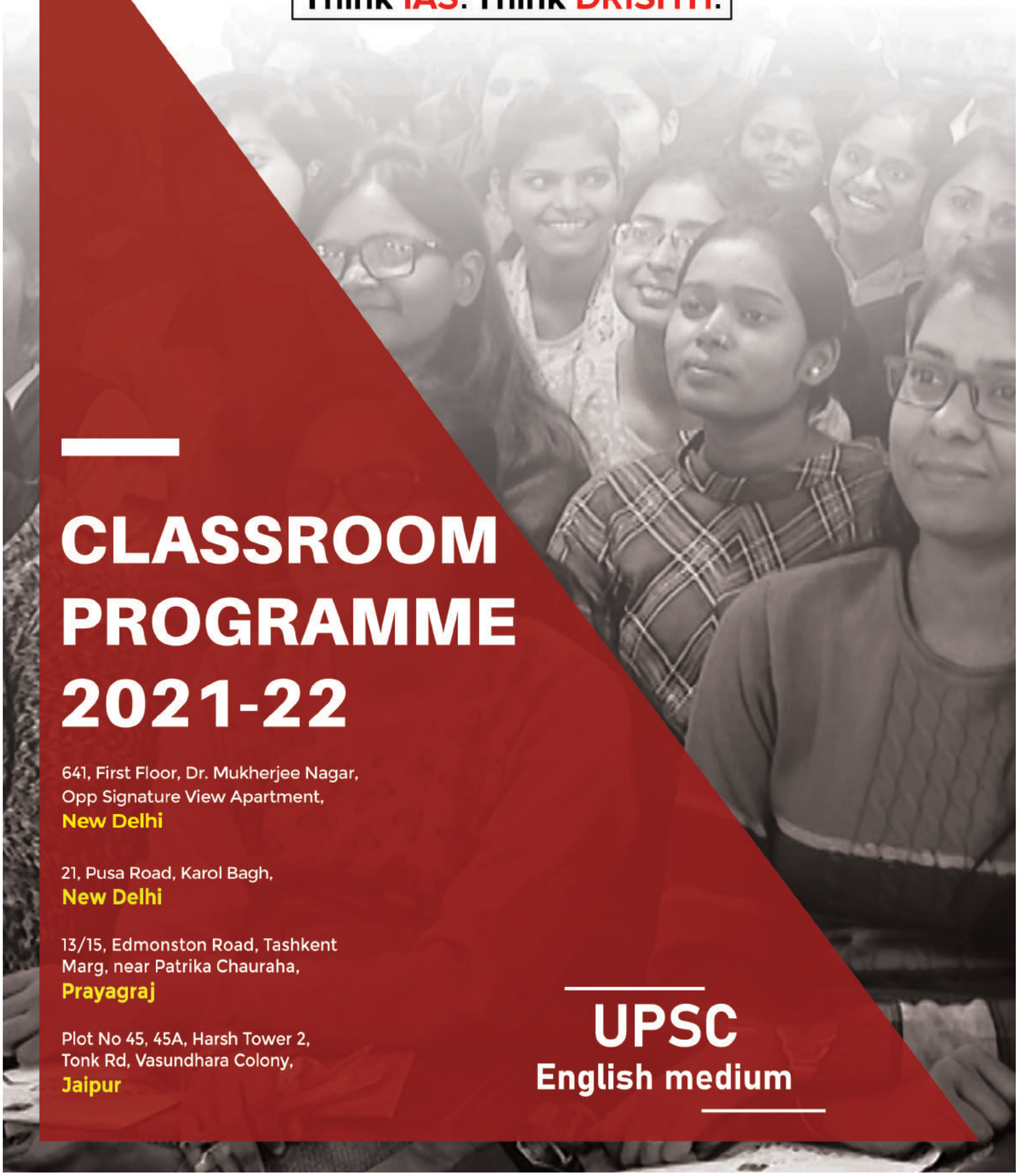
दृष्टि The Vision

Think IAS. Think DRISHTI.



CLASSROOM PROGRAMME 2021-22

641, First Floor, Dr. Mukherjee Nagar,
Opp Signature View Apartment,
New Delhi

21, Pusa Road, Karol Bagh,
New Delhi

13/15, Edmonston Road, Tashkent
Marg, near Patrika Chauraha,
Prayagraj

Plot No 45, 45A, Harsh Tower 2,
Tonk Rd, Vasundhara Colony,
Jaipur

UPSC
English medium

Think IAS. Think Drishti.

About Drishti

'Drishti IAS' was founded on 1st November, 1999. Since then, we have been one of the top institutes among the UPSC Civil Services Examination (CSE) community.

In the recent years, and especially in the Hindi medium, there has been more than a thousand selections from Drishti IAS. We believe students who follow our methods and work hard on our scientifically designed schedule shall achieve success in this examination. With this goal in mind we have finally decided to design, develop and prepare a one-of-a-kind course for English medium aspirants. The primary reason for launching this English medium course is to fill the gap of well structured intensive classes that take the students from the very basics of a subject to the UPSC CSE desired complexity level without over burdening the student.

Our classroom programs are advanced as, they cater to the needs of the aspirants in a variety of ways. For example, we will not only provide regular class notes, but include class-tests based on these notes as well, for best learning outcomes.

Moreover, we will hold class-tests from our magazine, Drishti Current Affairs Today (DCAT), on a monthly basis for developing a thorough understanding of Current Affairs; and we will also provide top quality curated reading material.

Our classroom programmes are intensive – we are not only going to cover the syllabus but also test the aspirants on their retention at the same time.

We have also integrated our web-based learning modules with our classroom program. This will help Drishti students stay updated with the latest developments.

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Why Drishti IAS?

The Civil Service Examination (CSE) is considered to be one of the toughest exams, owing to the vast and dynamic nature of its syllabus. It is a challenge for any student to prepare this vast syllabus and get their name on the final list of selected candidates of examination in a limited span of time.

Drishti IAS has prepared a holistic academic programme, addressing the problems faced by the aspirants in CSE preparation, which sets us apart from other institutes. Our holistic academic programme encompasses the following features:

Our Approach towards General Studies

Realising the importance of General Studies, Drishti holds the view that it should be studied in depth and detail, because we are not in favour of selective study. These days, the nature of the question paper is not such that selective study can lead to success. This is the reason our classroom programme focusses on preparing every topic. That's why, our General Studies (Preliminary and Main Examination) batch is for 12-15 months.

Apart from this, we believe that the preparation for Preliminary and Main Exam should be done simultaneously, and not separately because barring a few, most topics are asked in both the exams. The only difference is that in Preliminary exam, the correct answer has to be chosen from very close and difficult options while in Main Exam, the aspects (mainly current and applied) related to those topics have to be explained in your own words. In other words, while the Preliminary Exam tests the meticulous understanding and accurate knowledge of the aspirants, the Main Exam tests the writing skill as well. It is advisable that whichever topics candidates study, they should study them in a manner that they are able to face and excel in both the exams.

Our Faculty Members

The biggest strength Drishti has is its excellence-driven faculty. We have kept the procedure of selection of teachers quite stringent and the decision for appointment and permanency of any teacher is made only after completion of multiple stages of selection. The expert teachers for each section of General Studies are appointed on the basis of meticulous understanding, vast knowledge and interesting presentation skills.

Teaching Methodology

Drishti has a unique teaching methodology which sets us apart from rest of the institutes. Some of the salient features of this teaching methodology are listed below:

- We do not believe in rote learning of any topic without building its proper understanding. Our focus is that each student understand and assimilate the basic concepts. Memorising the fundamental information regarding any topic becomes much easier after one understands it and one is also comfortable answering the indirect and at times, confusing questions.
- Faculty at Drishti do not believe in keeping students busy by writing notes in the class rather, the focus is on explaining the concepts and giving handouts and printed class notes which covers all the relevant information. Only those points have to be written down which are in news for some reason, or demand special analysis.
- All the topics are discussed extensively and interestingly in the class. The students are made to understand the concepts by the use of real life examples.
- An effort is made that even abstract concepts register into the minds of the students in the form of images and videos, by the use of technical inputs like videos, projectors and internet. Smart/ interactive panels.
- The students have the full right and freedom to ask their queries from the teachers.
- If any student has any doubt regarding any concept, event or fact or has any issue in understanding them, the Academic Support team of the institute is also available to help them.
- The questions which have been already asked or those which can be possibly asked are included in the class discussions as important reference points so that the students are not limited to understanding the concepts, but also understand how they can apply their knowledge in the exam. Special discussions are held on the format of the difficult questions of the exam and how to answer them.
- The teaching methodology acknowledges that there should be no unnecessary deviations in the classroom and the course is completed as per the scheduled time line.

Duration and Order of Batches

Drishti Foundation Batch for General Studies (preliminary and main examination) contains around 400 classes.

Each class is 2.5 to 3 hours long. The whole batch lasts for 12-15 months.

Number of classes of each section of General Studies (Pre and Mains examination foundation batch)	
Polity	40 classes
Issues Related to Governance	10 classes
History and Art & Culture	65 classes
Indian Economy	40 classes
Geography and Environment & Ecology	55 classes
Disaster Management	7 classes
Indian Society and Social Justice	20 classes
International Relations	30 classes
General Science and Science & Technology	25 classes
Internal Security	8 classes
Ethics, Integrity & Aptitude	50 classes
Total Classes (approx.)	350 classes

Note: In addition to the above mentioned classes, about 30 classes of Current Affairs will also run parallel to other classes.

- Since the Foundation Batch lasts for a period of about one to one and half years, we take special note of the examinations that will be held in this duration. For example, about 1 month of leave is given at the time of UPSC CSE preliminary examination so that the students taking the exam can revise the class notes and study material. Apart from this, the sections that are more important for this stage are completed in the class before the UPSC preliminary examination viz. History, Geography, Economy, Polity, General Science and Current Affairs. After the preliminary examination, sections related to the main examination are taught, such as International Relations, Ethics etc.
- The order of the various sections in all the batches is determined in such a way that the new student does not encounter any problem and progressively moves from simple to difficult sections. Initially sections like History, Polity are taught and Economy and Geography are kept for later stage. Before International Relations, a brief background of World History and World Geography is given so that the student can keep a track of all the information. One or two sections are taught at a time, so that students do not have to face any confusion.
- Generally, classes are organized 6 days a week. A weekly off is given on Sunday although this is not mandatory. If the syllabus in any batch falls behind the prescribed plan, then special classes can be organized on Sunday.
- We try to conduct a test every week in every batch. The advantage of this is that students can continuously evaluate the level of their preparation.

Study Material

Study material constitutes an important part of Drishti's Classroom Programme. Our pedagogy stands on the idea that students have to put the least effort on collecting information. Therefore, we try to provide the students all the study material they need to study in a particular subject. This ensures that they do not have to rely on outside books and sources.

The study material given to the students are prepared in a scientific manner. Mind maps, bullets, flowcharts, memorable facts, etc. are used in the notes so that students can easily understand difficult concepts and assimilate them. With these notes, the 'Drishti Current Affairs Today' magazine and relevant books of Drishti Publications are provided free of cost.

It is worth mentioning, that we have about 300 full-time dedicated content developers for development of study material. All of them have long experience of Civil Services Examination. Along with the development of new study material, these members also keep the content updated and in accordance with changing demands of the examination.

Updates on Current Issues

It is a given to keep updating current events in General Studies. We combat this challenge at the following 5 levels:

- We publish a monthly magazine called 'Drishti Current Affairs Today' for our students. This is a complete magazine for the UPSC CSE and PCS examination (Preliminary, Main and Interview) of various states.
- There are many good articles published in various newspapers and magazines, reading which can create a comprehensive and balanced outlook. As students find it difficult to check out all the newspapers and choose which articles they should read, we compile the most relevant articles from various newspapers and magazines on a regular basis and make them available to students. Along with the articles, we also provide information on what kind of questions can be asked from them.
- In order to score good marks in General Studies, reading good articles and books and notes is indispensable. In this regard, the website of Drishti (www.drishtiias.com) provides very useful content. It regularly provides point-by-point analysis of news and articles published daily in PIB/PRS and leading English-language newspapers such as The Hindu & Indian Express. The debates and discussions of Lok Sabha and Rajya Sabha TV are analysed in a simple and easy, point wise manner. The website contains abundant updated study material for all sections of General Studies, which will keep your preparation up to date.
- We also have a YouTube channel Drishti IAS: English in order to boost your preparation. Currently, programmes like Strategy, Toppers' interview etc. are being run on this channel.

All these endeavours are just to ensure that our students get quality study material in a simple language which can fill the gap between the demand of the exam and the available information.

Tests and Answer writing Practice

Drishti IAS holds tests on a weekly basis in every batch so that the students get enough opportunity to understand and evaluate their performance.

For preliminary examination, a test is conducted almost every fortnight where the students are given some objective questions based on classroom teaching. Apart from this, OMR sheet is used in weekly/fortnightly tests so that the students get a feel of the actual exam.

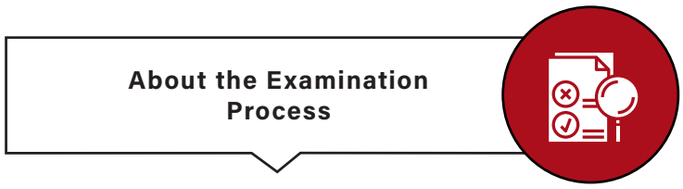
The challenge of answer writing for the main examination is of paramount importance. For this we have two strategies

- Tests are conducted every month for the practice of main examination answer writing.
- Students can also practice answer-writing at their own level, the evaluation of which is done by the experts at Drishti IAS. Our academic team consists of 50 full-time members whose responsibility is to evaluate the answers and give feedback for improvement.

About UPSC Civil Services Exam

Indian Civil Services which include the top services e.g. the IAS, IPS and IFS, is the dream career for millions of aspirants from all over the country.

Civil Services work as the backbone of the administrative machinery of the country. Indian Administrative Service (IAS), Indian Police Service (IPS), and Indian Foreign Service (IFS) are three of the most preferable services under this.



In order to get selected into these coveted services, candidates have to appear in the Civil Services Exam (CSE) conducted by the Union Public Service Commission (UPSC) and should pass a three-phase selection process. The three phases are the Civil Services Preliminary Exam (Prelims), Civil Services (Main) Examination (Mains) and The Personality Test (Interview).
As per the official UPSC Exam Calendar, Civil Services Preliminary Exam is conducted in the months of May and June and the Main Examination is held after 3-4 months.

- Candidates are required to apply online on the official website of UPSC (www.upsconline.nic.in).
- Candidates need to complete the online application form containing two stages viz. Part-I and Part-II as per the instructions available in the above mentioned website.
- The candidates are required to pay a fee of ₹100/- (Rupees One Hundred only) [except SC/ST/Female/Persons with Benchmark Disability candidates who are exempted from payment of fee] either by depositing the money in any branch of State Bank of India by cash, or by using net banking facility of State Bank of India or by using any Visa/Master/RuPay Credit/Debit Card.
- Before filling up the online application form, a candidate must have his/her photograph and signature duly scanned in the jpg format in such a manner that each file should not exceed 40 KB and, must not be less than 3 KB in size for the photograph and 1 KB for the signature.
- Applicants should avoid submitting multiple applications. In case of multiple applications, the application with higher Registration ID will be considered by the Commission.
- The applicants must ensure that while filling their Application Form, they are providing their valid and active e-mail IDs as the Commission may use electronic mode of communication in order to contact them at different stages of examination process.

Plan of Examination

The Civil Services Examination consist of two successive stages:

- Civil Services (Preliminary) Examination (Objective type) for the selection of candidates for the Main Examination; and
- Civil Services (Main) Examination (Written and Interview) for the selection of candidates for the various Services and posts.

*Candidates who are declared qualified for Civil Services (Main) Examination; have to submit Detailed Application Form (DAF).

First Stage Details

- The Civil Services (Preliminary) Examination comprises of two papers of 200 marks each i.e. General Studies (GS) Paper-I and II.
- GS Paper-II (also known as CSAT i.e. Civil Service Aptitude Test) is qualifying in nature and in which a candidate has to secure 33% marks only.
- Objective type (Multiple Choice Questions) is asked in this stage. Marks obtained in this stage are counted only to decide merit in preliminary examination, not for final selection. Clearing the Prelims makes one eligible for the next stage of the exam.

Second Stage Details

Civil Services (Main) Examination is the 'written stage' of the examination. It consists of nine papers of which, marks of only seven papers are counted in deciding the final merit list. In the remaining two papers, a candidate has to secure the minimum qualifying marks. The question papers for the Mains examination are of conventional (essay) type.

- The Civil Services Personality Test consists of a board of members for assessing the candidate's personality. A candidate is asked questions on matters of general interest.
- The object of the interview is to assess the personal suitability of the candidate for a career in public service by a Board of competent and unbiased observers. The test is intended to judge the mental caliber of a candidate.

*Final rank of a candidate in merit list depends upon the marks scored in second stage only i.e. Written and Interview.

Two Qualifying Papers

- Paper-A (One of the Indian Language to be selected by the candidate from the Languages included in the Eighth Schedule to the Constitution): 300 Marks
- Paper-B (English): 300 Marks

Table Shows The Marks Distribution Counted For Final Merit		
Paper	**Subject**	**Marks**
Paper-I	Essay	250
Paper-II	General Studies–I (Indian Heritage & Culture, History & Geography of the World and Society)	250
Paper-III	General Studies–II (Governance, Constitution, Polity, Social Justice & 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
	Sub Total (Written Test)	**1750**
	Personality Test	275
	Grand Total	**2025**

Eligibility Criteria

- For the IAS and the IPS, a candidate must be a citizen of India. For other services, a candidate must be either a citizen of India or a citizen of some other country (eligible after meeting with some special conditions).
- A candidate must have attained the age of 21 years and must not have attained the age of 32 years on the 1st of August of examination year. The upper age-limit is relaxable, maximum of 5 years for SC/STs candidates and 3 years for OBC candidates. Age relaxation is also applicable for Ex-Defense personnel and candidates with certain disability.
- A candidate must hold a Universities degree, or possess an equivalent qualification for appearing in Civil Services Examination. Candidates who have appeared in the final year of degree examination and also the candidates who intend to appear at such a qualifying examination will also be eligible for admission to the Preliminary Examination. But such candidates have to produce proof of passing the requisite examination before appearing in Civil Services (Main) Examination.

*A candidate who got appointed as an IAS or IFS officer in earlier examination and continues to be a member of that service will not be eligible to compete at this examination. Moreover, a candidate who is appointed to the Indian Police Service will not be eligible to opt for the Indian Police Service in the next exam.

'Group A' Services	
Indian P&T Accounts & Finance Service	Indian Audit and Accounts Service
Indian Revenue Service (Customs and Central Excise)	Indian Defence Accounts Service
Indian Revenue Service (I.T.)	Indian Ordnance Factories Service (Assistant Works Manager, Admin-istration)
Indian Postal Service	Indian Civil Accounts Service
Indian Railway Traffic Service	Indian Railway Accounts Service
Indian Railway Personnel Service	Indian Railway Protection Force (Assistant Security Commissioner)
Indian Defence Estates Service	Indian Information Service (Junior Grade)
Indian Trade Service, Group 'A' (Gr. III)	Indian Corporate Law Service

'Group B' Services
Armed Forces Headquarters Civil Service (Section Officer's Grade)
Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu, and Dadra & Nagar Haveli Civil Service (DANICS)
Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu, and Dadra & Nagar Haveli Police Service (DANIPS)
Pondicherry Civil Service
Pondicherry Police Service

List of Optional Subjects for Main Examination		
Agriculture	Animal Husbandry and Veterinary Science	Anthropology
Botany	Chemistry	Civil Engineering
Commerce and Accountancy	Economics	Electrical Engineering
Geography	Geology	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*
Kannad	*Kashmiri*	*Konkani*
Maithili	*Malayalam*	*Manipuri*
Marathi	*Nepali*	*Odia*
Punjabi	*Sanskrit*	*Santhali*
Sindhi	*Tamil*	*Telugu*
Urdu	*English*	

Scheme of Examination

PRELIMINARY EXAMINATION

Paper: 1

General Studies

- Max. Marks: 200
- Duration: 2hrs
- Negative Marking: 1/3rd of marks assigned to a question will be deducted as penalty for each wrong answer

Paper: 2

CSAT

- Qualifying (33% Marks Required)
- Max. Marks: 200
- Duration: 2hrs
- Negative Marking: 1/3rd of marks assigned to a question will be deducted as penalty for each wrong answer

MAIN EXAMINATION

Qualifying Papers

Paper-A: Indian Language

One of the Indian Languages to be selected by the candidate from the languages included in the Eighth Schedule to the Constitution

- Qualifying (25% Marks Required)
- Max. Marks: 300
- Duration: 3hrs

Paper-B: English

- Qualifying (25% Marks Required)
- Max. Marks: 300
- Duration: 3hrs

Papers to be Counted for Merit

Paper-I: Essay

- Max. Marks: 250
- Duration: 3hrs

Paper-II: GS-1

- *Indian Heritage and Culture*
- *History and Geography of the World Society*

- Max. Marks: 250
- Duration: 3hrs

Paper-III: GS-2

- *Governance*
- *Constitution*
- *Polity*
- *Social Justice*
- *International Relations*

- Max. Marks: 250
- Duration: 3hrs

Paper-IV: GS-3

- *Technology*
- *Economic Development*
- *Bio-diversity*
- *Environment*
- *Security*
- *Disaster Management*

- Max. Marks: 250
- Duration: 3hrs

Paper-V: GS-4

- *Ethics, Integrity and Aptitude*

- Max. Marks: 250
- Duration: 3hrs

Paper-VI: Optional Subject Paper-1

- Max. Marks: 250
- Duration: 3hrs

Paper-VII: Optional Subject Paper-2

- Max. Marks: 250
- Duration: 3hrs

PERSONALITY TEST

The object of the interview is to assess the personal suitability of the candidate for a career in public service by a board of competent and unbiased observers.

- Max. Marks: 275

UPSC Preliminary Examination Syllabus

Paper I – (200 marks)

- Current Events of National and International Importance.
- 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.
- General issues on Environmental ecology, Bio-diversity and Climate Change – that do not require subject specialization.
- General Science.

Paper II – (200 marks)

- Comprehension; Interpersonal Skills including Communication Skills.
- Logical Reasoning and Analytical Ability.
- Decision Making and Problem Solving.
- 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: Paper-II of the Civil Services (Preliminary) Examination will be a qualifying paper with minimum qualifying marks fixed at 33%.
Note 2: The questions will be of multiple choice, objective type.

Analysis of CSE Prelims Previous Years Papers

The proportion in which questions are going to be asked from the different sections of the syllabus in the General Studies paper is not fixed. Generally, more questions were asked from History, Polity, Environment and Ecology, Economics and Geography, but 2016 witnessed an overhaul in this pattern. This tendency of change of pattern was apparent in the 2019 paper as well. Thus, the proportional distribution of questions is something which is very uncertain. The following table can help you know the proportion of questions asked from various sections from 2012 to 2019.

Segments	2013	2014	2015	2016	2017	2018	2019	2020
History of India	16	19	16	16	13	22	16	19
Indian Polity & Governance	17	10	13	6	22	13	15	18
Geography of India & World	18	20	18	3	8	9	8	10
Environment & Ecology	14	20	12	16	17	10	19	13
Indian Economy & Development	18	11	16	15	29	22	20	15
General Science & Technology	16	12	9	7	3	14	15	15
Current Affairs	01	08	16	37	8	10	7	10
Total	**100**	**100**	**100**	**100**	**100**	**100**	**100**	**100**

The table given below highlights the number of questions that have been asked from different sections of CSAT.

Break down of questions asked in CSAT 2013-2020								
Segments	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Reading Comprehension (Bilingual)	24	26	30	27	30	26	30	25
English Comprehension	8	6*	0	0	0	0	0	0
Basic Numeracy	9	16	20	28	24	17	26	36
Data Interpretation / Sufficiency	5	5	0	0	0	12	10	4
Reasoning/Analytical Ability	28	27	30	25	26	25	14	15
Decision Making & Problem Solving	6	0	0	0	0	0	0	0
Total	**80**	**80***	**80**	**80**	**80**	**80**	**80**	**80**

*In 2014, the evaluation of questions from English Comprehension were not taken into consideration, which means that only 74 questions were taken for calculating the the cut-off. From 2015 onwards, English comprehension was removed from the CSAT question paper.

Prelims Cut-off Marks

Category	*2014*	*2015*	*2016*	*2017*	*2018*	*2019*
General	205	107.34	116.00	105.34	98.00	98.00
OBC	204	106.00	110.66	102.66	96.66	95.34
SC	182	94.00	99.34	88.66	84.00	82.00
ST	174	91.34	96.00	88.66	83.34	77.34
PwBD-1	167	90.66	75.34	85.34	73.34	53.34
PwBD-2	113	76.66	72.66	61.34	53.34	44.66
PwBD-3	115	40.00	40.00	40.00	40.00	40.66
EWS	—	—	—	—	—	90.0

Mains Cut-off Marks

Category	*2015*	*2016*	*2017*	*2018*	*2019*
General	676	787	809	774	751
OBC	630	745	770	732	718
SC	622	739	756	719	706
ST	617	730	749	719	699
PwBD-1	580	713	734	711	663
PwBD-2	627	740	745	696	698
PwBD-3	504	545	578	520	374
EWS	—	—	—	—	696

UPSC Main Examination Syllabus

GS Paper-I : Indian Heritage and Culture, History and Geography of the World and Society

- Indian Culture – Salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
- 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, Redrawal 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.

GS Paper-II : 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 Therein.
- 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 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.

GS Paper-III : Technology, Economic 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.
- Awareness in the fields of IT, Space, Computers, Robotics, Nano-technology, Bio-technology 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.

GS Paper-IV : 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 Behaviour; Moral and Political Attitudes; Social Influence and Persuasion.
- Aptitude and Foundational Values for Civil Service, Integrity, Impartiality and Non-partisanship, Objectivity, Dedication to Public Service, Empathy, Tolerance and Compassion towards the weaker-sections.
- Emotional Intelligence-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.

Heartiest Congratulations to all Candidates selected in UPSC CSE 2019

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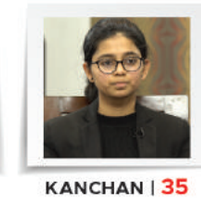
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Section and Marks wise classification of General Studies questions asked in Civil Service Main Examination

General Studies Paper-I

History of India and The World	2020 : No. of Qs./ Marks	2019: No. of Qs./ Marks	2018 : No. of Qs./ Marks	2017 : No. of Qs./ Marks	2016 : No. of Qs./ Marks	2015 : No. of Qs./ Marks	2014 : No. of Qs./ Marks
Indian Heritage and Culture	4 (50 Marks)	1 (10 Marks)	4 (50 Marks)	1 (10 Marks)	2 (25 Marks)	2 (25 Marks)	4 (40 Marks)
History of Modern India (Before Independence)	2 (25 Marks)	4 (50 Marks)	1 (10 Marks)	5 (65 Marks)	3 (37.5 Marks)	2 (25 Marks)	3 (30 Marks)
History of Modern India (After Independence)	–	–	1 (15 Marks)	–	1 (12.5 Marks)	1 (12.5 Marks)	–
World History	–	1 (15 Marks)	–	1 (10 Marks)	1 (12.5 Marks)	2 (25 Marks)	3 (30 Marks)
Marks	75 Marks	75 Marks	75 Marks	85 Marks	87.5 Marks	87.5 Marks	100 Marks
Social Problems in Indian Society	**2020 : No. of Qs./ Marks**	**2019 : No. of Qs./ Marks**	**2018 : No. of Qs./ Marks**	**2017 : No. of Qs./ Marks**	**2016 : No. of Qs./ Marks**	**2015 : No. of Qs./ Marks**	**2014 : No. of Qs./ Marks**
Salient Features of Indian Society	2 (25 Marks)	1 (10 Marks)	1 (10 Marks)	2 (25 Marks)	–	1 (12.5 Marks)	1 (10 Marks)
Issues related to Women	–	1 (15 Marks)	1 (15 Marks)	–	–	1 (12.5 Marks)	3 (30 Marks)
Poverty and Developmental Issues	1 (10 Marks)	–	2 (25 Marks)	–	1 (12.5 Marks)	1 (12.5 Marks)	–
Urbanization	–	1 (15 Marks)	–	1 (15 Marks)	2 (25 Marks)	2 (25 Marks)	–
Population	–	1 (10 Marks)	–	–	&	2 (25 Marks)	–
Impact of Globalization on Indian Society	1 (15 Marks)	1 (15 Marks)	1 (15 Marks)	–	1 (12.5 Marks)	–	–
Communalism, Regionalism, Secularism	1 (10 Marks)	2 (25 Marks)	2 (25 Marks)	1 (15 Marks)	1 (12.5 Marks)	–	1 (10 Marks)
Social Empowerment	1 (15 Marks)	–	–	1 (10 Marks)	1 (12.5 Marks)	1 (12.5 Marks)	–
Marks	75 Marks	90 Marks	90 Marks	65 Marks	75 Marks	100 Marks	50 Marks
Geography of India and the World	**2020: No. of Qs./ Marks**	**2019 : No. of Qs./ Marks**	**2018 : No. of Qs./ Marks**	**2017 : No. of Qs./ Marks**	**2016 : No. of Qs./ Marks**	**2015 : No. of Qs./ Marks**	**2014 : No. of Qs./ Marks**
Physical Geography	1 (10 Marks)	2 (25 Marks)	2 (25 Marks)	3 (40 Marks)	1 (12.5 Marks)	2 (25 Marks)	2 (20 Marks)
Distribution of Natural Resources	2 (30 Marks)	1 (15 Marks)	2 (25 Marks)	1 (10 Marks)	5 (62.5 Marks)	3 (37.5 Marks)	2 (20 Marks)
Factors for Location of Industries in India and the World	1 (10 Marks)	2 (20 Marks)	2 (25 Marks)	2 (25 Marks)	–	–	3 (30 Marks)
Major Geophysical Events (Earthquakes, Tsunamis, Volcanoes, etc.)	3 (40 Marks)	1 (10 Marks)	–	1 (15 Marks)	1 (12.5 Marks)	–	2 (20 Marks)
Geographical Features and their location	1 (10 Marks)	1 (15 Marks)	1 (10 Marks)	1 (10 Marks)	–	–	1 (10 Marks)
Marks	100 Marks	85 Marks	85 Marks	100 Marks	87.5 Marks	62.5 Marks	100 Marks
Total Marks	**250**	**250**	**250**	**250**	**250**	**250**	**250**

General Studies Paper-II

Indian Constitution and Governance	2020 : No. of Qs./ Marks	2019 : No. of Qs./ Marks	2018 : No. of Qs./ Marks	2017 : No. of Qs./ Marks	2016 : No. of Qs./ Marks	2015 : No. of Qs./ Marks	2014 : No. of Qs./ Marks
Indian Constitution (features & provision) Comparison of the Indian Constitutional Scheme with that of other Countries	1 (10 Marks)	2 (25 Marks)	1 (15 Marks)	2 (30 Marks)	3 (37.5 Marks)	2 (25 Marks)	1 (12.5 Marks)
Issues related to the Federal Structure and Local Government	3 (40 Marks)	2 (25 Marks)	2 (30 Marks)	1 (10 Marks)	2 (25 Marks)	3 (37.5 Marks)	1 (12.5 Marks)
Legislature and Representation of the People's Act	3 (35 Marks)	2 (30 Marks)	1 (10 Marks)	2 (25 Marks)	1 (12.5 Marks)	–	1 (12.5 Marks)
Executive	–	1 (15 Marks)	1 (10 Marks)	–	–	–	2 (25 Marks)
Judiciary	–		1 (15 Marks)	1 (10 Marks)	–	1 (12.5 Marks)	1 (12.5 Marks)
Separation of Power between various components	1 (15 Marks)	1 (10 Marks)	–	–	–	1 (12.5 Marks)	–
Constitutional Terms and Constitutional Law, Regulatory and Quasi-judicial bodies	2 (25 Marks)	1 (10 Marks)	4 (45 Marks)	2 (25 Marks)	2 (25 Marks)	1 (12.5 Marks)	1 (12.5 Marks)
Civil Service in Democracy	2 (20 Marks)	–	–	1 (15 Marks)	1 (12.5 Marks)	–	1 (12.5 Marks)
Marks	**145 Marks**	**115 Marks**	**125 Marks**	**115 Marks**	**112.5 Marks**	**100 Marks**	**100 Marks**

Governance and Social Justice	2020 : No. of Qs./ Marks	2019 : No. of Qs./ Marks	2018 : No. of Qs./ Marks	2017 : No. of Qs./ Marks	2016 : No. of Qs./ Marks	2015 : No. of Qs./ Marks	2014 : No. of Qs./ Marks
Issues Related to Government Policies for development and their implementation	–	2 (30 Marks)	1 (10 Marks)	3 (40 Marks)	–	–	4 (50 Marks)
Role of Non-Government Organisations (NGOs), Self Help Groups (SHGs) and various groups in the development process	1 (15 Marks)	1 (10 Marks)	–	2 (25 Marks)	1 (12.5 Marks)	3 (37.5 Marks)	1 (12.5 Marks)
Welfare Schemes launched for the Vulnerable Sections	1 (10 Marks)	1 (15 Marks)	–	1 (10 Marks)	1 (12.5 Marks)	–	1 (12.5 Marks)
Issues related to Human Resource	1 (15 Marks)	1 (10 Marks)	2 (25 Marks)	–	2 (25 Marks)	2 (25 Marks)	1 (12.5 Marks)
Issues related to Poverty & Hunger	1 (15 Marks)	1 (10 Marks)	1 (15 Marks)	1 (10 Marks)	–	1 (12.5 Marks)	–
Issues related to Governance, Transparency, Accountability, e-governance, Citizens Charters	–	1 (10 Marks)	2 (25 Marks)	–	3 (37.5 Marks)	2 (25 Marks)	–
Marks	**55 Marks**	**85 Marks**	**75 Marks**	**85 Marks**	**87.5 Marks**	**100 Marks**	**87.5 Marks**
International Relations	**2020 : No. of Qs./ Marks**	**2019 : No. of Qs./ Marks**	**2018 : No. of Qs./ Marks**	**2017 : No. of Qs./ Marks**	**2016 : No. of Qs./ Marks**	**2015 : No. of Qs./ Marks**	**2014 : No. of Qs./ Marks**
India and its Neighbours,			2 (20 Marks)	1 (10 Marks)	–	2 (25 Marks)	1 (12.5 Marks)
Bilateral, Regional and Global groups, the impact of policies of developed and developing countries on India, Non-Resident Indians (NRI)	3 (40 Marks)	3 (40 Marks)	1 (15 Marks)	2 (30 Marks)	2 (25 Marks)	1 (12.5 Marks)	1 (12.5 Marks)
Important International Institutes	1 (10 Marks)	1 (10 Marks)	1 (15 Marks)	1 (10 Marks)	2 (25 Marks)	1 (12.5 Marks)	3 (37.5 Marks)
Marks	**50 Marks**	**50 Marks**	**50 Marks**	**50 Marks**	**50 Marks**	**50 Marks**	**62.5 Marks**
Total Marks	**250**	**250**	**250**	**250**	**250**	**250**	**250**

General Studies Paper-III

Economy	2020 : No. of Qs./ Marks	2019 : No. of Qs./ Marks	2018 : No. of Qs./ Marks	2017 : No. of Qs./ Marks	2016 : No. of Qs./ Marks	2015 : No. of Qs./ Marks	2014 : No. of Qs./ Marks
Indian Economy, and Issues related to planning, resources, development, employment	2 (25 Marks)	2 (20 Marks)	2 (30 Marks)	2 (20 Marks)	–	3 (37.5 Marks)	1 (12.5 Marks)
Inclusive Growth	1 (10 Marks)	1 (15 Marks)	1 (10 Marks)	1 (15 Marks)	2 (25 Marks)	–	1 (12.5 Marks)
Government Budgeting	1 (15 Marks)	1 (15 Marks)	1 (10 Marks)	1 (15 Marks)	1 (12.5 Marks)	–	–
Main crops, storage of agricultural produce, transport, irrigation, e-technology and other related issues and constraints	3 (40 Marks)	4 (45 Marks)	3 (40 Marks)	2 (25 Marks)	2 (25 Marks)	2 (25 Marks)	2 (25 Marks)
Direct and Indirect agricultural Subsidies, Public Distribution System, Food Security	–	1 (15 Marks)	1 (10 Marks)	1 (15 Marks)	1 (12.5 Marks)	1 (12.5 Marks)	–
Food Processing & Related Industries, Animal Husbandry	1 (10 Marks)	1 (15 Marks)	–	1 (10 Marks)	–	2 (25 Marks)	–
Land Reforms in India	–	–	–	–	1 (12.5 Marks)	–	1 (12.5 Marks)
Impact of Liberalization on the economy, Industrial Policy	–	–	–	1 (15 Marks)	1 (12.5 Marks)	–	1 (12.5 Marks)
Infrastructure	–	–	1 (15 Marks)	–	2 (25 Marks)	1 (12.5 Marks)	1 (10 Marks)
Investment Models	–	–	–	1 (10 Marks)	1 (12.5 Marks)	1 (12.5 Marks)	3 (20 Marks)
Marks	**100 Marks**	**125 Marks**	**115 Marks**	**125 Marks**	**137.5 Marks**	**125 Marks**	**120 Marks**

Science and Technology	2020 : No. of Qs./ Marks	2019 : No. of Qs./ Marks	2018 : No. of Qs./ Marks	2017 : No. of Qs./ Marks	2016 : No. of Qs./ Marks	2015 : No. of Qs./ Marks	2014 : No. of Qs./ Marks
Development of Science & Technology, its applications, Information & Technology, Space, Robotics etc., Issues related to Intellectual Properties	4 (50 Marks)	2 (20 Marks)	1 (15 Marks)	1 (10 Marks)	–	3 (37.5 Marks)	1 (12.5 Marks)
Achievements by Indians in Science & Technology, Development of technology indigenously	–	1 (15 Marks)	1 (10 Marks)	2 (25 Marks)	2 (25 Marks)	1 (12.5 Marks)	2 (25 Marks)
Marks	**50 Marks**	**35 Marks**	**25 Marks**	**35 Marks**	**25 Marks**	**50 Marks**	**37.5 Marks**
Environment & Ecology	**3 (35 Marks)**	**2 (25 Marks)**	**4 (45 Marks)**	**2 (25 Marks)**	**1 (12.5 Marks)**	**1 (12.5 Marks)**	**2 (25 Marks)**
Disaster Management	**1 (15 Marks)**	**2 (25 Marks)**	**1 (15 Marks)**	**1 (15 Marks)**	**2 (25 Marks)**	**1 (12.5 Marks)**	**1 (12.5 Marks)**
Security	**2020 : No. of Qs./ Marks**	**2019 : No. of Qs./ Marks**	**2018 : No. of Qs./ Marks**	**2017 : No. of Qs./ Marks**	**2016 : No. of Qs./ Marks**	**2015 : No. of Qs./ Marks**	**2014 : No. of Qs./ Marks**
Linkages between Development and Extremism	–		1 (10 Marks)	–	–	1 (12.5 Marks)	–
Challenges of Internal Security, Cybersecurity, Money Laundering	1 (10 Marks)	1 (10 Marks)	1 (15 Marks)	2 (25 Marks)	1 (12.5 Marks)	2 (25 Marks)	1 (12.5 Marks)
Security Challenges in border areas, Organized Crime and Terrorism	3 (40 Marks)	1 (15 Marks)	2 (25 Marks)	2 (25 Marks)	3 (37.5 Marks)	–	4 (50 Marks)
Security Forces and Agencies and their mandates	–	1 (15 Marks)	–	–	–	1 (12.5 Marks)	–
Marks	**50 Marks**	**40 Marks**	**50 Marks**	**50 Marks**	**50 Marks**	**50 Marks**	**62.5 Marks**
Total Marks	**250**	**250**	**250**	**250**	**250**	**250**	**250**

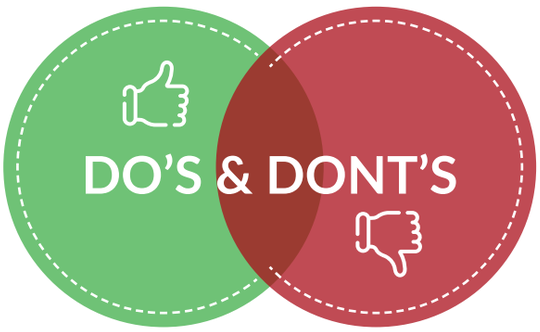
General Studies Paper-IV

Ethics, Integrity and Aptitude	2020 : No. of Qs./ Marks	2019 : No. of Qs./ Marks	2018 : No. of Qs./ Marks	2017 : No. of Qs./ Marks	2016 : No. of Qs./ Marks	2015 : No. of Qs./ Marks	2014 : No. of Qs./ Marks
Ethics and Human Interface	5 (60 Marks)	3 (40 Marks)	1 (10 Marks)	3 (30 Marks)	3 (40 Marks)	4 (55 Marks)	4 (40 Marks)
Attitude	1 (10 Marks)	1 (10 Marks)	–	1 (10 Marks)	2 (20 Marks)	–	2 (20 Marks)
Emotional Intelligence	2 (20 Marks)	1 (10 Marks)	–	1 (10 Marks)	1 (10 Marks)	–	1 (10 Marks)
Moral Thinkers and Philosophers	4 (40 Marks)	3 (30 Marks)	3 (30 Marks)	2 (20 Marks)	4 (40 Marks)	2 (20 Marks)	1 (10 Marks)
Aptitude and Foundational Values for Civil Service	2 (20 Marks)	2 (30 Marks)	1 (10 Marks)	3 (40 Marks)	2 (30 Marks)	5 (60 Marks)	4 (50 Marks)
Civil Service Values and Ethics in Public Administration	4 (80 Marks)	4 (70 Marks)	8 (110 Marks)	5 (70 Marks)	3 (65 Marks)	4 (70 Marks)	5 (90 Marks)
Probity in Governance	1 (20 Marks)	5 (60 Marks)	6 (90 Marks)	4 (70 Marks)	3 (45 Marks)	3 (45 Marks)	2 (30 Marks)
Total Marks	**250**	**250**	**250**	**250**	**250**	**250**	**250**

STRATEGY: Answer Writing for CSE Mains

It is said that answer writing is an art.The good news is that any form of art can be learnt over a period of time. All it takes is will and effort, regular practice and some guidance. We are here to provide you help with the guidance part and we hope you successfully integrate the tips we are going to provide in your preparation.

As the sections mentioned below suggest,one should proceed step by step, understanding each section completely before proceeding to the next. Ultimately you should be able to use the tips from all sections in your answer writing in a holistic manner.



- Do understand the question fully and correctly before contemplating an answer for it.
- Don't overstretch your imagination.
- Do develop a basic mental framework of the answer before actually committing anything to paper.
- Don't wait for the answer to come to you, instead force it out.

Time Management in the Exam Hall

To Manage time while attempting the Mains examination mean that you know how to allocate the right amount of time to each question so, that you can complete all the questions within 3 hours. The three Rules of Thumb for Time Management in this case are:

- Go with the flow while writing and thinking; learn to trust yourself; do not indulge in self-doubt like being unable to decide whether to write a particular thing or not
- Write in language that comes naturally to you; do not use forced made-up writing styles, and
- Do not get stuck with one question – temporarily leave the question that you are unable to write at a particular moment and move on to the next question; come back to the difficult question as and when you get the opportunity to do so. With practice you should be able to master the time management aspects of the Mains examination.

How to Practice Answer Writing

While practising answer writing, keep in mind that it involves three things primarily. These are the abilities to recall, process and write down thoughts in a streamlined and time-bound manner. To do this you need to cultivate a habit of being able to process information quickly and thoroughly. As such, begin with open-book answer writing – you will have the source/ reading material in front of you and you will refer to these while answering a question. You should continue with open-book answer writing till you get comfortable and reasonably quick at it. Then move on to answer writing from memory – read up a topic first and then answer the questions to it. Doing this would also improve your writing speed because writing from memory is faster than writing from an open book. Also don't forget that answer writing is an art, the more you write the better you get. To practice answer writing begin with the CSE previous year's papers which are a great source for quality questions. Now, pick a question on a topic that you may have recently prepared, and simply write the answer to it. Read the answer that you have written multiple times, analyse it and ask yourself whether you have been able to do justice to the question. If yes, then how can you better it and if no, then what have you missed. Always remember that answer writing helps us find gaps in our preparation. At the same time it also helps us get a glimpse into the mind of the examiner. Thus, you should practice answer writing because it will help you not only in knowing what is left in the topic for you to prepare but also what the examiner is looking for in any given topic.

How to Develop a Lucid Answer Writing Style

To develop a lucid answer writing style, first and foremost discard the use of complex language. Use words that have a chance of being universally understood, for example, use allocate instead of bestow. Write simple and easy to understand sentences, for example, read the following sentence from the Economic Times – 'India's agricultural growth will accelerate to 4.1% in the current fiscal from a sluggish 1.2% in drought-hit 2015-16, the Economic Survey said while raising concerns that inadequate supply may lead to a spurt in prices of milk, sugar, potato and onion as happened in the case of pulses last year'. This sentence can be converted to multiple sentences, like 'India's agricultural growth will accelerate to 4.1% this year from last year's 1.2%. Yet, the Economic Survey is concerned that if the supply of milk, sugar, potato and onion does not increase it may lead to a price rise. Last year, the price of pulses had spiked due to a drought.' An advanced strategy for successful answer writing would also be to develop templates for answers that you can recall at a short notice.

For example, you can have a universal answer template consisting of an introduction, body/bullets and a conclusion, or you can have a particular template for answering science-based questions and another for socio-economic ones, etc, or you can have both. It would help tremendously if you can recognise in the exam hall that a given question fits one of your templates (perfectly, or with slight modifications) and all that you need to do now is start writing your answer. In order to develop this template you will need to understand what interrogative directives are and how to approach them.

STRATEGY: Essay Writing for CSE Mains

Broadly speaking, there are two types of essays – formal and informal. In the UPSC Civil Services Examination (CSE), we are concerned with the formal essay. The formal essay is relatively impersonal, the author writes it as an authority and such essays tend to be less emotional. Formal essay can also have factual elements in it, like quoted statistics from a government report etc. It is never in the form of a conversation, never uses first-person references and seldom gets intimate with the audience. In short, a formal essay has a certain degree of seriousness attached to it.

Essay Writing for CSE

- For the CSE essay paper, two essays have to be written under 3 hours in the 1000-1200 word limit. Each essay carries 125 marks for a total of 250.
- The essay paper is divided into two sections – A and B, each carrying a choice of 4 essays each, and the aspirant has to choose only one essay from each section.
- The instructions in the syllabus are clear in what is being expected from the aspirant. Aspirants are 'expected to keep their thoughts closely to the subject and arrange their ideas accordingly.It furthur tates that, credit will be given for effective and coherent expression'.

Basic Structure of an Essay

- The most common method of structuring a essay is breaking it up into paragraphs. In this technique, besides the introduction and the conclusion, there will be body-paragraphs. In these body-paragraphs, the aspirant will have to fit in all his content.
- Body-paragraphs can broadly be supportive, critical or narrative. Ideally, one can start any argument in an aptly phrased narrative paragraph which describe the topic in some detail and then move on to a supportive paragraph containing a few positive facts/ ideas on the topic. Though critical paragraphs look best when they are placed last, there are no such rules, and for some topics it can be used as the opening paragraph for the topic.
- The most important part of the essay is perhaps the introduction. First impressions are very important, and a well thought out introduction will definitely make a positive impression on the examiner. Similarly, the conclusion is where one can score additional marks if done properly.

A good essay needs planning. There are three steps to it – defining or understanding what the essay is going to be about in very clear terms, brainstroming on the topic and thirdly, devising the outline of the essay.

Planning to Write an Essay

All CSE essays have a thesis statement. For example, in CSE 2016, the following essay was asked – 'Innovation is the key determinant of economic growth and social welfare'. Here the central idea is 'innovation'. The aspirant is supposed to explore those dimensions of innovation that affect 'economic growth and social welfare'. In doing so, the aspirant should not veer from the central topic of innovation but if possible add a few related ideas which may supplement the overall central idea that not only socio-economic but also other areas like technology and culture are affected by forces of innovation.

Brainstorming for Essay Writing

Brainstorming for essay is a crucial step. Brainstorming helps you get all the ideas at one place for quick reference. There are no hard and fast rules, but typically one can begin with the given topic and immediately start listing the things that come to mind. One can ideally devote an entire page for this exercise.

Adding Elements to the Essay

- Any good essay will definitely have a multitude of elements and dimensions to it. For CSE essay writing, there are certain basic rules that one can follow while searching for these elements and dimensions.
- The first of such rules would be to follow and uphold Constitutional values at all times. This is very crucial for essay writing in CSE, that the values enshrined in our Constitution reflect in whatever idea, problem or solution we discuss in the essay. At no point should one try and support an idea that is unconstitutional.
- One must also be democratic while addressing issues. The concepts of 'freedom and equality' should be the guiding principles while suggesting solutions and while criticising events or issues.
- Generally, one must also avoid taking absolutist/non-compromising positions. In fact, the best way to handle complex problems is to find the middle ground.
- One must also try not to make sweeping generalisations on any given issue. Instead, there should be hints of patience, justice and understanding in addressing or discussing any given topic.
- Lastly, there are two more things that an aspirant need to keep in mind while attempting the CSE essay. (A) Do not question the topic itself, which is to say, in other words, do not contradict yourself.

Elements in an Essay

- The three basic elements – social, political and economic – form the bedrock of a good CSE essay.
- To these, one may add other dimensions like Constitutional, legal, technological, technical etc.
- Another important element is the personel good experiences or anecdotes that can be used to increase the effectiveness of the essay but these should stay within the accepted framework of ethical conduct.

Writing an Essay

Sticking to the Time Limit

In the CSE, one has to write two essays in 3 hrs which translates into 1 hr 30 minutes for each essay. Out of this, around 45 minutes to 1 hour will be required to write one essay. One can add another 10 minutes for the revision of one essay. This leaves us with roughly 30 minutes of time to prepare the essay in rough, and it includes time for carrying out the brainstorming and outlining exercises.

How to Introduce the Essay

- The goal of the introduction should be to arouse the reader's interest in the topic and to prepare the reader for what is to follow.
- A good introduction to the essay can be a brief explanation of the essay topic itself. It can be made further interesting by adding to it some personal experience, or some relevant anecdotes or quotes
- The introduction should not be confusing or lacking in clarity, rather it should be able to immediately clear up any doubts regarding the topic if there is any.

Writing in Paragraphs

- In a stand-alone paragraph, the concluding sentence announces that the paragraph is finished, complete. In an essay, the concluding sentence of a paragraph is more likely to play the role of a transitional device, joining one paragraph to the next.
- Flow is very important in an essay. It is also connected to writing order. Writing orders are of two types
- Known-to-New is the order of writing where the author by choice goes from known (given) concepts to unknown ones. New material is gradually added to build on the unknown.
- Simple-to-Complex is the order of writing where the author first establishes a base of concepts that are easily understood and then develops over it increasingly complex ideas.
- One can use the FREQOES method to add matter to the various paragraphs.

How to Conclude the Essay

- The purpose of the conclusion is to bring a smooth end to the essay. It is also important to note that a strong finish is as important as a strong opening. Both are important for scoring better marks.
- The essay can be concluded in the following ways – restating the main points in brief and with different wordings (summarizing), suggesting a way forward or a course of action, or adding an interesting personal comment or any relevant anecdote.
- Another way to conclude the essay is by returning to the discussion begun in the introduction. This is called the 'cyclic return' and a lot of essays follow this simple method of concluding an essay.
- The conclusion should bear a positive outlook, it should see the silver lining in the clouds. It should also be as clear and concise as possible.

SOME TIPS ON ESSAY WRITING

One can go through the CSE previous year's essays and understand the concepts, dimensions and solutions required to solve those. Having a simple understanding of complex social problems is the secret to writing a good essay for the CSE.
One can also keep handy a small collection of quotes or quotable phrases and citable anecdotes to be used while writing the essay. This keeps one prepared for writing any type of essay.

STRATEGY: Preparing for the Personality Test

What is personality? Personality is defined as 'the combination of characteristics or qualities that form an individual's distinctive character'. Two things are evident from this definition – first it is about who you truly are and second that it cannot be acquired in a short period of time. In the CSE, the definition of personality would also include the possession of qualities required to function properly as a bureaucrat. Out of many things, three top-most qualities in a bureaucrat are the ability to estimate correctly the depths and nuances of an issue, the desire to overcome bottlenecks and time constraints in order to deliver services and lastly the aptitude to learn from past assessments on issues so as to further improve future solutions. How to prepare for the personality test?
Here we will divide the strategy into two parts. Part one will be a general strategy aimed at achieving personality development in the mid to long term. Part two will focus on the immediate course of action one must take before appearing in the CSE personality test.

Part – I

The following four steps you will need to follow while preparing exclusively for the personality test. This works best if you have ample time to begin with, for example those who are only starting with their CSE preparation. You need to follow these steps because the results of these exercises will get subsumed into your consciousness and will become part of who you are.

Step: 1 Read – you must read. Read books, blogs, newspapers, magazines etc. Make reading your second nature, a habit. Read widely, do not restrict yourself to the text books, read novels and poetry, read newspapers, remember you are not reading to pass an exam, you are reading to develop your own inner self. After you have read something, ponder on it, add your own thoughts to it, make it personal and most importantly reflect on it keeping the CSE in mind. Over the course of time your vocabulary, ideas and understanding will grow and you will yourself start noticing changes in your thought patterns!

Step: 2 Speak – speak your heart out. First choose your language for the personality test. It is very important that you speak fluently, confidently and without hitches. In order to achieve this do this simple exercise – talk to a mirror. It helps in three ways, first it will create and boost self confidence, second it will help connect speech to facial expressions and third it will remove any inhibitions you may have with speaking out your emotions. After continuing with this exercise for sometime you should proceed to speaking with other people, for example, friends, relatives, teachers, colleagues and even strangers. You will notice that all it takes for fluency is practice and clarity of thought. It can even be recommended that you go for public speaking. Participate in healthy debates and discussions. Once these barriers are broken, speaking fluently in the CSE interview will be a breeze!

Step: 3 Behave – imbibe the right behaviours. It is extremely difficult to learn new behaviours let alone follow them. But for the sake of our betterment we must not leave it at that. First, we must identify what is good behaviour and what type of behaviour is expected from a bureaucrat. Yes, we all have notions on what good behaviour is, problem is not in identification of such behaviours but following them. Also, we must identify what sort of behaviour is expected of a bureaucrat. Without thinking twice we should be able to name these – truthfulness, honesty, calmness, empathy, compassion, respectful, self-control, non-reactionary, careful and responsible etc.

Step: 4 Dress – choose to wear comfortably yet formally. A certain degree of formality is expected of potential bureaucrats and the clothes you choose to wear determines whether you are being formal or informal. If you dress casually most of the time, like we do in everyday jeans and t-shirts, then you should familiarize yourself with dressing formally with a shirt and tie. Women candidates may wear traditional dresses or formal wear which are not very bright or colourful – dressing in sober colours can be safely recommended here.

Now let us wrap up part one of the strategy and get to the part where we see how to exclusively prepare for the CSE interview after the Mains are over. As is well known, the interview is a personality test where more than testing your knowledge, your personality is tested. But that doesn't mean one can completely ignore most of the questions that will be asked by the interview board. You will at least have to answer a few questions correctly. Even though confidence is key to scoring at the interview, it would be pointless to say no to most questions put by the interview board regardless of the level of confidence you exhibit. Therefore as a rule of thumb it is always better to answer correctly with confidence than to not answer with the same confidence. Only if the question is completely out of your orbit say 'I don't know the answer to this question'.

Part – II

The CSE personality test has two important aspects to it which can be turned into advantages if these aspects are properly understood and prepared. These are the Detailed Application Form (DAF) and the generic questions (for example, why do you want to join the Civil Services? etc).
The possibility of questions being asked from a candidate's background (as detailed in the DAF) is high. Therefore we will guide you step-bystep on how to prepare from the DAF.

- As a rule, always read up on the meaning of your name and surname, the significance of your place of birth or hometown and the political administrative who's-who of your residing state and district (who is the CM, DM, DSP etc). For the place of birth or hometown dig deep into its history, demography, economy etc and for your name look up its origins (esp. if mythologically important) and the message it conveys (if any).
- Questions have been asked about the places a candidate has lived in. For example, if you have moved out of your hometown for studies then questions can be put on your knowledge of the place you have moved to. Typical questions on this topic are on comparisons between your hometown and place of study (or work etc) and on urban-rural considerations if the situation arises.
- Next comes a candidate's parents (job profile, business etc), his family background and profession (if any). Questions asked here are not in the form of a scrutiny but only informative in character. Also if a candidate has been working prior to appearing in the CSE it is expected that he knows sufficiently on his former work.
- One of the most important topics to prepare from the DAF is on one's education and career. Often questions are asked on the subjects a candidate had chosen for his graduation. Also, questions have been asked on favourite subjects, on why a candidate has selected a subject different from the one he graduated in for the CSE and also on why a particular subject chosen for the CSE in the first place. For example – If an engineering student chooses a Humanities subject as an optional, there may be a question related to this switch of the stream.
- The questions on one's hobbies are common and can be tricky so, it is best to prepare this topic carefully.
- Service preferences can also be a source for questions in the personality test. The general preference is IAS, IFS, IPS and if this preference hierarchy breaks then a question can be asked on it.
- After the DAF what remains are knowledge of current events and development of opinions on these events. Read the newspaper religiously, with special focus on editorials and columns but exercise your own opinion on most matters. Go for simple solutions and if possible ignore ideological and political leanings – stay on the middle path when in doubt. Combine these opinions with your education and life experience. Make these opinions your own and share them with confidence.

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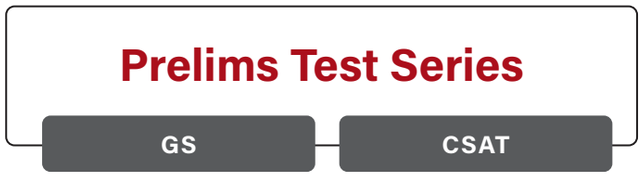

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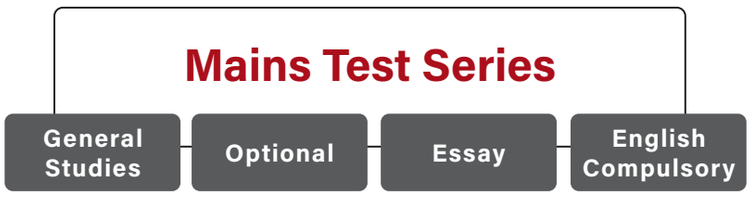

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