



# IAS

अभ्यासक्रम

2021





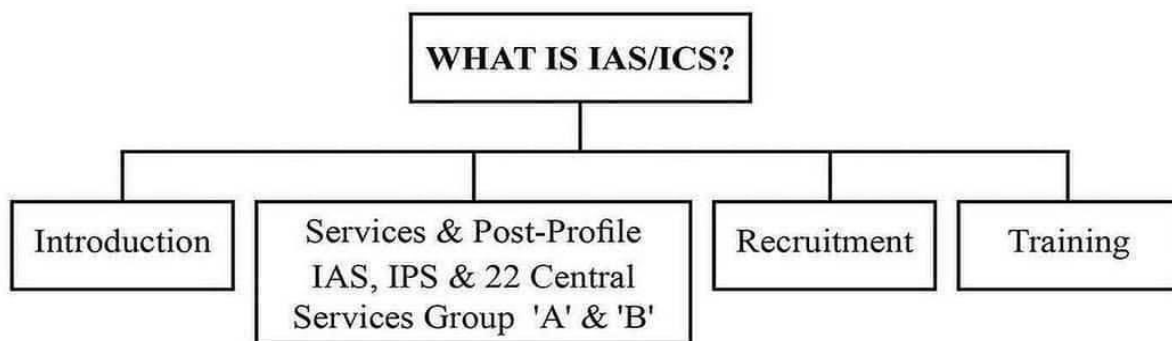
# Chapter 1

# What is IAS?

## INTRODUCTION

The Indian Administrative Service (IAS) is the premier service in India and was formally constituted in 1947. It offers an attractive and challenging career. Earlier, it was known as **Indian Imperial Service** (1893-1946). The Indian Administrative Service (IAS) begins from the sub-divisional level in the state as a Sub-divisional Magistrate (SDM), District Magistrate (DM) or District Collector or Deputy Commissioner in the district; Deputy or Joint or Special Secretary, Principal and Chief Secretary in the state; Under or Deputy, Joint, Additional Secretary and Cabinet Secretary at the top of the hierarchy at the Centre. These posts are filled according to seniority. IAS, IFS, IPS, IRS and 20 others are branches of the Indian Civil Service (ICS).

To opt for IAS as a career, it is necessary to know about IAS/ICS in detail - Why IAS as a career? For whom it is possible? And how the Mission IAS can be fulfilled? Let's start with What is IAS/ICS.



## Classification of Services

Designed by @UtmSolutions.in



**UPSC | MPSC**

FOUNDATION BATCH-2021

**PSI + STI + ASO**

**COMBINE BATCH**

नविन बॅचेस सुरू होत आहेत

BEHIND DAIRY DON ICESREAM, SATHE BAUGH,  
M.G. ROAD, NASHIK-02

संचालक :- स्वप्नील देवरे सर

+91-9423383069   

Service Group	Union Government Services	General Management Services	Specialized Services	Technical Services
	All India Services	IAS	IPS	IFoS
<b>Group A</b>	Central Services		IFS, IRS, IIS, IRTS, IRAS, IA & AS, etc	Railway Engg Services, CPWD, CGHS
<b>Group B</b>	Central Services	CSS, RBSS, DANICS	CSCS	CSCS
<b>Group C</b> <b>Group D</b>	Exist in all functional and general management areas			



Preliminary Examination of the Civil Services Examination for recruitment to the Services and Posts mentioned below is to be held by the Union Public Service Commission on ..., ..., 20... in accordance with the Rules published by the Department of Personnel & Training in the Gazette of India Extraordinary dated ..., ..., 20...

All India Services

Name of Services	Parent Organisation/Ministry
1. Indian Administrative Service (IAS).	Ministry of Home Affairs
2. Indian Police Service (IPS)	-do-



### List of Central Civil Services, Group 'A' & 'B' in Government of India

S. No	Name of Service	Parent Organisation/Ministry
	Indian Audit & Accounts Service	Office of the Comptroller & Auditor General of India

Designed by [UtmSolutions.in](#)

## UPSC | MPSC

FOUNDATION BATCH-2021  
PSI + STI + ASO  
COMBINE BATCH

### नविन बॅचेस सुरू होत आहेत

BEHIND DAIRY DON ICESREAM, SATHE BAUGH,  
M.G. ROAD, NASHIK-02

संचालक :- स्वप्नील देवरे सर    ☎ **+91-9423383069**    [f](#) [t](#) [i](#) [@](#)

Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'.	Ministry of Home Affairs
Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'.	-do-
Pondicherry Civil Service, Group 'B'.	-do-
Pondicherry Police Service, Group 'B'.	-do-

### **Number of Vacancies Varies Year to Year**

The number of vacancies fixed by Union Public Service Commission through the Civil Services Examination in 2015-16 is fixed at 1,129. This is one of the largest numbers of vacancies in recent times. The number was as low as 580 in 2009. Lately, there has been a steady climb in the intake of candidates for various bureaucratic posts by the UPSC. The number of vacancies has dropped substantially from 1,291 in 2014-15 to 1,129 in 2015-16. And total 990 in 2017 CSE result announced in April 2018. However, the final number of vacancies may undergo change after getting exact number of vacancies from Cadre Controlling Authorities. Reservation will be made for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled Categories in respect of vacancies as may be fixed by the Government.

### **SERVICE PROFILE**

#### **Salary of an IAS & other officers as per 7th Pay Commission Recommendations**

The starting salaries of all Civil Servants (Group A) are the same (Pay Level 10). The basic pay of entry-level IAS officers is ₹ 56100. Allowances like Dearness Allowance (DA), House Rent Allowance (HRA) and Travel Allowance (TA) will be extra. The salary will increase as experience increases. The basic pay of:

- Cabinet Secretary is fixed at ₹ 2,50,000,
- Secretary to GOI/Chief secretary in state : ₹ 2,25,000/-
- Adl. Secretary in GOI/Principal Secretary in state ₹ 2,00,000/-

Designed by [JbmSolutions.in](http://JbmSolutions.in)



**UPSC | MPSC**  
**FOUNDATION BATCH-2021**  
**PSI + STI + ASO**  
**COMBINE BATCH**  
**नविन बॅचेस सुरू होत आहेत**

BEHIND DAIRY DON ICESREAM, SATHE BAUGH,  
 M.G. ROAD, NASHIK-02

संचालक :- स्वप्नील देवरे सर  **+91-9423383069**   

**Total Salary = Basic Pay + DA + HRA + TA**

HRA would be 8-24% of Basic Salary. If they are getting official accommodation, HRA part won't be credited to their salary.

DA would start from 0% after 7th Pay Commission recommendation. This component would be linked to inflation. But remember that DA had touched 107% of Basic Salary of government officers in 2015 and in future, the DA part would be significant. DA is revised on half yearly basis (January and July every year) depending on the inflation index (CPI).

They will also be given Travel Allowance (TA) to meet various expenses related to travel.

Note: There was another component called grade pay in government officers salary before. Now, this part is removed.

Thus, it can be seen that the total salary of entry-level IAS officers would be **₹56100 + DA + House Rent Allowance + Transport Allowance.**

The structure goes up to Pay Level 18.

## **How to understand salary structure?**

A new Pay Matrix system is introduced by the Commission, which contains as many as 18 horizontal levels to take care of fixation of pay on MACP or Promotion. The vertical range for each of these 18 levels is meant for fixation of pay by providing annual increment.

7th Pay Commission has done away with the Pay Band – Grade Pay System (the first two rows shown) which existed before. The previous pay bands are shown for comparison purpose only. The new Pay Levels are highlighted row-wise (1-18) from left to right in the Pay Matrix table. Within the same column, if an officer go downward, the pay for the next years are mentioned.

## **Allocation of Cadre**

Direct recruit IAS officers are allocated to State Cadres/ Joint State Cadres on the basis of their rank, preference and availability of vacancy in their category at their turn in terms of provisions of Cadre Allocation Policy of 2008 as amended from time to time.

Cadre Allocation Policy along with amendments is available on DOPT's website for which link is (<http://persmin.gov.in/AIS1/Docs/NewCadre/AllocPolicy.pdf>).

Officers recruited through other modes mentioned above remain on their State Cadre.

## **Functions of IAS Officer**

IAS officer is responsible for maintenance of law and order, revenue administration and general administration in the area under him. His functions broadly include:

Collection of revenue and function as Courts in revenue matters;

Maintenance of law and order;

Function as Executive Magistrate;

Function as Chief Development Officer (CDO) and District Development Commissioner (DDC);

Supervision of implementation of policies of State Government and Central Government;

Travelling to places to oversee implementation of policies;

Supervision of expenditure of public funds as per norms of financial propriety;

In the process of policy formulation and decision making, IAS officers at various levels like Joint Secretary, Deputy Secretary, etc. make their contributions and give shape to policies;

To handle the daily affairs of the Government, including framing and implementation of policy in consultation with the Minister-in-Charge of the concerned Ministry;

## **Designations held by IAS officers during field posting**

SDO/SDM/Joint Collector/ Chief Development Officer (CDO)  
District Magistrate/ District Collector / Deputy Commissioner  
Divisional Commissioner  
Member Board of Revenue  
Chairman Board of Revenue

### Appointments to other Organizational Bodies

IAS officers can be appointed in autonomous organizations/sub ordinate organizations / PSUs/ UN Organizations/ International organizations like World Bank, Asian Development Bank, in various capacities.

They also serve as Personal Secretaries to Ministers in Central Government.

There is provision for deputation of IAS officers to private organizations also for a fixed tenure.

### Designations during Posting in Secretariat of State Government/ Central Government

**An IAS Officer may hold various posts at different levels as under:**

S. No.	Designation	Remarks (Old)
1.	Under Secretary in Government of India	Gets Senior Time Scale (PB-3 with ₹ 6600 Grade Pay) after completion of four years of service.
2.	Deputy Secretary in Government of India	Gets Junior Administrative Grade (PB-3 with 7600 Grade Pay) after completion of 9 years of service.
3.	Director in Government of India	Gets Selection Grade (PB-4 with 8700 Grade Pay) after completion of 13 years of service.
4.	Joint Secretary to Government of India, Secretary in State Government	Gets Super time Scale (PB-4 with 10000 Grade Pay) after completion of 16 years of service.



5.	Additional Secretary in Government of India/ Principal Secretary in State Government	Gets Higher Administrative Grade after completion of 25 years of service.
6.	Secretary to Government of India/ Chief Secretary	Gets Apex Scale (₹ 80000 fixed) after completion of 30 years of service.
7.	Cabinet Secretary	90000 fixed



### Procedures Governing Promotion

In the career span of an IAS officer he is eligible for raise in salary and promotions.

The promotions take place after evaluating the performance on the basis of **Performance Appraisal Reports, Vigilance Clearance** and **Scrutiny** of over all record of the officers concerned by following laid down procedures.

The scrutiny for promotion is done by a Committee of Senior Civil Servants constituted for the purpose.

Promotions are dependent on the time period spent by an officer in a particular grade.

Specified number of years of service is a pre-requisite to be eligible for promotion.

These time-bound promotions have been envisaged to attract and retain the best talent in the country.

### Assessment of Suitability for Promotion & Posting

For posting, promotion and manning of posts held in the Centre and State Government and in order to judge their suitability for various assignments, on annual basis, performance of each and every officer is captured through an instrument of Performance Appraisal known as **Performance Appraisal Report, i.e. PAR.**

This report is initiated by the officer himself, listing out the various achievements and completion of activities with reference to targets assigned to him and mutually agreed upon.

This report is written and commented by the next immediate officer and further reviewed by the officer higher in hierarchy than the **Reporting Officer.**

IAS officers are usually promoted every 4/5 years.

The IAS officers get two extra-increment (6%) when they reach Level 11, 12 and 13.

After the level 14 salaries of all officers are same.

### ***Pay Level for each rank***

**Level 10:** (1-4yrs) ASP/SDM/ Asst. Commissioner in IRS

**Level 11:** (5-8 yrs) SP/DM/Deputy Commissioner in IRS

**Level 12:** (9-12 yrs) SSP/DM (DS in GOS)/Joint Commissioner in IRS

**Level 13:** ( 13-16 yrs) SSP/DM (Director in Government of India)/Additional Commissioner in IRS

**Level 13A:** (14th yr) DIG (No parallel Scale in IAS or IRS)

**Level 14:** (16-24 yrs) IG/Commissioner (IAS/IRS)/JS in GOI

**Level 15:** ( 25-30 yrs) ADG/Additional Secretary in GOI/Principal Secretary in State/ Principal Commissioner in IRS

**Level 16:** (30-33 yrs) Additional Chief Secretary /DG/Chief Commissioner in IRS

**Level 17:** (34-36 yrs) Chief Secretary/DG/Secretary of GOI/ Principal Chief Commissioner in IRS

**Level 18:** (37+ yrs) Cabinet Secretary to Government of India

### **HRA and Transport Allowance for Central Government Employees**

**HRA** @ 24%, 16%, and 8% have been proposed for X, Y and Z class cities respectively. 7th Pay Commission has also recommended for enhancement of HRA while DA crosses 50% and 100%. As far as Transport Allowance is concerned, there is no increase. DA @ 125% has been merged with existing Transport Allowance.

Scales of IAS officers (roughly)

Junior Scales (0-4 years)

Senior Scales (4-9 years)

->Senior Timescale (4 years+)

->Junior Administrative grade (9 years+)

Selection Grade (13 years+)

Super Times Scale(16 year+)

Above Super Time Scale(25 years+)

## **1. Indian Administrative Service (IAS)**

### **Overview**

Indian Administrative Service (IAS), the premier service of Government of India, was constituted in 1946. Prior to that Indian Imperial Service (1893-1946) was in force. As on 1.1.2013, sanctioned strength of IAS was 6217 comprising of 4313 posts to be filled by direct recruits and 1904 posts to be filled by promotion/ appointment of State Civil Services officers, Non-state Civil Service officers. The Civil Services have been a hallmark of governance in India. The Constitution provides that without depriving the States of their 'right to form their own Civil Services, there shall be an All India Service recruited on an All India basis with common qualifications, with uniform scale of pay and the members of which alone could be appointed to these strategic posts throughout the Union. Sardar Vallabhbhai Patel, one of the eminent leaders of the freedom struggle is referred to the ICS as the steel frame of the country. The Civil Services, therefore, represents the essential spirit of our nation-unity in diversity.

### **Recruitment**

At present there are three modes of recruitment to IAS viz (i) Through Civil Services Examination conducted by UPSC every year; (ii) Through promotion of State Civil Service officers to IAS; and (iii) Through selection of non-state Civil Service officers. Roughly 2/3<sup>rd</sup> (66%) posts are meant for Direct Recruitment and 1/3<sup>rd</sup> (33%) posts are meant for promotion quota.

### **Training**

Both Direct Recruit as well as promote IAS officers are imparted probationary training at Lal Bahadur Shastri National Academy of Administration (LB-SNAA), Mussoorie (U.K.)

After completion of successful probation they are conformed.

There is a provision for mandatory 'Mid Career Training' for IAS officers spread across the entire service span.

	Indian Trade Service	Ministry of Commerce and Industry
	Indian P & T Accounts and Finance Service Group-A	Ministry of Communications and Information Technology
	Indian Postal Service, Group-A	-do-
	Indian Defence Accounts Service, , Group 'A'	Ministry of Defence
	Indian Defence Estates Service, Group 'A'	-do-
	Indian Foreign Service (IFS)	Ministry of External Affairs
	Indian Civil Accounts Service, Group 'A'	Ministry of Finance
	Indian Revenue Service(Customs & Central Excise), Group 'A'	-do-
	Indian Revenue Service (I.T.), Group 'A'	-do-
	Indian Information Service (Junior Grade), Group 'A'	Ministry of Information & Broadcasting
	Indian Railway Accounts Service, Group 'A'	Ministry of Railways
	Indian Railway Personnel Service, Group 'A'	-do-
	Indian Railway Traffic Service, Group 'A'	-do-
	Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration).	Ministry of Defence
	Railway Protection Force (Asth. Security Commissioner)	Ministry of Railways
	Indian Corporate Law Service, Group "A".	Ministry of Corporate Affairs
	Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade).	Ministry of Defence

