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No. 4/27/2021-AIS

Union Public Service Commission  
All India Services Branch

**Subject: Selection procedure for appointment of Non-SCS officers to the IAS under IAS (Appointment by Selection) Regulations 1997.**

Ref:--

- (i) Commission's decision dated 08.01.1999 and circular No. 4/1/99-AIS dated 25.01.99
- (ii) Commission's decision dated 4.1.2002 and circular No. 4/1/2002-AIS dated 16.4.2002
- (iii) Commission's decision dated 22.12.2003
- (iv) Commission's decision dated 29.11.2005
- (v) Commission's decision dated 17.03.2017
- (vi) Commission's decision dated 27.07.2021

As per the provisions of Regulation 5 of the IAS (Appointment by Selection) Regulations 1997, the selection of a person for appointment to the service is done on the basis of scrutiny of service records and personal interview. In their meeting held on 22.12.2003, the Commission evolved guidelines regarding interview of non-SCS officers. The guidelines and procedure being followed till now by the Selection Committee for selection of non-SCS officers for appointment to the IAS are consolidated below for reference and convenience.

**A. Selection Committee**

The Selection Committee under the IAS (Appointment by Selection) Regulations, 1997 is the same as that constituted under Regulation 3 of the IAS (Appointment by Promotion) Regulations, 1955 (copy enclosed). The suitability of the officers whose candidature is proposed by the concerned State Government is to be assessed on the basis of scrutiny of their service records and personal interview. The

Selection Committee Meetings for selection of Non-SCS officers for appointment to IAS will be held in the office of Union Public Service Commission at New Delhi.

**B. Guidelines for Distribution of Marks**

B.1 The Selection Committee for selection of non-SCS officers for appointment to the IAS shall distribute the marks between the assessment of service records and personal interview as follows:

- I. Out of **maximum 100 marks**, the weightage for each of the two components be given as follows:-

(i)	Service records with particular reference to ACRs for the five preceding years	50% weightage or 50 marks
(ii)	Personal Interview	50% weightage or 50 marks
	<b>Total</b>	<b>100 marks</b>

- II There is no need to assign separate marks for bio-data. However, bio-data/Curriculum Vitae may be kept in consideration while assessing the overall personality of the candidate during the interview.

*{Vide Commission's decision dated 08<sup>th</sup> January, 1999}*

B.2 While assigning marks to the ACRs of the eligible officers, the broad guidelines for the Promotion Regulations may be followed for the assessment of records. On the basis of the assessment of the individual ACRs, the Committee could assign 9 marks for "Outstanding", 7 marks for "Very Good" and 5 marks for "Good" grading and 0 marks for "Average", in the individual year(s) of assessment.

*{Vide Commission's decision dated 27<sup>th</sup> July, 2021}*

B.3 A minimum of 50% marks **in each of the two components** viz. the ACR assessment and the personal interview, must be separately obtained by the non-SCS officer for being selected for appointment to the IAS under the Selection Regulations.

*{Vide Commission's decision dated 04<sup>th</sup> January, 2002}*

B.4 After the Committee has assigned marks to each of the eligible officers in each of the components; the Committee will prepare a list (to be included as an Annexure to the Minutes) comprising the names of officers; the marks received in each component; and the Total Marks obtained for each of the officers. For officers that obtain less than 50% in either of the two components (para B.3 refers) are to be marked as "**Not Qualified**". Thereafter, the Committee would prepare a list of officers, equal to the number of vacancies, which are suitable for being appointed to the IAS by selection, **from amongst the qualified officers** on the basis of merit as determined by the Total Marks obtained by the candidates. While preparing this list, the Committee may keep in mind the following:

- (1) In case no officer has qualified in both the components, the Committee may not recommend the name(s) of any officer.
- (2) In case two or more officers receive the same **Total Marks** and one or more is to be included in the list of suitable officers, the tie is to be resolved as follows:
  - (a) The officer with the higher marks in the Interview component would be placed senior to the officer (with the same Total Marks) with lower marks.

- (b) If the officers having the same Total Marks also have the same marks in the Interview component, the officer who is senior in age will be placed above the officer having a lower age.

{Vide Commission's decision dated 29<sup>th</sup> November, 2005}

**C. Guidelines for Interview of Candidates**

In so far as interview is concerned, the suitability of Non-SCS officers for appointment to the IAS should be with reference to their knowledge and awareness of various topics. Thus after starting with questions relating to their knowledge of the Department in which they have been working, questions could also be asked on regional/national and international issues and related matters. An indicative syllabus for interview, which is not exhaustive, is annexed.



(Kumar Vaibhav Gaur)  
Joint Secretary (AIS)

**Indicative syllabus regarding personal interview for selection of Non- SCS officers for appointment to the IAS.**

1. Good knowledge of history, culture and geography of the State in which the candidate is already working.
2. A broad awareness of India's historical background for the evolution of its diverse and multi-cultural society, its composite culture and its rich heritage; India's struggle for freedom and the emergence of the Republic of India.
3. A broad perspective of Indian political system, concepts of parliamentary democracy, cabinet form of government, unitary vs. federal systems of government, rule of law, rights, judicial review etc.; characteristics of Indian Constitution, Indian federalism, Centre-State relations, regional disparities, regional identities and conflicts.
4. Basic knowledge of India's economy, economic inequalities and social disparities. India's developmental issues and goals. India's internal and external trade. India's monetary and fiscal policies. The role, responsibility and strategy formulation of Governments (Centre and States) in social and economic development and in improving the Human Development Indices. Emerging trends and issues in India's internal trade, taxation, economy and financial management. Digitalization of financial system, reduction of corruption and promotion of financial inclusion.

5. Emerging trends in governance, good governance practices, e-governance, use of information technology and communication technology in government business, role and impact of social media in governance, citizens' charter, transparency in governance including policies and initiatives of the government in furtherance of this objective viz., RTI Lokpal etc., quality of service delivery, Policies and initiatives of the government for inclusive growth & women's empowerment, disaster management, utilization of public funds and such other knowledge of governance which a civil service officer is expected to possess.
6. Awareness of India's human capital, India's demographic profile, India's policies and programmes to take advantage of 'Demographic Dividend'.
7. Fundamental awareness of India's ecology and environment, India's vulnerability to 'Global Warming and Climate Change', India's preparedness, policies and programmes for adaptation to the impending hazards and dangers of global warming and climate change etc. Ecological assessment of developmental projects, integration of environmental costs in budgets and development programmes. Emerging issues and developments in Ecology and Environment at national and international level.
8. Fundamental awareness of India's natural resource base including biodiversity. The concepts of judicious and sustainable use of natural resources. The role, responsibility, plans, policies and programmes of the Governments (Centre and States) in the conservation of natural resources including Genetic Resources.

9. Concept of sustainable development, awareness of emerging issues and trends in this regard. India's preparedness and programmes to achieve "Sustainable Development Goals".
10. Awareness of India's scientific and technological power and progress, developing a high-tech, knowledge-based economy; and visualizing India as an advanced country.
11. A broad awareness of developments in international arena. Emerging trends in geopolitics, economy, regional rivalries and conflicts. United Nations and various associations and groupings like ASEAN, BRICS, G4, G20, BIMSTEC, SCO etc., and important and influential international voluntary organizations. India as an emerging economic and regional power, India's strategic interests and core concerns. India's bilateral and multilateral relations including trade relations. An awareness of emerging trends and developments in global economy and their impact on India; the phenomenon of globalization, India's integration in globalization, consequences of globalization, etc. and such other aspects of knowledge of global politics and economy which a civil service officer is expected to possess.

*{Vide Commission's decision dated 17 March, 2017}*



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