

Selection Procedure for UPSC

UPSC conduct civil services exam in 3 stages.

Only UPSC Mains exam & Interview marks will be considered for final selection list.

Stage-1: Preliminary Exam (Objective type)

Stage-2: Mains Exam (Descriptive Type)

Stage-3: Personal Interview (275 Marks)

Age limit

General category – 32 years

OBC – 35 years

SC/ST – 37 years

Physically challenged – 42 years

Number of attempts

General category – 6

OBC – 9

SC/ST – no limit

Prelims Exam pattern

UPSC Prelims Exam Papers	Duration	Questions	Marks
Paper I – General Studies: It is qualifying paper to write the mains exam	2 Hours	100	200
Paper II – CSAT : This paper is of qualifying nature, but candidate must score at least 33% marks in this paper and marks of this paper are not counted for writing the Mains examination.	2 Hours	80	200
TOTAL			400

Syllabus for prelims

General Studies Paper I

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, inclusion, demographics, social sector initiatives etc.
6. General issues on environmental ecology, Bio-diversity and Climate change-that donot require subject specialization
7. General science

CSAT Paper II

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)
7. English Language Comprehension skills (Class X level)
8. Questions relating to English Language Comprehension skills of Class X level.

Note

- There is “Negative Marking” in the Prelims exam. There is a penalty of 33% marks
- Decision making and problem solving section doesn't have negative marking.
- IFS candidates have to write Mains exam separately
- Blind candidates are allowed extra time of 20 mins for each paper.
- It is mandatory for the candidate to appear in both the papers of Civil Services (Prelim) examination for the purpose of evaluation.
- The marks scored in the Prelims exam is not counted in the final tally of the Mains exam or the Interview.
- UPSC Mains exam consists of nine papers, two qualifying papers and seven papers counted for ranking

Mains pattern

Paper	Subject	Marks
Paper A	(One of the Indian languages listed below, to be selected by the candidate (from the languages listed in the Eighth Schedule to the Constitution of India) (Qualifying)	300
Paper B	English (Qualifying)	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, biodiversity, environment, security and disaster management)	250
Paper V	General Studies-IV(ethics, integrity, and aptitude)	250
Papers VI, VII	Two papers on optional (250 marks for each paper)	500
TOTAL(WRITTEN TEST)		1750

List of optional subjects for UPSC Mains Examination

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

Literature of any one of the following languages: Assamese, Bengali, Bodo, Dogri, Gujarati, Hindi, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Punjabi, Sanskrit, Santali, Sindhi, Tamil, Telugu, Urdu and English.

The question papers for the examination will be of conventional (essay) type. Each paper will be of three hours duration. The question papers (other than the literature of language papers) will be set in Hindi and English only.

PERSONALITY TEST: 275 MARKS

Total –Main Examination – 1750 Marks + Personality Test – 275 Marks = 2025 Marks.

NOTE: The objective of the interview is to test the overall orientation of the candidate towards Administrative services.

Syllabus of Anthropology

PAPER – I

1.1 Meaning, scope and development of Anthropology.

1.2 **Relationships with other disciplines:** Social Sciences, Behavioural Sciences, Life Sciences, Medical Sciences, Earth Sciences and Humanities.

1.3 **Main branches of Anthropology, their scope and relevance:**

- (a) Social- cultural Anthropology.
- (b) Biological Anthropology.
- (c) Archaeological Anthropology.
- (d) Linguistic Anthropology.

1.4 **Human Evolution and emergence of Man:**

- (a) Biological and Cultural factors in human evolution.
- (b) Theories of Organic Evolution (Pre- Darwinian, Darwinian and Post- Darwinian).
- (c) Synthetic theory of evolution; Brief outline of terms and concepts of evolutionary biology (Doll's rule, Cope's rule, Gause's rule, parallelism, convergence, adaptive radiation, and mosaic evolution).

1.5 Characteristics of Primates; Evolutionary Trend and Primate Taxonomy; Primate Adaptations; (Arboreal and Terrestrial) Primate Taxonomy; Primate Behaviour; Tertiary and Quaternary fossil primates; Living Major Primates; Comparative Anatomy of Man and Apes; Skeletal changes due to erect posture and its implications.

1.6 **Phylogenetic status, characteristics and geographical distribution of the following:**

- (a) Plio-pleistocene hominids in South and East Africa – Australopithecines.
- (b) Homo erectus: Africa (Paranthropus), Europe (Homo erectus heidelbergensis), Asia (Homo erectus javanicus, Homo erectus pekinensis).
- (c) Neanderthal Man- La-Chapelle-auxsaints (Classical type), Mt. Carmel (Progressive type).
- (d) Rhodesian man.
- (e) Homo sapiens — Cromagnon, Grimaldi and Chancelade.

1.7 **The biological basis of life:** The Cell, DNA structure and replication, Protein Synthesis, Gene, Mutation, Chromosomes, and Cell Division.

1.8 (a) Principles of Prehistoric Archaeology. Chronology: Relative and Absolute Dating methods.

(b) Cultural Evolution- Broad Outlines of Prehistoric cultures:

(i) Paleolithic

(ii) Mesolithic

(iii) Neolithic

(iv) Chalcolithic

(v) Copper-Bronze Age

(vi) Iron Age

2.1 The Nature of Culture: The concept and characteristics of culture and civilization; Ethnocentrism vis-à-vis cultural Relativism.

2.2 The Nature of Society: Concept of Society; Society and Culture; Social Institutions; Social groups; and Social stratification.

2.3 Marriage: Definition and universality; Laws of marriage (endogamy, exogamy, hypergamy, hypogamy, incest taboo); Types of marriage (monogamy, polygamy, polyandry, group marriage). Functions of marriage; Marriage regulations (preferential, prescriptive and proscriptive); Marriage payments (bride wealth and dowry).

2.4 Family: Definition and universality; Family, household and domestic groups; functions of family; Types of family (from the perspectives of structure, blood relation, marriage, residence and succession); Impact of urbanization, industrialization and feminist movements on family.

2.5 Kinship: Consanguinity and Affinity; Principles and types of descent (Unilineal, Double, Bilateral, Ambilineal); Forms of descent groups (lineage, clan, phratry, moiety and kindred); Kinship terminology (descriptive and classificatory); Descent, Filiation and Complimentary Filiation; Descent and Alliance.

3. Economic organization: Meaning, scope and relevance of economic anthropology; Formalist and Substantivist debate; Principles governing production, distribution and exchange (reciprocity, redistribution and market), in communities, subsisting on hunting and gathering, fishing, swiddening, pastoralism, horticulture, and agriculture; globalization and indigenous economic systems.

4. Political organization and Social Control: Band, tribe, chiefdom, kingdom and state; concepts of power, authority and legitimacy; social control, law and justice in simple societies.

5. Religion: Anthropological approaches to the study of religion (evolutionary, psychological and functional); monotheism and polytheism; sacred and profane; myths and rituals; forms of religion in tribal and peasant societies (animism, animatism, fetishism, naturism and totemism); religion, magic and science distinguished; magico- religious functionaries (priest, shaman, medicine man, sorcerer and witch).

6. Anthropological theories:

- (a) Classical evolutionism (Tylor, Morgan and Frazer)
- (b) Historical particularism (Boas); Diffusionism (British, German and American)
- (c) Functionalism (Malinowski); Structural- functionalism (Radcliffe- Brown)
- (d) Structuralism (L'evi – Strauss and E. Leach)
- (e) Culture and personality (Benedict, Mead, Linton, Kardiner and Cora – du Bois).
- (f) Neo – evolutionism (Childe, White, Steward, Sahlins and Service)
- (g) Cultural materialism (Harris)
- (h) Symbolic and interpretive theories (Turner, Schneider and Geertz)
- (i) Cognitive theories (Tyler, Conklin)
- (j) Post- modernism in anthropology

7. Culture, language and communication:

Nature, origin and characteristics of language; verbal and non-verbal communication – 28
www.employmentnews.gov.in Employment News 31 May – 6 June 2014; social context of
language use.

8. Research methods in anthropology:

- (a) Fieldwork tradition in anthropology
- (b) Distinction between technique, method and methodology
- (c) Tools of data collection: observation, interview, schedules, questionnaire, Case study, genealogy, life-history, oral history, secondary sources of information, participatory methods.
- (d) Analysis, interpretation and presentation of data.

9.1 Human Genetics: Methods and Application: Methods for study of genetic principles in man-family study (pedigree analysis, twin study, foster child, co-twin method, cytogenetic method, chromosomal and karyo-type analysis), biochemical methods, immunological methods, D.N.A. technology, and recombinant technologies.

9.2 Mendelian genetics in man-family study, single factor, multifactor, lethal, sub-lethal and polygenic inheritance in man.

9.3 Concept of genetic polymorphism and selection, Mendelian population, Hardy- Weinberg law; causes and changes which bring down frequency – mutation, isolation, migration, selection, inbreeding and genetic drift. Consanguineous and non-consanguineous mating, genetic load, genetic effect of consanguineous and cousin marriages.

9.4 Chromosomes and chromosomal aberrations in man, methodology.

- (a) Numerical and structural aberrations (disorders).
- (b) Sex chromosomal aberrations – Klinefelter (XXY), Turner (XO), Super female (XXX), intersex and other syndromic disorders.
- (c) Autosomal aberrations – Down syndrome, Patau, Edward and Cri-duchat syndromes.
- (d) Genetic imprints in human disease, genetic screening, genetic counseling, human DNA profiling, gene mapping and genome study.

9.5 Race and racism, biological basis of morphological variation of non-metric and metric characters. Racial criteria, racial traits in relation to heredity and environment; biological basis of racial classification, racial differentiation, and race crossing in man.

9.6 Age, sex and population variation as genetic marker- ABO, Rh blood groups, HLA Hp, transferrin, Gm, blood enzymes. Physiological characteristics- Hb level, body fat, pulse rate, respiratory functions and sensory perceptions in different cultural and socio-economic groups.

9.7 Concepts and methods of Ecological Anthropology. Bio-cultural Adaptations – Genetic and Non- genetic factors. Man's physiological responses to environmental stresses: hot desert, cold, high altitude climate.

9.8 Epidemiological Anthropology: Health and disease. Infectious and non-infectious diseases. Nutritional deficiency related diseases.

10. Concept of human growth and development: stages of growth – pre-natal, natal, infant, childhood, adolescence, maturity, senescence.

– Factors affecting growth and development genetic, environmental, biochemical, nutritional, cultural and socio-economic.

– Ageing and senescence. Theories and observations – biological and chronological longevity. Human physique and somatotypes.

Methodologies for growth studies.

11.1 Relevance of menarche, menopause and other bioevents to fertility. Fertility patterns and differentials.

11.2 Demographic theories- biological, social and cultural.

11.3 Biological and socio-ecological factors influencing fecundity, fertility, natality and mortality.

12. Applications of Anthropology:

Anthropology of sports, Nutritional anthropology, Anthropology in designing of defence and other equipments, Forensic Anthropology, Methods and principles of personal identification and reconstruction, Applied human genetics – Paternity diagnosis, genetic counseling and eugenics, DNA technology in diseases and medicine, serogenetics and cytogenetics in reproductive biology.

PAPER – II

1.1 Evolution of the Indian Culture and Civilization — Prehistoric (Palaeolithic, Mesolithic, Neolithic and Neolithic – Chalcolithic). Protohistoric (Indus Civilization): Pre- Harappan, Harappan and post- Harappan cultures. Contributions of tribal cultures to Indian civilization.

1.2 Palaeo – anthropological evidences from India with special reference to Siwaliks and Narmada basin (Ramapithecus, Sivapithecus and Narmada Man).

1.3 Ethno-archaeology in India : The concept of ethno-archaeology; Survivals and Parallels among the hunting, foraging, fishing, pastoral and peasant communities including arts and crafts producing communities.

2. Demographic profile of India — Ethnic and linguistic elements in the Indian population and their distribution. Indian population – factors influencing its structure and growth.

3.1 The structure and nature of traditional Indian social system — Varnashram, Purushartha, Karma, Rina and Rebirth.

3.2 Caste system in India- structure and characteristics, Varna and caste, Theories of origin of caste system, Dominant caste, Caste mobility, Future of caste system, Jajmani system, Tribecaste continuum.

3.3 Sacred Complex and Nature- Man- Spirit Complex.

3.4 Impact of Buddhism, Jainism, Islam and Christianity on Indian society.

4. Emergence and growth of anthropology in India-Contributions of the 18th, 19th and early 20th Century scholar-administrators. Contributions of Indian anthropologists to tribal and caste studies.

5.1 Indian Village: Significance of village study in India; Indian village as a social system; Traditional and changing patterns of settlement and inter-caste relations; Agrarian relations in Indian villages; Impact of globalization on Indian villages.

5.2 Linguistic and religious minorities and their social, political and economic status.

5.3 Indigenous and exogenous processes of socio-cultural change in Indian

society: Sanskritization, Westernization, Modernization; Inter-play of little and great traditions; Panchayati raj and social change; Media and social change.

6.1 Tribal situation in India – Bio-genetic variability, linguistic and socio-economic characteristics of tribal populations and their distribution.

6.2 Problems of the tribal Communities — land alienation, poverty, indebtedness, low literacy, poor educational facilities, unemployment, underemployment, health and nutrition.

6.3 Developmental projects and their impact on tribal displacement and problems of rehabilitation. Development of forest policy and tribals. Impact of urbanization and industrialization on tribal populations.

7.1 Problems of exploitation and deprivation of Scheduled Castes, Scheduled Tribes and Other Backward Classes. Constitutional safeguards for Scheduled Tribes and Scheduled Castes.

7.2 Social change and contemporary tribal societies: Impact of modern democratic institutions, development programmes and welfare measures on tribals and weaker sections.

7.3 The concept of ethnicity; Ethnic conflicts and political developments; Unrest among tribal communities; Regionalism and demand for autonomy; Pseudo-tribalism; Social change among the tribes during colonial and post-Independent India.

8.1 Impact of Hinduism, Buddhism, Christianity, Islam and other religions on tribal societies.

8.2 Tribe and nation state — a comparative study of tribal communities in India and other countries.

9.1 History of administration of tribal areas, tribal policies, plans, programmes of tribal development and their implementation. The concept of PTGs (Primitive Tribal Groups), their distribution, special programmes for their development. Role of N.G.O.s in tribal development.

9.2 Role of anthropology in tribal and rural development.

9.3 Contributions of anthropology to the understanding of regionalism, communalism, and ethnic and political movements.

Anthropology – reference books

- A.L. Basham: The Wonder that was India 1& II
- Bhattacharya, D.K.: An Outline of Indian Prehistory
- Haviland: An Introduction to Anthropology
- Herskovits: Cultural Anthropology
- Honigman: The World of Man
- Majumdar & Madan: An Introduction to Social Anthropology
- N. Hasnain: Indian Anthropology
- N. Hasnain: Tribal India
- R C Verma: Indian Tribes
- Sagar Preet: Basic Concepts in Sociology and Anthropology
- Shukla & Rastogi: Physical Anthropology & Human Genetics
- MN Srinivas: Social Change in Modern India
- Stein & Rowe: An Introduction to Physical Anthropology

Public Administration

PAPER – I

Administrative Theory

1. **Introduction:** Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatization, Globalization; Good Governance: concept and application; New Public Management.
2. **Administrative Thought:** Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model – its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).
3. **Administrative Behavior:** Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.
4. **Organizations:** Theories – systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public – Private Partnerships.
5. **Accountability and control:** Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.
6. **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
7. **Comparative Public Administration:** Historical and sociological factors affecting administrative systems; Administration and politics in different countries; status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique.
8. **Development Dynamics:** Concept of development; Changing profile of development administration; 'Antidevelopment thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development – the self-help group movement.
9. **Personnel Administration:** Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions; employer- employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.

10. **Public Policy:** Models of policy-making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation.
11. **Techniques of Administrative Improvement:** Organization and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.
12. **Financial Administration:** Monetary and fiscal policies; Public borrowings and public debt Budgets – types and forms; Budgetary process; Financial accountability; Accounts and audit.

PAPER – 2

Indian Administration

1. **Evolution of Indian Administration:** Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration – Indianization of public services, revenue administration, district administration, local self-government.
2. **Philosophical and Constitutional framework of government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
3. **Public Sector Undertakings:** Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability, and control; Impact of liberalization and privatization.
4. **Union Government and Administration:** Executive, Parliament, Judiciary – structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.
5. **Plans and Priorities:** Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; 'Indicative' planning; Process of plan formulation at Union and State levels; Constitutional Amendments (1992) and decentralized planning for economic development and social justice.
6. **State Government and Administration:** Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.
7. **District Administration since Independence:** Changing role of the Collector; Union state- local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

8. **Civil Services:** Constitutional position; Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism.
9. **Financial Management:** Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.
10. **Administrative Reforms since Independence:** Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.
11. **Rural Development:** Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.
12. **Urban Local Government:** Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Global local debate; New localism; Development dynamics, politics and administration with special reference to city management.
13. **Law and Order Administration:** British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalization of politics and administration; Police-public relations; Reforms in Police.
14. **Significant issues in Indian Administration:** Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.

Public administration – reference books

- Administrative Thinkers – R. Prasad and Prasad
- New Horizons of Public Administration – Mohit Bhattacharya.
- Indian Administration – Ramesh K. Arora & Rajni Goyal
- Public Administration – Laxmikant
- Second ARC Reports
- IGNOU notes
- Sharma & Sadana –Public administration
- Organizational behavior - Stephan Robbins

