



**INFORMATION
BROCHURE
2018**

For providing detail information to the aspiring candidates
for admission in to the Civil Services Examination
Coaching at Sambalpur University



CIVIL SERVICE COACHING CENTRE
Sambalpur University
(Accredited with Grade-A by NAAC)
Jyoti Vihar, Burla, Sambalpur – 768019 (Odisha)
Email: csc@suniv.ac.in
Website: www.suniv.ac.in



CIVIL SERVICES COACHING CENTRE SAMBALPUR UNIVERSITY

ABOUT THE UNIVERSITY:

Sambalpur University recently accredited with Grade-A by NAAC, spread over an area of six hundred and seventy acres of land adjacent to Hirakud Dam, was established on the 1st of January, 1967. It has continued to be an active organization for human resource development in Odisha for the last 50 years in the western region of Odisha. It has catered to the academic aspiration of the people of 10 districts of the State namely Sambalpur, Sundargarh, Jharsuguda, Deogarh, Bargarh, Bolangir, Subarnapur, Nuapara, Kalahandi, Boudh and Athmallik Sub-Division of Angul District, including the underdeveloped Kalahandi and Bolangir districts of the KBK region. The University is committed to imparting quality education at the tertiary level while promoting the social and cultural ethos of Odisha in general and that of the western part of the State in particular.

The University started functioning with three Departments in Science and four Departments in Humanities during the 4th Plan Period. There are now twenty-three Postgraduate Departments on the University Campus aside from a constituent college, called Sambalpur University Institute of Information Technology (SUIIT), established in 2010. Many of these Departments have made a name for themselves at the national level, and in certain cases at the international level. In recent years the concept of interdisciplinary knowledge growing across disciplines has received greater stress than before. Therefore, efforts are underway to explore as many viable interfaces among the traditional disciplines as possible and to step up the activities of interdisciplinary research.

The University at Jyoti Vihar provides Post-Graduate education in Forty-two subjects through Twenty-six Post-Graduate Departments. The University Post-Graduate Departments offer one-year study Programme for M.Phil Degree, two year study programme for the Degrees of M.A/M.Sc/M.Tech/LL.M/Business Administration/M.Lib. & Information Science, one year P.G. Diploma Course in Sambalpuri Studies, Human Rights Education, six month Certificate Course in Human Rights Education and three-year study programme in Executive M.B.A. besides Ph.D. Programme in 28 subjects. Of these, some subjects in the emerging disciplines are Bio-technology, Bioinformatics, Food Science Technology, Master in Social Works, MBA Finance (formerly Master in Finance and Control), M. Tech in Geo-Spatial Technology, M Tech in Environmental Science and Engineering, M Sc. Food Science and Nutrition, M. Tech in Food Science and Technology P.G. Diploma Translation Studies, P.G. Diploma in Human Rights Education etc.

In keeping with the belief that of a comprehensive and holistic training is necessary for all-round development of the student, the University has set up Career Counseling Cell, Civil Service Coaching Centre and Placement Cell under the banner of Directorate of Students' Welfare.

ABOUT THE CIVIL SERVICES COACHING CENTRE (CSCC-SU)

The Civil Services Coaching Centre (CSCC-SU) is established with financial support from Department of Higher Education, Government of Odisha for providing coaching at nominal course fee to eligible candidates appearing for All India Civil Services Examination conducted by the Union Public Service Commission. This coaching centre will definitely be of tremendous help to all needy, financially weak students aspiring to join the coveted civil services without being penalized financially and otherwise. The Centre's endeavor is to offer expert/updated training to aspiring candidates with talented teachers, retired professors and outside coaching experts constituting our panel of coaches. The centre is also in the process of creating an IT-enabled smart classroom to provide the required coaching to aspirants with minimum course fees as decided by the Govt. We do have limited hostel facility for candidates from outside Sambalpur.

The following facilities will be made available to the candidates-

- Library facility during working hours
- Competitive books & magazines in the University Library for browsing
- Browsing facility in the CSCC library during working hours
- VSTs will be conducted very frequently
- Strong feedback system to make learning most effective and as per requirement of the UPSC system of examination.

COURSE STRUCTURE:

The CSCC-SU will provide coaching for two batches comprising of 60 students in each batch for Civil Services Preliminary Examination. The 3rd batch for Preliminary Exam-2018 will commence very shortly in the last week of October. The students will be provided intensive coaching for the ensuing CS Preliminary examination-2019. The scheme of civil services examinations is given at the end of this prospectus.

COURSE DURATION AND CLASS TIMING:

Course Duration: 26.10.2018 to 22.12.2018 (tentatively)
Class Timing: 8.00 A.M- 10.00 A.M (tentatively)

HOW TO APPLY:

Candidates interested to apply for the first batch of coaching for UPSC- CS

Preliminary Examination-2019 can download the application form from the university website www.suniv.ac.in and submit (by hand or by speed post) the filled-in form with bank draft of **Rs.50 (for SC/ST) or Rs.100 (for others) on or before 25.09.2018**. The Demand Draft has to be drawn in favour of the **CSCC, Sambalpur University** payable at **UCO Bank, Katapali (IFSC: UCBA0000710)**. The filled-in application form with bank draft to be submitted by hand in the university counter or send by speed post in the following address:

COORDINATOR
CIVIL SERVICES COACHING CENTRE
SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA, SAMBALPUR-768019

ELIGIBILITY CRITERIA AND MODE OF SELECTION:

1. Any Graduate/ Final Degree Students eligible for CS coaching course
2. The University may take Students from other state Universities / Colleges with proper recommendation from the present/last Institution attended by the students
3. Graduates in any discipline can apply for the Course
4. The candidates will be selected on the basis of an Entrance Examination (Written Test) to be held on **27.09.2018** (from 10.00 A.M to 11.00 A.M). Separate admit card will not be issued to applicants. The complete list of applicants with entrance roll number will be notified on 26.09.2018 (University Notice Board and Website). All applicants are required to produce proof of identity at the time of entry into the examination hall.
5. The entrance examination is of objective type (multiple choice questions) comprising 50 questions for duration of 1 hour. Candidates qualified in Written Test will be selected for admission/ Registration.
6. Reservation policy of Government of Odisha shall be applicable in selection of the candidates against the sanctioned strength of 60 seats per batch.

FEE DETAILS:

A. For Preliminary Examination :

Course Fee: Rs.2000.00 (for General and OBC candidates)
Rs. 1000.00 (for SC and ST candidates)

B. For Main Examination :

Course Fee: Rs.5000.00 (for General and OBC candidates)
Rs. 2000.00 (for SC and ST candidates)

Fee may be paid in the shape of Demand Draft to be drawn in favour of “**CSCC, Sambalpur University**” payable at **UCO Bank, Katapali (IFSC: UCBA0000710)** at the time of registration. (Fee once paid at the time of registration or admission shall not be refunded).

IMPORTANT DATES:

Commencement of Issue of Applications	:	10.09.2018
Last Date of Submission of Applications	:	25.09.2018
Date of Entrance Examination	:	27.09.2018
Publication of Rank List	:	29.09.2018
Date of Registration & Deposit of Course Fees	:	03.10.2018
Commencement of Classes	:	26.10.2018

CERTIFICATES TO BE SUBMITTED AT THE TIME OF REGISTRATION:

Original and self-attested copies of following certificates are to be produced at the time of registration/admission (not with application form):-

1. Certificate of the qualifying examination.
2. Certificate of age and date of birth.
3. Caste certificate in case of SC, ST and OBC as the case may be.
4. Conduct certificate from the present/last institution attended.
5. Two recent passport size photographs

SCHEME OF CIVIL SERVICES EXAMINATION:

The Civil Services Examination consists of two successive stages - Civil Services Preliminary Examination (Objective type) for the selection of candidates for the Main Examination that comprises of written exam and Interview for the final selection of candidates for the various Services and Posts.

Scheme of preliminary examination:

The Preliminary Examination consists of two papers of Objective type (multiple choice questions) each of 200 marks and carries a total of 400 marks. The question papers are set both in Hindi and English. Each paper is of two hours duration. Blind candidates are allowed extra time of twenty minutes for each paper. The UPSC prelims exam is meant to serve as a screening test only; the marks obtained in the Preliminary Exam forms the basis to be declared qualified to write the Mains Exam but will not be counted for determining their final order of merit. The number of candidates qualified to write the Main Examination will be about twelve to thirteen times the total approximate number of vacancies to be filled in that year in the various Services and Posts.

Pattern for Prelim Examination and Syllabus

Paper - I	<u>General Studies</u> - This paper will be counted for qualifying to write the Civil Services Mains exam.	200 Marks	Two Hours
Paper- II	<u>Aptitude test (CSAT)</u> - This paper is of qualifying nature, but candidate must score at least 33% marks in this paper. However, marks of this paper are not counted for writing the Mains examination.	200 Marks	Two Hours

The marks scored in the Prelim exam is not counted in the final tally of the Mains exam or the Interview.

Syllabus for the Preliminary Examination for Paper-I:

- Current events of national and international importance.
o History of India and Indian National Movement.
- Indian and World Geography - Physical, Social, Economic Geography of India and the World.
- Indian Polity and Governance - Constitution, Political System, Panchayati Raj, Public Policy, Rights Issues, etc.
- Economic and Social Development - Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives, etc. o General issues on Environmental Ecology, Bio-diversity and Climate Change
- General Science

Syllabus for the Preliminary Examination for Paper-II:

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

Note 1: The questions in both Paper-I (current affairs) and Paper-II (aptitude test) will be of multiple choice, objective type for 200 marks each and the time allotted for each paper is two hours.

Note 2: The CSAT aptitude test or Paper-II will be a qualifying paper only with a minimum of 33% to be secured to qualify for the Main exam.

Note 3: It is mandatory for the candidate to appear in both the papers of Civil Services (Prelim) examination. The candidate will be disqualified in case he or she appears in only one paper of the (Prelims) exam. So appearing in both the papers is mandatory for the evaluation of the (Prelims) exam.

Revised UPSC Main Examination Pattern:

The UPSC has revised the pattern of Civil Services Main examination from 2016. Now there are $7 + 2 = 9$ papers to be answered in the main examination. All of them are of descriptive type. There are two qualifying papers 1) any modern Indian language of 300 marks 2) English of 300 marks. The marks of these two papers will not be counted in the merit list of the main examination.

The candidate is allowed to pick any one language from the Eighth Schedule of the Constitution or English as the medium for writing the mains examination. According to the new pattern in the UPSC syllabus, there are "FOUR" General Studies paper each comprising of 250 Marks with a total of 1000 Marks are made compulsory. The scope of the syllabus of General Studies papers are of degree level. There is only

"ONE" optional subject to choose from the list of subjects. It comprises of two papers each of 300 marks. So the optional paper has total 600 marks. Candidate is allowed to take up literature as an optional subject "without the condition of having the same at graduation level." The scope of the syllabus of optional paper is higher than the bachelor's degree but lower than the master's level. Interview/Personality Test is of 275 Marks. Candidate can give preference of the language in which they may like to be interviewed. UPSC will make arrangement for the translators.

The total mark of the written examination is 1750 Marks.

The Interview/Personality Test will be of 275 marks.

The Grand Total 2025 Marks

Summary of the Latest Pattern of Civil Services (Mains) Examination

Paper - A

Language -300 Marks

Candidate can take any Modern Indian language but this paper is of qualifying nature

Paper -B

English -300 Marks

This paper is of qualifying nature

Paper - I

Essay - 250 Marks

Can be written in the medium or language of the candidate's choice

Paper-II

General Studies-I 250 Marks

(Indian Heritage and Culture, History and Geography of the World and Society)

Paper-III

General Studies -II: 250 Marks

(Governance, Constitution, Polity, Social Justice and International relations)

Paper-IV

General Studies -III 250 Marks

(Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management)

Paper-V

General Studies -IV 250 Marks

(Ethics, Integrity and Aptitude)

Marks carried by General Studies papers are 4X 250=1000

Paper-VI

Optional Subject - Paper 1 -250 Marks

Paper-VII

Optional Subject - Paper II -250 Marks

Candidate is allowed to take up literature as an optional subject "without the condition of having it at the graduation level."

Sub Total (Written test) 1750 Marks

Marks of English and Language will not be counted in the total tally of marks for the

written exam. So the total of the Mains exam will be 1750 Marks Only.

Interview/Personality Test - 275 marks

Candidate can give preference of the language in which they may like to be interviewed. UPSC will make arrangement for the translators.

Grand Total 2025 Marks

A candidate is allowed to use any one language from the Eighth Schedule of the Constitution or English as the medium of writing the examination.

CIVIL SERVICES MAINS EXAM 2018 SYLLABUS

The written examination will consist of the following papers:

Paper A - Modern Indian language 300 Marks - Qualifying nature - Marks not counted - Passing mandatory-

- (i) Comprehension of given passages.
- (ii) Precis Writing
- (iii) Usage and Vocabulary.
- (iv) Short Essay
- (v) Translation from English to the Indian language and vice-versa.

Note 1: The Papers on Indian Languages and English will be of High School level and will be of qualifying nature only. The marks obtained in these papers will not be counted for final ranking.

Note 2 : The candidates will have to answer the English and Indian Languages papers in English and the respective Indian language (except where translation is involved).

Paper B - English -300 marks - Qualifying nature - Marks not counted- Passing mandatory

The aim of the paper is to test the candidates' ability to read and understand serious discursive prose, and to express his ideas clearly and correctly, in English and Indian Language concerned.

The pattern of questions would be broadly as follows:-

- (i) Comprehension of given passages
- (ii) Precis Writing
- (iii) Usage and Vocabulary
- (iv) Short Essay.

Paper-I: Essay - 250 Marks

To be written in the medium or language of the candidate's choice. Candidate is required to write an essay on a specific topic. The choice of subjects will be given. They are expected to keep their thoughts closely to the subject and arrange their ideas in orderly fashion and be concise. Credit will be given to effective and coherent expression.

Paper-II: General Studies-I 250 Marks (Indian Heritage and Culture, History and Geography of the World and Society).

Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times. Modern Indian history from about the middle of the eighteenth century until the present- significant events, personalities, issues. The Freedom Struggle - its various stages and important contributors /contributions from

different parts of the country. Post-independence consolidation and reorganization within the country. History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc.- their forms and effect on the society. Salient features of Indian Society, Diversity of India. Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies. Effects of globalization on Indian society Social empowerment, communalism, regionalism & secularism. Salient features of world's physical geography. Distribution of key natural resources across the world (including South Asia and the Indian sub-continent); factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India). Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.

Paper-III: General Studies -II: 250 Marks (Governance, Constitution, Polity, Social Justice and International relations)

Indian Constitution- historical underpinnings, evolution, features, amendments, significant provisions and basic structure. Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges there in. Separation of powers between various organs dispute redressal mechanisms and institutions. Comparison of the Indian constitutional scheme with that of other countries. Parliament and State Legislatures - structure, functioning, conduct of business, powers & privileges and issues arising out of these. Structure, organization and functioning of the Executive and the Judiciary Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity. Salient features of the Representation of People's Act. Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies. Statutory, regulatory and various quasi-judicial bodies Government policies and interventions for development in various sectors and issues arising out of their design and implementation. Development processes and the development industry the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and bodies constituted for the protection and betterment of these vulnerable sections Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources. Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources, issues relating to poverty and hunger. Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures. Role of civil services in a democracy. India and its neighborhood- relations. Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests. Effect of policies and politics of developed and developing countries on India's interests, Indian diaspora. Important

International institutions, agencies and fora, their structure, mandate.

Paper-IV: General Studies -III 250 Marks (Technology, Economic Development, Biodiversity, Environment, Security and Disaster Management)

Development, Bio diversity, Environment, Security and Disaster Management. Indian Economy and issues relating to planning, mobilization of resources, growth, development and employment. Inclusive growth and issues arising from it. Government Budgeting. Major crops cropping patterns in various parts of the country, different types of irrigation and irrigation systems storage, transport and marketing of agricultural produce and issues and related constraints; e-technology in the aid of farmers. Issues related to direct and indirect farm subsidies and minimum support prices; Public Distribution System objectives, functioning, limitations, revamping; issues of buffer stocks and food security; Technology missions; economics of animal-rearing. Food processing and related industries in India- scope and significance, location, upstream and downstream requirements, supply chain management. Land reforms in India. Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth. Infrastructure: Energy, Ports, Roads, Airports, Railways etc. Investment models. Science and Technology- developments and their applications and effects in everyday life Achievements of Indians in science & technology; indigenization of technology and developing new technology. indigenization of technology and developing new technology. Awareness in the fields of IT, Space, Computers, robotics, nano-technology, biotechnology and issues relating to intellectual property rights. Conservation, environmental pollution and degradation, environmental impact assessment. Disaster and disaster management. Linkages between development and spread of extremism. Role of external state and non-state actors in creating challenges to internal security. Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention. Security challenges and their management in border areas; linkages of organized crime with terrorism. Various Security forces and agencies and their mandate

Paper-V: General Studies -IV 250 Marks (Ethics, Integrity and Aptitude)

This paper will include questions to test the candidates' attitude and approach to issues relating to integrity, probity in public life and his problem solving approach to various issues and conflicts faced by him in dealing with society. Questions may utilise the case study approach to determine these aspects. The following broad areas will be covered. Ethics and Human Interface: Essence, determinants and consequences of Ethics in human actions; dimensions of ethics; ethics in private and public relationships. Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values. Attitude: content, structure, function; its influence and relation with thought and behavior; moral and political attitudes; social influence and persuasion. Aptitude and foundational values for Civil Service , integrity, impartiality and nonpartisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker-sections. Emotional intelligence-concepts, and their utilities and application in administration and governance. Contributions of moral thinkers and philosophers from India and world. Public/Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas

in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance. Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption. Case Studies on above issues

Paper-VI: Optional Subject - Paper I -250 Marks

Paper-VII: Optional Subject - Paper II -250 Marks

Candidates may choose any ONE optional subject from amongst the list of subjects prescribed by the UPSC.

Interview/Personality Test - 275 Marks

Candidate can give preference of the language in which they may like to be interviewed. UPSC will make arrangement for the translators.

NOTE: Marks obtained by the candidates for all papers EXCEPT PAPER A & B will be counted for merit ranking. However, the Commission will have the discretion to fix qualifying marks in any or all papers of the examination.

(Source: UPSC and related Websites)

CONTACT DETAILS:

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**COORDINATOR
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