Candidates are not allowed to offer the following combinations of subjects:

- Political Science & International Relations and Public Administration.
- Commerce & Accountancy and Management.
- Anthropology and Sociology.
- Mathematics and Statistics.
- Agriculture and Animal Husbandry and Veterinary Science.
- Management and Public Administration.
- Of the Engineering subjects e.g. Civil Engineering, Electrical Engineering and Mechanical Engineering—not more than one subject.

Each paper is of three hours duration. Candidates may answer to all question papers except the language papers in any one of the languages included in the Eighth schedule to the Constitution of India or in English. Candidates appearing for Main Examination assesses one's overall intellect and depth of understanding rather than merely the range of his information and memory. Syllabus for the optional papers is of a level higher than the degree level.

Those who qualify the Main Examination are called for an Interview consisting of 250 marks. Interview is intended to judge the mental calibre of a candidate. Candidates are expected to be interested in general day to day events. Qualities of mental alertness, logical thinking, variety and depth of interest, leadership, communication skills, sense of responsibility etc. are judged during interview.

Marks obtained by the candidates in the Main Examination as well as Interview determine their final ranking. Candidates

are allotted to the various services keeping in view their final ranks and the preference expressed by them for the various services and posts.

The persons who look forward to join civil services as a career should have general ability and not superficial knowledge about facts on particular subject. The recruitment procedure is designed to judge the general intellectual ability of the candidates, the stage of development of their mind, their general aptitude, their Breadth of vision and outlook.

The persons who were selected for Indian Police Service/ Central Service, Group 'A' are eligible to complete the following:

S. No.	Service to which approved for appointment	Service for which eligible to compete
1.	Indian Police Service	IAS, IFS and Central Services Group 'A'
2.	Central Services Group 'A'	IAS, IFS AND IPS

THE SERVICES

Indian Administrative Service

The Indian Administrative Service officers occupy the most dominant management role in the Central as well as State Governments. They man most of the top level posts particularly relating to General Administration.

IAS is a State Cadre. After induction in this service officers are allotted a position in their respective State.

Initially, these officers are posted as Asstt. Commissioners* who work under Deputy Commissioners holding executive charge either at the district headquarters or in the Secretariat. They serve in the junior grade for a period of 4 to 5 years, then are promoted in the Deputy Commissioners rank. After 10 to 12 years of service as Deputy Commissioner they hold positions in the secretariat. They go on deputation to the Central Government when they reach to the position of a Jt. Secretary or a Commissioner or a member of some Board in the Government of India. The normal tenure of deputation is 3 years. They are given a super time scale. After deputation period they may go back to a State as Chief Secretary.

*This nomenclature varies from State to State e.g. Distt Magistrate/Collectors etc.

In the administrative hierarchy of the Central Govt. the Secretary occupies a key position and his main role is to help the government in policy formulation and to ensure effective execution of policies and procedure through periodical review. The top rank under IAS is Cabinet Secretary. He gets a fix pay of Rs. 9000.

Appointment in the service is made on probation for a period of two years during which they have to undergo training at Lal Bahadur Shastri National Academy, Mussoorie. The IAS probationers are given the charge of a sub-division. With a view to enriching their experience. They are transferred from one District to another generally after every two years.

Officers belonging to the Indian Administrative Service are liable to serve anywhere in India or abroad. Their pay-scales are as follows:—

Junior Scale Rs 2200—4000

Senior Scale

(i) Time Scale Rs. 3200 (5th or 6th year—Rs. 4700.

(ii) Selection Grade Rs. 4800—5700.

In addition there are posts carrying Supertime Scale pay of Rs. 5900-6700. There are also posts carrying pay scale above supertime scale in the Grade of Rs. 7300—7600 or Rs. 8000 (fixed) to which IAS officers are eligible for promotion.

The Indian Foreign Service

The Indian Foreign Service is a Central Service. Foreign Service Officers keep the state advised on conditions and situations in other nations and on the plans and actions of their governments. Foreign service is charged with tremendous responsibilities for the safety and welfare of the country.

Diplomatic negotiations are an important part of a Foreign Service Officer's work, as a Diplomat has to represent one's country. He has to tap the unwritten wisdom of people—Not just what is printed and known. The diplomat has to be a good draftsman, a shrewd judge and a social mixer. He should be able to judge the character of other persons. A good diplomat should be able to scan the various types of information and date and pickout facts and developments. The ability to influence the thinking of the people in key positions is of supreme importance. Patience, tact and flexibility are considered pre-requisites for

diplomats. One should have a wide knowledge of one's own country as well as should be fully informed of latest developments.

IFS probationer is posted as Third Secretary or Vice Consul within two years of clearing Civil Services Examinations. The duration of training at the Foreign Service Training Institute (FSTI) is one year. The Foundation course at Mussoorie is of three months duration. One posting is normally of three years.

The Third Secretary becomes the Second Secretary in four to five years and Second Secretary becomes the First Secretary in seven years. To be a Counsellor it takes about 13 years and 17 years for becoming an Ambassador.

After every six years' foreign service one has to stay in the home country for 3 years. One gets posted as Under Secretary and can rise up to the rank of Additional Secretary.

A probationer in Indian Foreign Service gets a total of Rs. 2200 per month during the 1st year of his probation and Rs. 2775 p.m. during 2nd year of probation. After successful completion of probation period he is posted in the grade of Rs. 2200—4000 p.m. After 4 years of service, he gets senior grade i.e. Rs. 3200—4700 and after 9 years of service he is placed in the scale of Rs. 3950—5000 p.m.

There are posts in selection Grade, Super Time Scale and above carrying pay between Rs. 4800 and 8000 to which IFS officers are eligible for promotion. During Service abroad IFS officers are granted foreign allowance as per their status, along with free furnished accommodation and other benefits. An officer belonging to the Indian Foreign Service is liable to serve anywhere in or outside India. The highest position in this service is of Foreign Secretary.

Indian Police Services

It is a career for the man of action. It's a challenging and fulfilling career. The job of a police officer takes atleast 12 to 16 hours a day. One must be prepared to face an eventuality at any time. One should have risk taking ability and should know how to manage crisis situations. One should be quick in taking decisions as well as strong in physique. Police officers are involved in patrolling, crime control, traffic regulation and riot

prevention. They provide assistance to victims. One must be tough, sharp and dynamic. One should be conversant with necessary rules and regulations in regard to maintaining law and order.

IPS probationers have to go through a Foundation course at the Lal Bahadur Shastri National Academy, Mussoorie. The duration of the course is 3½ months. On completion they are required to attend one year's training at Sardar Vallabhbhai Patel National Police Academy (NPA), Hyderabad. This training is inclusive of physical training including material arts and the use of weaponry. Performance at this Academy is crucial because based on the record of the performance, merit list is prepared. After this training one has to undergo three-month course at State Training College and thereafter one is deputed for a sand-wich course in field training in the district. As a SHO, the probationer gets experience of working and exposure to various operational wings of the Police such as Security, Crime, Vigilance, Traffic etc. This field training lasts for 4 months.

The IPS probationer may get a promotion to the position of an Asstt. Supdt. of Police (ASP) who is incharge of a Sub-division. A probationer becomes Asstt. Commissioner of Police (ACP) after successful completion of 2 years training period. The ACP has two to three Police Stations under his charge.

Generally after 2 years an ASP or ACP is promoted as Supdt. of Police or Deputy Commissioner of Police.

Salaries

ASP/ACP	. . .	Rs. 2200—4000 p.m.
SP/DCP	. . .	Rs. 3000—4500 p.m.
		Rs. 3700—5000 p.m.
		Rs. 4500—5700 p.m.

In the later three grades, rank remains the same but one gets the grade of Rs. 3700—5000 p.m. in the 9th year of service including training period.

All the three grades are available as per seniority and merit.

One becomes Deputy Inspector-General of Police DIG or Addl. Commissioner of Police—Addl. CP in 17 to 20 years. They are given pay grades of Rs. 5100—5400 which is known as Super Time Scale. In 21 to 25 years one becomes Inspector-General of Police or Commissioner of Police in the pay grade of Rs. 5900—6700.

Salaries of Director General in the rank of Addl. Secretary are Rs. 7300—7600 p.m. and Rs. 7600—8000 p.m. There are four posts of the rank of Secretary with a fixed pay of Rs. 8000. They are known as Director Intelligence Bureau; Director, Border Security Force; Director, Central Reserve Police Force; Director, Central Bureau of Investigation. There are also ex-cadre posts in the rank of Secretary in the departments of Security, Home Ministry. 67% of the SPs/DCPs are selected directly from IPS cadre through UPSC. The IPS is a State Cadre and officers join the position at Centre on deputation basis.

Indian P & T Accounts and Finance Service Group 'A'

The officers working in this service look after the revenue and expenditure of the postal service. They have to plan and implement such policies which minimise revenue deficits. The grades under the service are as follows:

Junior Time Scale	Rs. 2200—4000
Senior Time Scale	Rs. 3000—4500
Junior Administrative Grade	Rs. 3700—5000 (Ordinary Grade) Rs. 4500—5700 (Selection Grade)
Senior Administrative Grade	Rs. 5900—6700
Senior DDG (PF)	Rs. 7300—7600

Initially officers are appointed in the grade of Rs. 2200—4000 on the basis of probation for 2 years. During this probation period they have to undergo departmental training.

The Indian Audit and Accounts Service (Group A)

Audit is the watch dog of the nation against executive extravagance. Officers in Audit and Accounts Service help to draft concrete action through accounts and audit procedures for a purposeful system of accounting. They suggest measures to control the unbridled growth of revenue expenditure. They help in enforcing the fiscal discipline. The aims of the service are (i) to make accounts and audit more effective as an aid to the administration and (ii) to help, establish and strengthen internal control and internal audit arrangements. The officers of this service visit various Ministries for auditing work. All the officers work under the control of Comptroller and Auditor General of India.

Probationary officers start on the minimum of the time scale of Indian Audit and Accounts Service i.e. Rs. 2200-4000.

During the two years' probation period they are sent for training at Lal Bahadur Shastri National Academy of Administration, Mussoorie. After the five years of regular service in the junior grade, officers are eligible for senior time scale of Rs. 3000-4500. Higher level promotions are available upto the rank of Deputy Comptroller and Auditor General of India consisting a fixed pay of Rs. 8000 p.m. with usual government allowances.

Other Grades are as follows:

Junior Administrative Grade	Rs. 3700—5000
Selection Grade	Rs. 4500—5700
Sr. Administrative Grade	Rs. 5900—6700
Principal Accounts General/ Directors of Audit	Rs. 7300—7600
Additional Deputy Comptroller and Auditor General	Rs. 7600 (Fixed)

Indian Customs and Central Excise Services

These services deal with the task of formulation of policy for the levy and collection of customs and central excise duties, prevention of smuggling and administration of customs, central excise, narcotics and gold control departments.

Under these services one is initially appointed as Superintendent of Central Excise, Group A/Assistant Collector of Central Excise and/or Customs in the scale of Rs. 2200—4000 p.m. (Junior Scale). This appointment is made on probation basis for a period of 2 years. During the period of probation, one has to undergo departmental training at the Directorate of Training (Customs and Central Excise, New Delhi) and also for fundamental training course at Lal Bahadur Shastri National Academy of Administration, Mussoorie. One has to pass Part I and Part II of the Departmental Examination. Promotional Avenues are open for the following posts:

Assistant Collector of Central Excise and/or Customs (Senior Scale)	Rs. 3000-4500 p.m.
Deputy/Additional Collector of Customs and/or Central Excise	Rs. 3700-5000 p.m.
Collector of Customs and Central Excise	Rs. 5900-6700 p.m.
Principal Collector of Customs and Central Excise	Rs. 7300-7600 p.m.

Indian Defence Accounts Service

In order to ensure adequate defence preparedness in the most cost-effective manner, efficient planning and budgeting for Defence is crucial. The Finance Division of the Defence Ministry is headed by the Secretary (Defence/Finance) and Financial Adviser. He is responsible for financial control on items involving expenditure from Defence Budget. He is also responsible for Internal Audit and Accounting of the Defence expenditure. These responsibilities are discharged through the Comptroller General of Defence Accounts whose salary is fixed at Rs. 7600 p.m. Other officers help CGDA in executing the policies related to the field. The scales of pay for senior level position are as under:

- (1) *Time Scale*
 - (i) Junior Time Scale . Rs. 2200—4000
 - (ii) Senior Time Scale . Rs. 3000—4500
- (2) *Junior Administrative Grade*
 - (i) Ordinary Grade . Rs. 3700—5000
 - (ii) Selection Grade . Rs. 4500—5700
- (3) *Senior Administrative Grade* Rs. 5900—6700
- (4) Addl. CGDA (Audit)/
Addl. CGDA (Inspection)
and Comptroller of Accounts
(Factories) Calcutta and
equivalent posts. . Rs. 7300—7600

The initial pay of an officer appointed is fixed at the minimum of the Junior Time Scale. Advancement increment is given on passing the Departmental Examination Part-I.

Indian Revenue Service Group 'A'

The Indian Revenue Services deal with matters relating to direct and indirect taxes. The officers employed in these services look after the administration and enforcement of controls and regulatory measures provided in the enactments concerning sales tax, stamp duties and other fiscal statutes. They deal with the problems of tax evasion and tax arrears.

One is initially appointed as Assistant Commissioner of Income Tax (Group A) in the junior scale of Rs. 2200—4000 p.m. as a probationer. The duration of the probation period is two years. During the period of probation one has to undergo training at Lal Bahadur Shastri National Academy of Administration,

Mussoorie and the National Academy of Direct taxes, Nagpur. Probationers are also exposed to practical aspects of the work in the I.T. Department by means of job worthiness module and on-the-job training. One may be promoted in senior scale of Rs. 3000 4500 p.m.

Promotional avenues are open for higher level posts as under:

Deputy Commissioner of Income Tax .	Rs. 3700—5000 p.m.
Selection Grade (Deputy Commissioner of Income Tax) .	Rs. 4500—5700 p.m.
Commissioner of Income Tax .	Rs. 5900—6700 p.m.
Chief Commissioner of Income Tax/ Director-General .	Rs. 7300—7600 p.m.

For promotion to Junior Administration grade to Senior Administration grade one has to serve for 8—9 years. 19—20 years service is required for becoming Deputy Commissioner of Income Tax. For other higher posts 32—33 years service is needed to make a person eligible.

The Indian Ordnance Factories Service (Group 'A') Non-Technical

The Ministry of Defence maintains a Department of Defence production to direct, coordinate and strengthen the production efforts for defence purposes. A sound defence system is very necessary for security of the country. All the ordnance and equipment factories incharge of the Director-General with headquarters at Calcutta directly, work under the Department of Defence production. The department is responsible to equip the country's Armed Forces with the latest equipments and weapons. The Directorate of Planning and Coordination, Directorate General of Inspection, Directorate of Standardisation, Directorate of Defence Exhibition etc. are working under the Department of Defence production.

There are about 36 Ordnance Factories all over the country that meet the bulk of the requirements of the three services for weapons, ammunitions, vehicles, instruments, clothing, food products etc.

Selected candidates for this service are appointed on probation for a period of 2 years during which they have to undergo departmental training. They also have to do a foundational course from Lal Bahadur Shastri Academy of Administration, Mussoorie. After completion of training they are appointed on the post of Assistant Manager in the grade of Rs. 2200—4000 p.m.

The higher level grades are as under that are given on seniority and merit basis:—

1. Sr. Time Scale	Rs. 3000—4500
2. Jr. Administrative Grade (OG)	Rs. 3700—5000
3. Jr. Admn. Grade (SG)	Rs. 4500—5700
4. Sr. Admn. Grade	Rs. 5900—6700
5. Sr. General Manager	Rs. 7300—7600
6. Addl. DGO/Member OFB	Rs. 7300—8000
7. DGO/Chairman OFB	Rs. 8000 fixed

The candidates who are selected for the Indian Ordnance Factories Service are liable to serve as Commissioned Officers in the Armed Forces for a period of at least 4 years, if required. They may also serve as Civilians in Defence Service (Field liability) Rules.

The Indian Postal Service Group 'A'

Postal service play an important role in nation's socio-economic, cultural and administrative activities. The remote and interior areas of the country may come to the main stream through the help of postal services. These services meet the national needs of administration, defence, railways, aviation and people in general. The officers recruited in these services are responsible for administration and expansion of the postal services.

Candidates who qualify for Indian Postal Service work as probationer for two years. Departmental training is provided to the candidates during the probation period. On completion of training, they are absorbed in Junior Time Scale of Rs. 2200—4000. After five years of services, they are eligible for senior time scale of Rs. 3000—4500. Other higher promotions upto the rank of Members of the Postal Service Board is available as per rules. The higher grades are as follows:—

Jr. Administrative Grade	Rs. 3700—5000
Selection Grade	Rs. 4500—5700
Sr. Administrative Grade	Rs. 5900—6700
Sr. Deputy Director General	Rs. 7300—7600
Members of the Postal Service Board	Rs. 7300—8000

The Civil Accounts Service

C.G.A. is responsible for establishing and maintaining a technically sound accounting system in the Departmentalised

Accounting Offices. He liaise with Budget Division and Comptroller and Auditor General of India in accounting matters. The Cadre management of Group 'A' & Group 'B' officers of the Departmentalised Accounts Offices vests with the CGA. He is also responsible for introduction of Management Accounting System in various Ministries/Departments.

The consolidation of Monthly Civil Accounts of the Union Government the preparation of annual accounts including Civil Appropriation Accounts summary. The annual receipts and disbursements for the purpose of Union Government vests with C.G.A.

Officers are initially appointed on probation for two years' duration, on the minimum of the time scale of Rs. 2200—4000 as Assistant Comptroller of Accounts. During the probation period they have to pass the departmental examinations.

Higher level grades are as under :

Sr. Time Scale	Rs. 3000—4500
(Dep. Cont. of Accounts)/Asstt. Cont. Gen. of Accounts)	
Jr. Admn. Grade	Rs. 3700—5000
Selection Grade	Rs. 4500—5700
(Controller Gen. of Accounts/Deputy Controller General of Accounts)	
Sr Admn. Grade	Rs. 5900—6700
(Chief Controller of Accounts/ Jt. Controller General of Accounts)	
Addl. C.G.A.	Rs. 7300—7600
Controller General of Accounts	Rs. 7600 (fixed)

Training

1. Foundational Course at Lal Bahadur Shastri National Academy of Administration, Mussoorie.
2. I.A. & A.S. Staff College, Shimla.
3. National Institute of Financial Management.
4. In-service training conducted by the CGA. The duration of training period is 2 years.

Promotional Avenue

Asstt. Controller of Accounts to Deputy Controller of Accounts (Seniority and Fitness)	4 years
Deputy Controller of Accounts/Asstt. CGA to Controller of Accounts/Dy. CGA (by selection on merit).	9 years

Controller of Accounts/Dy. CGA to Chief Controller of Accounts/Jt. CGA (by selection on merit)	9 years in the Grade
Chief Controller of Accounts/Jt. CGA to Addl. CGA (By selection on merit)	3 years in the Grade
Additional CGA to CGA (by selection on Merit)	3 years in the Grade

Service under Railways

There are various services under Railways related to accounts, traffic etc. in which one can have an option to join. These services are:

- Indian Railway Traffic Service:** It deals with management of transportation, commercial and marketing activities of the Railways.
- Indian Railway Personnel Service:** It is related to personnel management including Manpower Planning and Human Resources Development.
- Indian Railway Accounts Service:** Accounts and financial management, land investment planning of the Railways come under the purview of this service.
- Railway Protection Force:** It ensures protection and security of railway property. It is responsible for secured movement of goods and passengers.
- Railway Board Secretariat Service:** Forms core group for the working of the Ministry of Railways.

The candidates recruited to the Indian Railway Accounts Service and Indian Railway Personnel service are appointed as Probationers for a period of two years during which they have to undergo training at the places determined by Government from time to time.

In case of Indian Railway Traffic Service and Railway Protection Force this probation period is of three years duration, during which officers are required to go on training for two years and put in a minimum of one year's probation in a working post.

On initial level training is imparted to new entrants to provide exposure to the various facets of railway operation management and administration at Lal Bahadur Shastri Academy of Administration, Mussoorie and Railway Staff College, Vudora.

Recruitment in the service (a, b & c) is done in Junior Scale of Rs. 2200—4000. Promotion to senior scale of Rs. 3000—4500 are available after 5 years of regular service in the junior scale. In some cases, directly recruited Group 'A' officers get promotion to Sr. scale in less than 5 years.

Other promotional avenues are as follows:—

- Jr. Administrative Grade:** Pay scale Rs. 3700—5000. Senior scale officers are normally eligible for this grade after completion of 5 years of service.
- Sr. Administrative Grade:** Pay scale Rs. 5900—6700. After completion of 8 years of service in Jr. Administrative Grade or a total of 17 years of service in Group A from the date of joining including 4 years in JAG officers are eligible, for promotion.
- Advisor/Head of the Deptt.:** Pay scale Rs. 7300—7600.
- General Manager:** Pay scale Rs. 7300—8000.
- Chairman and Members of the Railway Board:** Pay Scale Rs. 8000 fixed.

In case of Railway Protection Force officers are appointed in Junior Scale of Rs. 2200—4000 as Asstt. Commandant or Asstt. Security Officers. After 5 years of regular service in the grade, they are eligible for a senior scale of Rs. 3000—5000 and are appointed as Commandants or Security Officers. After completing five years in this grade, they may get the post of senior commandant in the scale of Rs. 4100—5300 p.m. Other promotional avenues are as under:—

Dy. Inspector General (DIG)	Rs. 5900— 6150
Inspector General (IG)	Rs. 5900— 6700
Director General (RPF)	Rs. 7600 fixed

These promotions are given as per Government rules.

Physical standards have been prescribed for Railway Protection Force Officers. They are as follows:—

- | | | |
|--------------------|----------------------------------------------------------|------------|
| (a) Minimum Height | 152 cms. in case of males
150 cms. in case of females | } (Normal) |
| (b) Chest Girth | 84 cms. for males
79 cms. for females | |

Use of contact lenses is not allowed and one should not be squint.

In the Railway Board Secretariat Service, the direct recruitment is made to the post of Section Officer. These officers are appointed on probation for two years during which they have to undergo such training and pass such departmental test as may be prescribed by Government. Section Officers are generally the heads of Sections while officers of Grade I are incharge of Branches consisting of one or more sections. The Section Officers are eligible for promotion to Grade I as per the Government rules. Officers of Grade I are eligible for appointment to the Selection Grade of the service and to other higher administrative posts in the Railway Board Secretariat.

Grades	Scale of Pay
Section Officer	Rs. 2000—3500
Grade I (Under Secretary or equivalent)	Rs. 3000—4500
Deputy Secretary	Rs. 3700—5000

Other Facilities/Privileges

Railway Officers are entitled to free Railway travel as per the scale of pay. Residential accommodation is available in the field posting in most of cases. There are separate Railway Colonies for officers in the Metropolitan cities. Besides, at convenient locations, Rest Houses/Holiday Homes are available for officers and their family for rest and recreation. Recently, Indian Railways has set up a Housing Society names Indian Railway Welfare Organisation (IRWO) to build houses for the employees in 70 prominent cities/towns. Railway Schools are also available at some locations for the children of the Railway Officers. Sports Club activities are encouraged by the Railways at the Division levels as well as Headquarters level all over Indian Railways.

Medical Facilities

All officers and their families are entitled for free medical facilities all over India. Besides, some specialised and reputed Institutes such as Indian Railway Institute of Cancer at Gorakhpur and Cardio Vascular Unit, Perumbur, Madras under Southern Railway are also available on Indian Railways for the medical treatment.

The Indian Defence Estates Service

Defence Estates Service is an Inter-Service Organisation of the Defence Forces. Directorate General Defence Estates manages about 2 lakh acres of defence land out of about 15.7% lakh

acres of land owned by the Ministry of Defence both in Cantonments and at various Defence Establishments. Members belonging to the Defence Estates Service render executive assistance to the Cantonment Boards and are also responsible for implementing the Urban Land Ceiling Act in the specified Cantonments. Cantonment Boards have been established with a view to safeguard the health, welfare and interest of the Armed Forces personnel as well as civil population residing in the cantonments. These Boards function almost on the pattern of Municipalities under the overall control of the Ministry of Defence.

The persons selected for the service are appointed as Executive Officers to Class I and Class II cantonments in the junior Time Scale of Rs. 2200-4000. Appointment is made on the basis of 2 years' probation during which they have to undergo training at Lal Bahadur Shastri National Academy of Administration, Mussoorie. They have to pass Departmental Examinations also.

Promotions to Senior Time Scale are available in the grade of Rs. 3000—4500 for the posts of Assistant Director/Deputy Director General/Defence Estates Officers or Cantonments Executive Officers of Class I Cantonments.

Other higher level promotions are made by selection on the recommendations of the Departmental Promotion Committee. Seniority is considered only when the claims of two or more candidates are equal on merits. These higher level grades are as follows:

Jr. Administrative Grade	Rs. 3700—5000 (Ordinary)
Jr. Administrative Grade	Rs. 4500—5700 (Selection Grade)
Sr. Administrative Grade	Rs. 5900—6700
Director General	Rs. 7300—7600

The Indian Information Service, Junior Grade, Group 'A'

The Indian Information Service consists of posts in various media organisations of the Ministry of Information and Broadcasting, Directorate of Public Relations requiring journalistic or equivalent professional qualifications. Previous experience in some newspaper/news agency or publicity organisation is preferred for posts in this service. The work involves creating awareness among the citizens about nation's history, heritage, customs and traditions. The officers in this service are responsible to bring social and economic changes.

The 50% of vacancies in the Junior Scale of IIS Group 'A' are filled by direct recruitment. These recruits are on probation for two years during which they are sent to Indian Institute of Mass Communication, New Delhi for professional training. This training is of 11 months' duration. After the training they have to pass the departmental test.

Pay grades under this service are as follows:

Grade	Scale of Pay
Junior Grade	Rs. 2200—4000
Senior Grade	Rs. 3000—4500
Junior Administrative Grade	Rs. 3700—5000
Senior Administrative Grade	Rs. 5900—6700
Selection Grade	Rs. 7600—fixed

The officers recruited in Indian Information Service Group 'A' are given the junior grade of Rs. 2200—4000 initially. After 5 years of regular service is the grade they are eligible for senior grade. Other higher level promotions are given as per rules.

The Central Trade Service Group A (Grade III)

The officer appointed to the Grade III of the service is absorbed in the pay grade of Rs. 2200—4000 as Assistant Chief Controller of Imports and Exports. The service is controlled by the Ministry of Commerce. The office of the Chief Controller of Imports and Exports, New Delhi is the user organisation of the service, working under the Secretariat of Ministry of Commerce. Officers working in the department are responsible for the execution of the import and export policies of the Government. The Regional Offices are headed by Joint Chief Comptroller of Imports and Exports or Deputy Chief Comptroller of Imports and Exports. These are responsible for export promotion work in the respective regions.

Initially the appointment to the post of Assistant Chief Comptroller of Imports and Exports is done on probation basis for a period of 2 years during which departmental training is provided. During the training one has to pass departmental examinations including examination in Hindi.

An officer appointed to the Grade III of the service is liable to serve anywhere in India in any Ministry or Department of the Government or Corporation or Industrial Undertaking of Government.

The officers appointed in Grade III service are eligible for promotion to Grade II as Deputy Chief Comptroller of Imports and Exports in the Grade of Rs. 3000—4500 and consequently to Grade I as Joint Chief Controller of Imports and Exports in the Grade of Rs. 3700—5000 as per rules of Government.

Officers belonging to Grade III of the service are generally working as heads of sections while officers of Grade II are incharge of branches consisting of one or more sections. Grade I services includes all higher level administrative posts in the Central Government/Corporations and Undertakings.

Assistant Commandant (Group A) in the Central Industrial Security Force

The Central Industrial Security Force provides security to industrial undertakings in the public sector against theft, pilferage, sabotage, espionage, fire hazards etc. Besides giving protection to public sector undertakings all over the country, the CISF is often deployed for Internal Security duties also.

An officer is appointed as Assistant Commandant in the pay scale of Rs. 2200—4000 p.m. He is eligible for promotion to the rank of Deputy Commandant (Rs. 3000—4500 p.m.) and Commandant (Rs. 4100—5300) as per rules.

Central Secretariat Service—Group B

The Central Secretariat service has the following grades—

Assistant	Rs. 2640—2900
Section Officer	Rs. 2000—3500
Grade I : Under Secretary	Rs. 3000—4500
Selection Grade : Deputy Secretary or equivalent	

Selection Grade and Grade I posts are controlled by the Ministry of Personnel, Public Grievances and Pensions (Deptt. of Personnel and Training), on an all India Sectt. basis while Section Officer/Assistant Grade posts are controlled by individual Ministries. Direct recruitment is open to the Section Officers Grade and to the Assistant Grade only.

Section officers generally work as heads of Sections while officers in Grade I are incharge of Branches consisting of one or more sections. The Section Officers look after the general administrative work by interpreting rules and regulations. They

should be well acquainted with office procedure and rules, regulations of general and financial administration, the fundamental and supplementary rules, treasury rules, organisation of secretariat, central civil services, and conduct rules. They are provided training as Asstt. before given duties as a Section Officer. Appointment is made on the probationary basis. The period of probation is 2 years during which departmental training is provided at Institute of Staff Trg. and Management, New Delhi.

Section Officers are eligible for promotion to Grade I. though the eligibility criteria varies from Ministry to Ministry. Generally 8 years service is a precondition for promotion. But practically it takes 12 to 14 years to get the post of Under Secretary. Higher administrative posts are available in Selection Grade in the Central Secretariat Service. After 5 years regular service in Assistant Grade a candidate can appear in limited Departmental Competitive Examination for Section Officers' post. Assistants may rise upto Jt. Secretary's level on selection basis.

The Armed Forces Headquarters Civil Service—Group B

The service caters for Armed Forces Headquarters and Inter-Services Organisation of the Ministry of Defence. Direct recruitment is made to the post of Assistant Civilian Staff Officer Grade and to the Assistant Grade only having the basic pay scale of Rs. 2000—3500 and Rs. 1640—2900 respectively.

The Assistant Civilian Staff Officers are responsible for supervision and distribution of work in the section. They plan and conduct training programmes for the staff. While Assistants are expected to be capable of noting on cases of intricate and complex nature.

Assistant Civilian Staff Officers are provided 5½ months training at Institute of Secretariat Training and Management followed by 'On-the-Job' training for five weeks in the department during their 2 years' probation period. These officers become eligible for promotion to the grade of civilian staff officer after completion of 8 years' regular service. The pay grade of civilian staff officer is Rs. 3000—4500.

The Assistants become eligible for promotion after completion of five years continuous service to the post of Assistant Civilian Staff Officer.

The Selection Grade of Rs. 3700—5000 is provided to the Civilian Staff Officers as per rules in force from time to time. These officers are also eligible for the post of Director in the grade of Rs. 4500—5700 as per rules.

Customs Appraisers Service: Group 'B'

Officers under Customs Appraisers Service are posted in Custom houses for assessment and valuation of imported goods received through Sea, Air or Inland Container Depot. They have to check the documents, and verify the price and classification of the items received. Accordingly they have to approve the custom duty. They are also responsible for anti-smuggling work and have to do the intelligence work.

Initial appointment is made for the post of customs appraisers in the grade of Rs. 2000—3500. Officers have to undergo on a probation for two years. During this period they receive training at Customs Staff College, New Delhi and at other Regional Training Institute. On-the-job training is also imparted to these officers.

Customs Appraisers are eligible for promotion to the next higher grade of Assistant Collector or Senior Superintendent of Central Excise in the Indian Customs and Central Excise. Group 'A' in the grade of Rs. 2200—4000.

Deputy Superintendent of Police in the Central Bureau of Investigation (Deptt. of Personnel and Training) Group 'B'

The Delhi special Police Establishment is the investigating wing of the Central Bureau of Investigation. CBI has field branches all over India mainly at the capitals of various States. The work of investigation is undertaken by Deputy Superintendent of Police. Earlier CBI's role was confined to cases relating to anti-corruption. However, it has been enlarged and today it is empowered to investigate offences in 59 Central Acts and 212 sections of the IPC.

Deputy Superintendents of Police in CBI were being appointed in the grade of Rs. 2000—3500 p.m. But as per orders Central Administrative Tribunal, the pay grade of Rs. 2200—4000 p.m. is being provided to them provisionally. Promotional avenues are open in the following hierarchy.

Supdt. of Police—Rs. 3000—4500 p.m.

Deputy Inspector General of Police—Rs. 5100—6150 p.m.

Jt. Inspector General of Police—Rs. 5900—6700 p.m.

Addl. Director—Rs. 7300—7600 p.m.

Director—Rs. 8000 p.m. fixed.

Delhi, Andaman & Nicobar Islands Civil Service

The officers are appointed in this service on a time scale of Rs. 2000—3500 on the basis of probation for two years. During the probation period they are required to undergo on training & pass departmental examinations. The higher pay grades in the service are as under:

Grade I (Selection Grade)—Rs. 3000—4500.

Jr. Admn. Grade—Rs. 3700—5000.

Officers with a minimum of 5 years of service in Grade I with a minimum of 12 years of regular service in Grade II and Grade I are eligible for promotion to Jr. Admn. Grade.

Posts for initial appointment under this service are Deputy Registrar of Cooperative Societies, Asstt. Directors, Deputy Secretary, Under Secretary, Distt. Collection Officer, Sales Tax Officer, Adm. Officers, Excise Officer, Asstt. Commissioner, Publicity Officer, Employment Officer, Industries Officer etc.

Under Delhi and Andaman & Nicobar Islands Police service Group 'B' also officers are appointed in the Grade II (Time scale) of Rs. 2000—3500. After 8 years of regular service they are eligible for Grade I of Rs. 3000—4500.

State Public Service Commissions

In the State Governments, the senior level posts of similar nature are filled through various State Public Service Commissions and are known as Haryana Civil Services/Rajasthan Administrative Service, etc.

The requirements for the examination, age limit, pay scales etc. vary from State to State. (Details are available in World of Work Series No. 21—Careers Through State Public Service Commission).

Employment Outlook

About 800—900 vacancies are filled through Civil Service Examinations every year as against 600—700 vacancies during seventies. The number of SC/ST candidates applying for the examination has gone up steadily over the years. The number of SC candidates who applied has risen from 18,132 in 1981 to 33,862 in 1987. In respect of ST candidates the increase is

about 116% during this period. The number of women candidates is also increasing. In 1986, 112 women candidates were recommended as against 82.

Out of 855 candidates recommended for appointment to various services Civil Services Examination, 1986 the breakup (qualification-wise) was as follows:—

B.A./B.A. Honours/M.A.	448
B.Com./B.Com. Honours/M.Com.	45
B.Sc./B.Sc. Honours/M.Sc.	127
B.Sc. (Agr.) / M.Sc. (Agr.)	30
B.E./B.Sc. (Engg.)/B.E. (Honours)/B.Tec. (Honours)/M.E./M.Tech.	169
Ph. D. and others	36

The table shows that more than 50% candidates who qualified for Civil Services belonged to humanities group.

In the following paragraphs, an analysis subject-wise and University-wise classification of candidates who appeared in Civil Services (Main) Examination, 1986 has been given. Some of the conclusions drawn from this analysis are very interesting and may prove useful to those who are looking for a Career in Civil Services. Out of those who qualified in the main examination, more than 3/4th possessed higher degree i.e. honours, post-graduate and Doctoral degree. The success ratio of those who possessed higher degree was also more as compared to pass degree holders. In case of higher degree holders, the success ratio was 1:10 as against 1:14 who possessed pass degree. If the data by division secured is analysed we find that about 71% who qualified in the main examination had 1st class in higher degree as against 53% in case of pass degree holders. This shows that those who possess 1st Division in higher degree have better chances of qualifying in this examination. The success ratio in case of those who obtained 1st Class was 1:8 while in case of others it was 1:15. University-wise shows that the success ratio (1:6.43) was highest for J.N. University, New Delhi followed by Delhi University (1:6.72) and Panjab University, Chandigarh (1:8.22). More than 500 candidates have appeared in the Main Examination from Allahabad, Delhi and Rajasthan Universities.

The following table provides number of candidates appeared and included in the recommended list subject-wise :

Optional Subjects	No. of candidates	
	Appeared	included in recommended list
1	2	3
Botany	670	43
Economic	865	105
Geography	688	67
History	3917	322
Law	564	35
Physics	712	89
Political Science and International	1786	142
Psychology	845	107
Sociology	2054	203
Zoology	677	56
Anthropology	628	66
Literature of Hindi Language	820	49

This shows that these subjects are more popular because more than 500 candidates have appeared in each of them.

The persons belonging to the Civil Services not only occupy senior level positions in the Central/State Government but also in Public Sector Undertakings whose number is increasing day by day. These persons even after retirement get senior level positions in Private Sector. Some of them are also appointed as Head of Committees and Commissions set up by Central/State Governments. The persons belonging to Civil Services are considered the cream in Administration whether it is Central or State Govt. One who gets selected through Civil Services Examination is sure of achieving senior level position in the Central/State Government as the promotions are time bound and not subject to availability of vacancies. They enjoy respect and status in the society and may feel proud of their achievements.

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