

## Unit- II

### Chapter 5: Recruitment to Civil Services: Pattern of Examination

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**Objective:** The objective of this chapter is to make the students understand:

1. Recruitment: Meaning and Definition;
2. Types/Methods of Recruitment;
3. Recruitment to All India and Central Civil Services;
4. Recruitment to the State Civil Services;
5. Defects of the Recruitment System in India; and
6. Measures to improve the Recruitment System in India.

#### Introduction

Human resources are the most critical asset of any organisation, and they must be managed effectively to ensure the achievement of organisational objectives. Recruiting and placing employees with the right qualifications in appropriate positions enhances the overall efficiency and effectiveness of an organisation's operations. Public services and organisations must develop and implement effective recruitment policies and systems to ensure the timely selection, appointment, and placement of personnel at various levels. A sound and robust recruitment policy is essential for attracting, building, and retaining a workforce that is both competent and loyal.

**Definitions:** Recruitment has been defined by different scholars in the following manner:

1. **Glenn O Stahl:** Recruitment is the cornerstone of the whole personnel structure. Unless the recruitment policy is soundly conceived, there can be little hope of building a first-rate staff.
2. **Dale Yoder:** Recruitment is a process to discover the sources of manpower to meet the requirements of the staffing schedule and employ effective measures for attracting that manpower in adequate numbers for an effective selection of an efficient working force.
3. **J. Donald Kingsley:** Public recruitment is a process through which suitable candidates are induced to compete for appointments to the public service.
4. **M. E. Dimock:** Recruitment is a means of securing the right people for a particular job.
5. **Edwin B. Flippo:** Recruitment is the process of searching the candidates for employment and stimulating them to apply for jobs in the organisation.

Recruitment, therefore, is not merely about filling vacancies. It is a strategic process that involves cultivating and maintaining a pool of qualified candidates who can be called upon whenever vacancies arise. This talent pool may exist at local, national, or even international levels. Additionally, recruitment includes rigorous methods such as examinations and interviews to ensure that the most capable and suitable individuals are selected for the organisation.

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### Types/Methods of Recruitment

According to Lunis Mayers, there are two methods of recruitment – ‘Selection from without’ or ‘Direct Recruitment’ and ‘Selection from within’ or ‘Indirect Recruitment’. These methods are also known as External Recruitment and Internal Recruitment and are not mutually exclusive. All the governments or organisations meet their personnel requirements by either or both methods.

### Types/Methods of Recruitment to Civil Services in India

Recruitment to civil services in India is done by the following methods

#### 1. **Direct Recruitment/ External Recruitment/Recruitment from Without**

In Direct Recruitment, personnel are selected directly from Colleges, Universities, Job Consultants, and Open Market. The area of selection can be limited to the local area or spread over the national or international locations. Due to the Information and Communication Technologies and the widespread use of online examination systems and online interviews, people from across the world can be tapped for a particular job/position.

#### 2. **Indirect Recruitment/Recruitment from Within/Internal Recruitment**

Indirect Recruitment/Recruitment from within/Internal Recruitment is the second method of recruitment. This type/method of recruitment is done by selecting people already working within the organisation. It is also known as promotion and is done through a system of examination, interview or both.

#### 3. **Lateral Entry**

The Indian Government introduced lateral entry into the civil services on the recommendations of the NITI Aayog and sectoral groups of secretaries in 2018. The main aim is to bring in domain experts and skilled people in the services and address the problem of the shortage of IAS officers. It means to appoint highly skilled professionals from the private sector to the government organisation and ministries for a fixed period of time.

### Pattern of Examination

In India, there are three types of Civil Services – All India Services, Central Civil Services and State Civil Services. Union Public Service Commission is responsible for recruiting All India Services and

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Central Civil Services and the State Public Service Commission for State Civil services. The recruitment is undertaken by a system of examinations, interviews or both. A brief review of the recommendations of different committees regarding the recruitment system is as follows:

- I. First Administrative Reforms Commission:** Report on Personnel Administration (1969) include the following recommendations:
  - i. Emphasised open competitive examinations
  - ii. Recommended a common examination for all Group A Central Services including All India Services
  - iii. Joint Foundation Course for Group A services
- II. Second Administrative Reforms Commission:** In its 10<sup>th</sup> Report “*Refurbishing of Personnel Administration – Scaling New Heights,*” the Commission made several key recommendations to improve recruitment including:
  - i. Broad-based recruitment system for all civil services with a common foundation course followed by specialised training
  - ii. Emphasised on Merit
  - iii. Supported Lateral Entry at senior level for bringing expertise
  - iv. Revamping of UPSC examination to test for aptitude, ethics, emotional intelligence, communication and problem-solving abilities
  - v. Strengthening SPSCs
- III. Kothari Committee (1974 -77):** Kothari Committee recommended the following scheme of recruitment to the All India Services and Central Civil Services:
  - i. Preliminary Examination – Objective Type;
  - ii. Main Examination – Written Examination followed by an Interview; and
  - iii. Post Training Test and Interview at the end of the Foundation Training Course at the Academy.

The Kothari Committee also recommended that the final ranking and allocation of services may be arrived at by combining the results of the Preliminary, Main and Interview and the Post Training Test and Interview. However, the Government of India did not accept the recommendation of allocating services after the foundation course. As a result, a new scheme consisting of Preliminary Examination, Main Examination and Interview was introduced in 1979.
- IV. Satish Chandra Committee (1988 - 89):** The committee reviewed the recruitment scheme given by the Kothari Committee and recommended the continuance of the procedure provided by the Kothari Committee while including a compulsory Essay Paper in the Main Examination.
- V. Introduction of CSAT (2011):** Since 2011, UPSC has introduced the Civil Service Aptitude Test (CSAT) as Paper-II of the Preliminary Examination to test the administrative aptitude of the candidates to ensure their suitability to the civil services.

Civil Service Aptitude Test (CSAT) – Aptitude test shortlists candidates for the main exam. It emphasises testing the aptitude of the candidates for civil services and their ethical and moral decision-making capacities.

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### All India Services and Central Civil Services

Recruitment in All India Services is regulated by the All India Service Act 1951 (as amended from time to time) and by the provisions of rules framed under Art. 309 of the Indian Constitution. Similarly, Central Civil Services is regulated by the Central Services Rules passed by the Central Government. Recruitment to All India Services and Central Civil Services is done both directly and indirectly. Following is a brief detail of the same:

1. **Eligibility:** A candidate appearing in the Civil Service examination should be a citizen of India in the case of IAS and IPS, and for other services in the subject of Nepal, Bhutan, Tibet and people of Indian origin who had come to India from various countries with the intention of settling in India.
2. **Age limit:** A candidate must have attained the age of 21 years and must not have completed 32 years. The upper age limit is relaxed up to 5 years' maximum for a candidate belonging to a Scheduled Caste or a Scheduled Tribe. There is age relaxation for OBCs/Defence Service Personnel/Person with Disability.
3. **Educational Qualifications:** The candidate must hold a graduate's degree from any recognised University. A candidate in the final year or awaiting results is also eligible to appear for the Preliminary Examination.
4. **Number of Attempts:** Every candidate of the General Category and Economically Weaker Section has a maximum of 6 attempts. OBCs/Defence Service Personnel/Persons with Disability have 9 attempts. There is no limit on the number of attempts for SC and ST candidates as long as they are within the age limit.
5. **Reservations:** Reservations are provided for various categories, like 15% for the Scheduled Castes, 7.5% for the Scheduled Tribes and 27% for the OBCs.
6. **Recruitment (Direct Recruitment)** to the All India Services and Central Civil Services is through a system of two examinations and an interview. It is as given below:

#### A Direct Recruitment

- I. Part – A Civil Services Preliminary Examination.
- II. Part – B Civil Services Main Examination consisting of a written test and interview.

#### I. Part A - Civil Services Preliminary Examination

The Civil Services (Preliminary) Examination consists of two papers consisting of Objective Type Questions (multiple choice), and carries a maximum of 400 marks in the stated subjects. This examination is meant to serve as a screening test only.

The marks obtained in the Civil Services (Preliminary) Examination by the candidates who are declared qualified for admission to the Civil Services (Main) Examination are not counted for determining their final order of merit.

The number of candidates that are admitted to the Civil Services (Main) Examination is about twelve to thirteen times the total approximate number of vacancies to be filled in the year through this Examination.

Only those candidates who are declared by the Commission to have qualified in the Civil Services (Preliminary) Examination in that year will be eligible for admission to the Civil

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Services (Main) Examination of that year, provided they are otherwise eligible for admission to the Civil Services (Main) Examination.

**Scheme and Subjects for Preliminary Examination**

The Civil Services Preliminary Examination consists of an objective-type examination for selecting candidates for the Civil Services Main Examinations. The Preliminary Examination consists of two Objective-type papers (Multiple Choice Objective Type questions) of 200 marks each. Preliminary examination carries a maximum of 400 marks in the subjects.

**Paper -I General Studies Paper - I** (200 marks) (2 hours' duration) consist of questions related to:

- i. Current events of national and international importance.
- ii. History of India and Indian National Movement.
- iii. Indian and World Geography-Physical, Social, Economic Geography of India and the World.
- iv. Indian Polity and Governance-Constitution, Political System, Panchayati Raj, Public Policy and Rights Issues.
- v. Economic and Social Development-Sustainable Development, Poverty, Inclusion, Demographics and Social Sector Initiatives.
- vi. General issues on Environmental Ecology, Bio-diversity and Climate Change - that do not require subject specialisation.
- vii. General Science.

**Paper-II General Studies Paper – II** (CSAT) (200 marks) (2 hours duration) is a qualifying paper with minimum qualifying marks fixed at 33%. It consists of:

- i. Comprehension.
- ii. Interpersonal skills, including communication skills.
- iii. Logical reasoning and analytical ability.
- iv. Decision-making and problem-solving.
- v. General mental ability.
- vi. Basic numeracy (including numbers, their relations and orders of magnitude) (Class X level), Data interpretation (charts, graphs, tables and data sufficiency) (Class X level).

Civil Service Preliminary Examination			
Paper	Subject	Marks	Nature
Paper-I	General Studies	200	Counted for qualifying for Merit of the Preliminary Competitive Examination
Paper-II	Civil Services Aptitude Test (CSAT)	200	Qualifying only (Minimum 33% marks)

**II. Part – B Civil Services Main Examination**

The Civil Services Main Examination consists of Written Tests and interviews for selecting candidates for different services and posts. The main aim of this examination is to assess the

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overall intellectual level of the candidates. The pattern of Examination and maximum marks are as follows:

### Qualifying Papers (Not Counted for Merit)

Civil Service Main Examination		
Paper	Subject	Marks
Paper-A	One Indian Language (from the 8th Schedule of the Constitution)	300
Paper-B	English	300

**Papers to be counted for Merit:** The following papers are counted for determining the Merit:

Civil Service Main Examination		
Paper	Subject	Marks
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
Paper-VI	Optional Subject – Paper 1	250
Paper-VII	Optional Subject – Paper 2	250
	<b>Total</b>	<b>1750</b>

### Interview/Personality Test

The primary objective of the Interview/Personality test is to ascertain the overall personality of the candidates. The questions range from current affairs to the situations within the country. In addition, there can be tricky questions to check the presence of mind of the candidates. The panel also look for traits like honesty, intelligence, integrity and various concepts.

<b>Sub Total (Written Test)</b>	<b>1750</b>
<b>Personality Test / Interview</b>	<b>275</b>
<b>Grand Total</b>	<b>2025</b>

## **B. Indirect Recruitment**

Indirect Recruitment or Promotion to the All India Services is from the State Civil Service Officials to the respective All India Service and selecting Non-State Civil Services (NSCS) Officers to the IAS. According to the All India Services Act 1951, 33.5% of the IAS/IPS/IFS vacancies are to be filled through promotion from amongst the officers of the State Service. It is done in consultation with the Union Public Service Commission. Similar provisions are there for the Central Civil Services.

Selections in the case of Indirect Recruitment are based on the recommendations of the Selection committees constituted separately in each state under the chairmanship of the Chairman or member of the State Public Service Commission. Indirect Recruitment or Promotion is undertaken by three methods: Limited departmental competitive examination; Promotion by selection based on merit-cum-seniority; and promotion by seniority subject to the rejection of the unfit.

## **C. Lateral Entry**

The Indian Government introduced lateral entry into the civil services on the recommendations of the NITI Aayog and sectoral groups of secretaries in 2018. The main aim is to bring in domain experts and skilled people in the services and address the problem of the shortage of IAS officers. It means appointing highly skilled professionals from the private sector to government organisations and ministries for a fixed period of time. The main objectives of Lateral Entry are to appoint specialised and skilled people, fill the gap of the required and available civil servants, improve the work culture, invite private entrepreneurs in public endeavours and increase transparency and accountability of the civil services.

**Process of Recruitment:** Recruitment is conducted by the Union Public Service Commission (UPSC) as per the requirements of the Government of India. Candidates apply for posts like:

- Joint Secretary
- Director
- Deputy Secretary

**Selection:** Selection is based on experience in relevant field, requisite qualifications and personal interaction/interview.

**Appointment:** Generally, lateral entry is for a period of 3-5 years, which may be extended based on performance. The appointees get a fixed pay scale and benefits similar to the regular civil servants.

## **State Civil Services**

State Civil Services personnel are recruited through the State Public Services Commission through both Direct and Indirect Recruitment. The members of the State Civil Services work for the respective State Governments.

1. **Direct Recruitment:** Recruitment to the State Civil Services is conducted by the respective State Service Public Commission. In direct recruitment, the SPSC conducts preliminary and main examinations, followed by an interview.

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2. **Indirect Recruitment:** Indirect recruitment is done by promoting people from the levels below. Indirect recruitment to the state civil services Group A is done by promotions from Group B. The percentage varies from State to State.

### State Civil Services – Example - Punjab Civil Services

At the State level, the State Civil Services examination, like in the State of Punjab, Punjab Civil Services or PCS, is a combined examination conducted by Punjab Civil Service Commission. The examination helps to select eligible candidates for various administrative posts in Punjab Government, including PCS - Executive Branch, Deputy Superintendent of Police, Tehsildar, Employment Generation and Training Officer, Block Development and Panchayat Officer.

1. **Eligibility:** A Candidate is required to be a citizen of India or Nepal or a subject of Bhutan or a Tibetan refugee who came to India before January 1962, or an individual of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries. In addition, they must possess a certificate of eligibility from the competent authority as notified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
2. **Age Limit:** In case of the Deputy Superintendent of Police minimum age is 21 years, and the maximum is 28 years, and for all other services, it is 21 to 37 years. There is age relaxation for SCs/STs/OBCs/PwD/Widows/Employees of Punjab Government, other State Governments, Central Government.
3. **Educational Qualifications:** A bachelor's degree in any discipline from a recognised university or institution is an essential qualification. A candidate must have passed the Matriculation Examination with Punjabi as one of the compulsory or elective subjects of any other equivalent examination in the Punjabi language as specified by the government.
4. **Number of Attempts:** The candidates can avail up to four attempts unless there are exceptions by the government.
5. **Scheme of Examination:** The Punjab Civil Services Combined Competitive Examination is held in two phases, namely:
  - A. Preliminary Competitive Examination; and
  - B. Main Examination:
    - a. Written Examination; and
    - b. Viva-Voce (Interview).

**A. Preliminary Competitive Examination:** The objective of the Preliminary Competitive Examination is to select suitable candidates for the Main Competitive Examination. The preliminary competitive examination consists of the following two papers:

  - a. Paper-I General Studies; and
  - b. Paper-II Civil Services Aptitude Test (CSAT).

Preliminary Competitive Examination			
Paper	Subject	Marks	Nature
Paper-I	General Studies	200	Counted for qualifying for Merit of the Preliminary Competitive Examination



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<b>Preliminary Competitive Examination</b>			
<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Nature</b>
<b>Paper-II</b>	Civil Services Aptitude Test (CSAT)	200	Qualifying only (Minimum 40% marks)

These two papers comprise Objective Type Multiple Choice Questions. Marks obtained in the Preliminary Competitive Examination are not counted for determining the final order of merit of the candidates. There is no negative marking in the preliminary examination. The number of candidates who qualify is generally up to 13 times the number of vacancies advertised in each category.

**B. Main Examination:** The main examination comprises a written examination and a viva-voce (interview) test. In this examination, there are seven conventional essay-type papers in various subjects besides the interview. Papers in the Main Examination and marks are as follows:

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>
Paper I	General English	100
Paper II	General Punjabi	100
Paper III	General Essay	150
Paper IV	General Studies – Paper 1 (History, Geography & Society)	250
Paper V	General Studies – Paper 2 (Indian Constitution & Polity, Governance, and International Relations)	250
Paper VI	General Studies – Paper 3 (Economy, Statistics, and Security Issues)	250
Paper VII	General Studies – Paper 4 (Science & Technology, Environment, Problem Solving & Decision-Making)	250
<b>Interview</b>	<b>Viva-Voce</b>	<b>150</b>
	<b>Grand Total</b>	<b>1500</b>

**Viva-Voce:** Candidates who qualify the written examination and meet all the eligibility criteria are called for an interview. The number of candidates is not more than three times the number of vacancies advertised in each category.

The final merit is decided by the number of marks a candidate gets in the Main Examination and Interview.

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### Defects of the Recruitment System in India

The recruitment system in India has the following shortcomings:

1. **Rejection rather than Selection:** All India Services, Central Civil Services and State Civil Services are considered to be the most prestigious services, so a considerable number of candidates apply. The number of applications far outweighs the number of vacancies. The recruitment process, especially through written examinations, eliminates a large proportion of applicants, making it more of a rejection apparatus than a true selection system.
2. **Political Interference:** Politicians and civil servants often work closely to deliver public services. However, this relationship can sometimes lead to the misuse of authority. Political interference in recruitment, postings, promotions, and other aspects of the personnel system—particularly at the state level—is a significant concern and undermines merit.
3. **Language Issues:** Examinations are conducted in multiple languages, which makes it challenging to find qualified evaluators proficient in all regional languages. Moreover, the predominance of English in the Main Examination may disadvantage candidates from vernacular backgrounds.
4. **Inadequate Personality Assessment:** The personality test or interview, typically lasting only 30–40 minutes, may not be sufficient to correctly assess a candidate's personality, interpersonal skills, and suitability for public service. This limitation raises concerns about the effectiveness of the final selection process.
5. **Subjectivity in Evaluation:** Due to a large number of candidates for the civil service examinations, the papers are checked by different people whose perception about issues may be different, leading to a lot of subjectivity in the checking of the papers.
6. **Civil Services are for Elite:** Entry into civil services requires a college degree. Generally, the elite class, having money for coaching classes can crack the exams. It is extremely difficult for someone not having enough financial resources to be able to crack the examination, though exceptions are always there.
7. **Lack of Scientific Recruitment and Manpower Planning:** The recruitment process lacks a scientific approach and efficient manpower planning. As a result, vacancies may remain unfilled for extended periods. Additionally, the absence of structured job descriptions and job analysis can hinder the identification of suitable candidates.
8. **Degree as an Entry Barrier:** The requirement of a graduate degree excludes many potentially meritorious individuals who, for various reasons, may not have completed higher education. Some experts argue that eligibility for civil services should be based on aptitude and competence, not just academic qualifications.
9. **Delayed Recruitment Cycles:** Many government departments face long delays in recruitment, resulting in unfilled positions, increased workload on existing staff, and a slowdown in public service delivery. The absence of fixed recruitment calendars leads to unpredictability and inefficiency.

10. **Overemphasis on Rote Learning:** The current examination pattern often rewards memorisation over analytical thinking and practical skills. This limits the selection of candidates who might excel in real-world administrative challenges but perform poorly in theoretical exams.
11. **Insufficient Practical Assessment:** Civil service examinations lack components such as case studies, situational judgment tests, or field assessments that can better reflect a candidate's problem-solving skills, ethical reasoning, and administrative potential.
12. **Outdated Syllabi and Irrelevant Testing Areas:** Many recruitment exams still include obsolete topics or fail to reflect contemporary administrative realities. There's often a disconnect between the syllabus and the actual demands of governance, resulting in a misfit between roles and recruited personnel.
13. **Inconsistent Standards Across States and Services:** While the UPSC follows a fairly standardised system, recruitment standards, procedures, and transparency vary widely across different states and departments, creating inequality in recruitment quality and outcomes.

### **Measures to Improve the Recruitment System**

Following are some measures to improve the recruitment system in India:

1. **Position Classification:** There is a pressing need to clearly define the duties, responsibilities, and required qualifications for each position in the public services. A well-structured classification of roles will help in placing the right candidate in the right position and will ultimately lead to better job performance and organisational efficiency.
2. **Delinking Degrees:** While removing the requirement of a degree for civil service examinations may significantly increase the number of applicants, this approach could be introduced on an experimental basis for lower-level posts. Over time, it can help ensure that merit, aptitude, and competence—rather than academic credentials alone—become the key criteria for selection.
3. **Scientific Manpower Planning:** Effective manpower forecasting and planning must be adopted using Information and Communication Technologies (ICTs) and modern data analytics. This will help in anticipating future workforce needs, filling vacancies in a timely manner, and avoiding overstaffing or understaffing.
4. **Minimising Subjectivity in Evaluation:** To the extent possible, objective assessment methods should be adopted for evaluating candidates' responses. Examiners should be provided with clear and standardised guidelines to ensure consistency and fairness in marking, reducing personal bias and subjectivity.
5. **Controlling Political Interference:** Strong institutional mechanisms and accountability frameworks must be developed to safeguard the recruitment process from political influence. Ensuring transparency, independence of selection bodies, and adherence to merit-based procedures will enhance the credibility of the system.
6. **Use of Technology for Transparency:** Recruitment processes should be increasingly digitalised, including application submissions, admit card distribution, evaluation, and result declaration. This

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enhances transparency, reduces human error, and minimises opportunities for manipulation or corruption.

7. **Regular Recruitment Cycles:** Recruitment should be conducted on a fixed and timely schedule to avoid long gaps between exams and postings. Delays in recruitment can lead to administrative inefficiency and overburdening of existing staff.
8. **Recruitment Based on Competency Frameworks:** Instead of generic qualifications, recruitment should align with specific competencies needed for each role (e.g., problem-solving, public communication, digital skills). This ensures that the selected candidate is job-ready and suitable for the demands of the position.
9. **Strengthening Interview Panels:** Interview boards must be diverse and professional, including subject experts, psychologists, and experienced bureaucrats to holistically assess the candidate's personality, temperament, and domain knowledge.
10. **Increased Outreach and Awareness:** Many capable candidates, especially from remote or marginalised regions, are unaware of recruitment opportunities. Government and commissions should conduct awareness campaigns, career guidance, and outreach to ensure equal access to information.
11. **Continuous Improvement through Evaluation:** Regular audits and performance reviews of recruitment policies and their outcomes should be conducted to identify bottlenecks and areas for reform.

### Conclusion

The Union Public Service Commission undertakes recruitment to the All India Services and the Central Civil Services through Preliminary and Main Examinations followed by an interview. At the state level, recruitment is being conducted by the State Public Service Commission for state-level services. Lateral entry is a reform introduced by the government to bring in much-needed professionalism in the civil services.

### Important Terms/Concepts/Information

1. **Recruitment:** J. Donald Kingsley: Public recruitment is a process through which suitable candidates are induced to compete for appointments to the public service.
2. **Sources of Recruitment:** The two types of sources are:
  - a. **Internal Sources:** Recruitment from internal sources is the recruitment of employees already working in an organisation.
  - b. **External Sources:** The external sources of recruitment include (i) Advertisement in Newspapers (ii) Through Employment Exchanges (iii) Employment Agencies (iv) Universities and Colleges (v) Consultancy Agencies (vi) References of friends and relatives.
3. **Direct Recruitment/ External Recruitment/Recruitment from Without:** In Direct Recruitment, personnel are selected directly from Colleges, Universities, Job Consultants, and Open Market.

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4. **Indirect Recruitment/Recruitment from Within/Internal Recruitment:** In Indirect recruitment people already working within the organization are selected. It is also known as promotion and is done through a system of examination, interview or both.
5. **Types of Qualifications:** General Qualifications and Special Qualifications.  
**General Qualifications:** Citizenship, Domicile, Age and Sex  
**Special Qualifications:** Educational Qualifications, Experience and Technical Qualifications
6. **Personal Qualifications** – Personal qualifications pertain to good moral values and character, reliability, problem-solving skills, executive ability, punctuality and administrative skills.
  - a. **Citizenship** - Citizen of India in the case of IAS and IPS, and for other services in the subject of Nepal, Bhutan, Tibet and people of Indian origin who had come to India from various countries with the intention of settling in India.
  - b. **Age limit:** 21- 32 years. The upper age limit is relaxed up to 5 years' maximum for a candidate belonging to a Scheduled Caste or a Scheduled Tribe. There is age relaxation for OBCs/Defence Service Personnel/Person with Disability.
  - c. **Number of Attempts:** Every candidate of the General Category and Economically Weaker Section has a maximum of 6 attempts. OBCs/Defence Service Personnel/Persons with Disability have 9 attempts. There is no limit on the number of attempts for SC and ST candidates as long as they are within the age limit.
7. **Reservations in Civil Services:** Reservations are provided for various categories like the Scheduled Castes 15%, Scheduled Tribes 7.5% and 27% for the OBCs.
8. **Recruitment (Direct Recruitment)** to the All India Services and Central Civil Services is through a system of two examinations and interview. It is as given below:
  - I. Part – A Civil Services Preliminary Examination.
  - II. Part – B Civil Services Main Examination consisting of a written test and interview.
9. **Scheme and Subjects for Preliminary Examination Part - A:** The Civil Services Preliminary Examination consists of objective-type examination for selecting candidates for the Civil Services Main Examinations. The Preliminary Examination consists of two Objective-type papers (Multiple Choice Objective Type questions) of 200 marks each. Preliminary Examination carries a maximum of 400 marks in the subjects.
10. **Civil Services Main Examination Part – B:** The Civil Services Main Examination consists of Written Tests and Interviews for selecting candidates for different services and posts. The main aim of this examination is to assess the overall intellectual level of the candidates.
11. **Indirect Recruitment to All India Services:** Indirect Recruitment or Promotion to the All India Services is from the State Civil Service Officials to the respective All India Service and selecting Non-State Civil Services (NSCS) Officers to the IAS. According to the All India Services Act 1951, 33.5% of the IAS/IPS/IFS vacancies are to be filled through promotion from amongst the officers of the State Service.
12. **Lateral Entry:** The Indian Government introduced lateral entry into the civil services on the recommendations of the NITI Aayog and sectoral groups of secretaries in 2018. The main aim is to bring in domain experts and skilled people in the services and address the problem of shortage of IAS officers. It means to appoint highly skill professionals from the private sector to the government organisation and ministries for a fixed period of time.

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### Short and Long Questions

#### Short Answer Type Questions

1. Define Recruitment.
2. Write a note on Direct Recruitment to All India and Central Civil Services in India.
3. Write a note on Direct Recruitment to State Civil Services in India.
4. Write a note on Indirect Recruitment to Higher Civil Services in India.
5. Write a note on Lateral Entry to the Higher Civil Services in India.
6. Write a note on the Defects of the Recruitment system in India.
7. Write a note on measures to improve the Recruitment system in India.

#### Long Question

1. Discuss Recruitment to the All India and Central Civil Services in India.
2. Discuss Recruitment to the State Civil Services in India.

#### Suggested Readings

1. Sharma, Vibha. Public Personnel Administration – with Special Reference to India, Jalandhar: New Academic Publishing Co, 2025
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3. R.K. Arora (2006). Public Administration and Civil Services, Rajat Publication, New Delhi
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6. Relevant reading material from Egyankosh - <http://egyankosh.ac.in/>
7. Relevant reading material from e PG Pathshala - <https://epgp.inflibnet.ac.in/>

### MCQs: Recruitment to Civil Services: Pattern of Examination

<https://forms.gle/ZcyNvDPMpfJ9M1Yi7>