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# **UPSC Prospectus**

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**Synergy Study Point**

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**[www.upsctmantra.com](http://www.upsctmantra.com)**

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## **ABOUT US**

### **Our Vision**

It is a known that “Every cloud has a silver lining” but it needs a spark to ignite the substance and reveal the truesome property of the same. We at ‘Synergy’ intend to ignite minds of thousands of capable and deserving young graduate population of the nation and guide their aspirations to succeed in competitive examinations to its conclusion.

### **Our Value**

We as a UPSC Coaching Institute, strive to have an undivided focus on creating success stories as the Unique Selling Proposition. Teaching is a noble profession; we are committed to its values. We truly feel that the field of education needs to maintain its sanctity even with more caution during such changing times.

### **Background**

The Institute was founded by Mr. Atul Lande (B.E. Instrumentation, M.A. History), Mr. Bipin Ahire, IPS and Mr. Amol Yadwadkar in the year 2006. Since then Mr. Amit Mankawade and Mr. Sujeet Rukari have joined as the pillars of the institute.

Since its inception the Institute has helped many students to enter the Civil Services including IAS, IFS, IPS, etc.

The teaching faculty of the Institute has been drawn from highly qualified and experienced teachers, majority of whom had also firsthand experience of the examination.

Advisory Board of the institute (includes Amol Khirnar IRS, Nilkanth Shelke IRS, Bipin Ahire IPS, Ravi Patil IPS, Rajesh Swami IFS, Vijay Pingle IAS, Santosh Chalke IPS )continuously fine-tunes the approach and students orientation.

## CONTACT DETAILS

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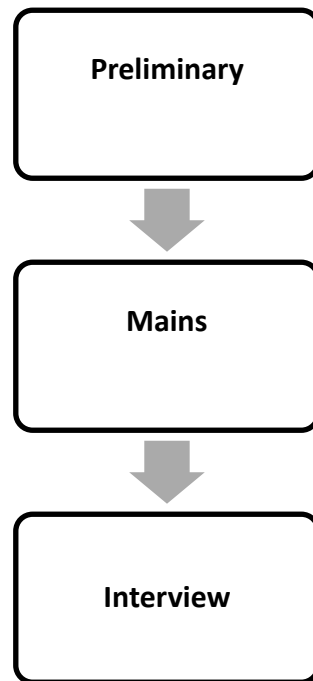
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## PLAN OF EXAMINATION



The competitive examination comprises two successive stages:

- I. **Civil Services (Preliminary) Examinations (Objective Type)** for the selection of candidates for Main Examination; and
- II. **Civil Services (Main) Examination (Written and Interview)** for the selection of candidates for the various services and posts.

The Preliminary Examination will consist of two papers of Objective type (multiple choice questions) and carry a maximum of 400 marks in the subjects set out in below Section. This examination is meant to serve as a screening test only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

The number of candidates to be admitted to the Main Examination will be about twelve to thirteen times the total approximate number of vacancies to be filled in the year in the various Services and Posts. Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination in the year will be eligible for admission to the Main Examination of that year provided they are otherwise eligible for admission to the Main Examination.

Candidates who obtain such minimum qualifying marks in the written part of the Main Examination as may be fixed by the Commission at their discretion, shall be summoned by them for a Personality Test (interview for). The number of candidates to be summoned for interview will be about twice the number of vacancies to be filled.

Marks thus obtained by the candidates in the Main Examination (written part as well as interview) would determine their final ranking. Candidates will be allotted to the various Services keeping in view their ranks in the examination and the preferences expressed by them for the various Services and Posts.

## PRELIMINARY EXAMINATION

The Examination shall comprise **two compulsory papers of 200 marks each**.  
The questions will be of multiple choices, objective type.

### Paper I - (200 marks) Duration: Two hours

- ❏ 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) Duration: Two hours

- ❏ 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)
- ❏ English Language Comprehension skills (Class X level).

The question papers will be set both in Hindi and English.

Exception - Questions relating to English Language Comprehension skills of Class X level (last item in the Syllabus of Paper II) will be tested through passages from English language only without providing Hindi translation thereof in the question paper.

**Note:** The marks of these two papers are added to qualify candidates for the Main examination. There is no individual cutoff for Paper I and II.

## MAIN EXAMINATION

The written examination will consist of the following papers:

Paper	Sections	Description	Marks
Paper I		Essay	250
Paper-II	General Studies–I	Indian Heritage and Culture, History and Geography of the World and Society	250
Paper-III	General Studies –II	Governance, Constitution, Polity, Social Justice and International relations	250
Paper-IV	General Studies –III	Technology, Economic Development, Bio-diversity, Environment, Security and Disaster Management	250
Paper-V	General Studies –IV	Ethics, Integrity and Aptitude	250
Paper-VI	Optional Subject	Paper I	250
Paper VII	Optional Subject	Paper II	250
<b>Sub Total (Written Test)</b>			<b>1750</b>
<b>Personality Test</b>			<b>275</b>
<b>Grand Total</b>			<b>2025</b>

Apart from this there will be papers on English and regional language, 300 marks each. But these will be only of qualifying nature. These marks will not be counted in final analysis.

Marks obtained by the candidates for all papers (Paper I-VII) will be counted for merit ranking. **However, the Commission will have the discretion to fix qualifying marks in any or all papers of the examination.**

- **The main Examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of their information and memory.**
- The nature and standard of questions in the General Studies papers (Paper II to Paper V) will be such that a well-educated person will be able to answer them without any specialized study. The questions will be such as to test a candidate's general awareness of a variety of subjects, which will have relevance for a career in Civil Services.
- The questions are likely to test the candidate's basic understanding of all relevant issues, and ability to analyze, and take a view on conflicting socio- economic goals, objectives and demands.
- The candidates must give relevant, meaningful and succinct answers.
- **If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.**
- **Marks will not be allotted for mere superficial knowledge.**
- **Credit will be given for orderly, effective and exact expression combined with due economy of words in all subjects of the examination.**
- The scope of the syllabus for optional subject papers (Paper VI and Paper VII) for the examination is broadly of the honours degree level i.e. a level higher than the bachelors' degree and lower than the masters' degree. In the case of Engineering, Medical Science and law, the level corresponds to the bachelors' degree.
- The question papers for the examination will be of conventional (essay) type.
- Each paper will be of three hours duration.

Syllabi of the papers included in the scheme of Civil Services (Main) Examination are given as follows:-

#### PAPER-I

Essay: Candidates will be required to write an essay on a specific topic. The choice of subjects will be given.

They will be expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. Credit will be given for effective and exact expression.

#### PAPER-II

##### **General Studies- I: Indian Heritage and Culture, History and Geography of the World and Society.**

- ◆ Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
- ◆ Modern Indian history from about the middle of the eighteenth century until the present-significant events, personalities, issues
- ◆ The Freedom Struggle - its various stages and important contributors /contributions from different parts of the country.
- ◆ Post-independence consolidation and reorganization within the country.
- ◆ History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc.- their forms and effect on the society.
- ◆ Salient features of Indian Society, Diversity of India.
- ◆ Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies.
- ◆ Effects of globalization on Indian society
- ◆ Social empowerment, communalism, regionalism & secularism.
- ◆ Salient features of world's physical geography.
- ◆ Distribution of key natural resources across the world (including South Asia and the Indian subcontinent);
- ◆ Factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India)
- ◆ Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water bodies and ice-caps) and in flora and fauna and the effects of such changes.

#### PAPER-III

##### **General Studies- II: 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.

#### PAPER-IV

#### **General Studies-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

#### ✚ PAPER-V

##### General Studies- 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 utilize 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.

**PAPER-VI & PAPER VII**

**Optional Subject Papers I & II: Please check the syllabus in UPSC Notification published on [www.upsc.gov.in](http://www.upsc.gov.in)**

**List of Optional Subjects**

- 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, Kannada, Kashmiri, Konkani, Maithili, Malayalam, Manipuri, Marathi, Nepali, Oriya, Punjabi, Sanskrit, Santhali, Sindhi, Tamil, Telugu, Urdu, English.

## **INTERVIEW TEST**

- The candidate will be interviewed by a Board who will have before them a record of his/her career. He/she will be 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. In broad terms this is really an assessment of not only his/her intellectual qualities but also social traits and his/her interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.
- The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidate.
- The interview test is not intended to be a test either of the specialized or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own state or country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.

## STRATEGY

### Step 1: Important Decisions

1. What is required to get the post?
  - Devoted study
  - Good writing style
  - To the Point Approach
  - Basic command over English and Aptitude
  - Good grasp over current affairs
  - Healthy competitions and feedbacks.... i.e. critical self assessment
  - Quality material and guidance
  - Patience and Self confidence
  
2. When to start the prelims preparation? (for the next year's Preliminary exam in August, followed by Mains)
  - One should start preparation around seventh months prior to the exam.
  - If you are going to prepare immediately after graduation, then don't waste time, start immediately after your final exam.
  - If you are going to study while working, it is possible but starts earliest. Don't delay to start otherwise you will experience time crunch later.
  - If you are preparing during graduation, generalized plan cannot be suggested, so discuss personally with us to evolve an individual plan.
  
3. How to start preparation?

If you have joined Synergy, just follow the curriculum of the batch, you will reach the destination.

If you are starting on your own, to begin with follow the initial steps.....

  - Analysis of previous question papers
  - Understanding of Syllabus
  - Reading of basic study material
  - Start writing... easy questions
  
4. How to select the optional subject?

This is very important decision. Fortunately in the new format GS is much more important. So don't take this decision at the beginning. First start preparing for GS and then after some time take this decision. Because in four GS papers you will be introduced to variety of optional subjects like History, Geography, Public Administration, Political Science and Sociology. This will help you to determine your inclination to a particular subject. Every subject has its own demand (i.e. thinking pattern, writing style, presentation techniques etc). Your personality should suit to it.

Following are some basic criterions...

  - Interest and understanding in the subject (about which you will come to know when you study for GS Mains)
  - Analysis of the syllabus and previous years' question papers of the shortlisted subjects
  - Writing style and presentation techniques suitable for that particular optional (about which you will know once you start writing for GS and essay)

- Thinking Pattern expected for a particular optional (you will come to know about yours after you prepare for GS.)
  - Availability of study material
  - Availability of guidance
  - Weightage of optional in GS
  - Graduation background
- Apart from this, some give importance to the length of the syllabus.... Which is an unfound criterion

### **Synergy strategy:**

While preparing for GS Mains, you will be also preparing for History, Geography, Public Administration, Political Science, Sociology etc. It will help you in deciding your interest in a particular optional subject properly.

Rather than selecting an optional without having knowledge of other subjects or without knowing your own writing and presentation styles and thinking patterns, it is better to delay this decision. It will prove more informed and rational decision afterwards.

This opportunity has been presented by the new pattern, so avail it.

#### 5. How to manage other examinations like MPSC along with UPSC?

At the beginning it is better to concentrate on UPSC alone as it will cover major portion of MPSC. You can dedicatedly prepare for MPSC for some time prior to prelims depending upon time table (unfortunately this keep changing every year)

#### 6. Can I prepare while working or pursuing graduation?

Yes you can.... You need to be mentally very strong for the whole year to manage everything. A break of two/three month's in-between will bring doomsday...

We conduct weekend batches. Compared to regular batches these are having same faculties, total number of hours of teaching, tests, study material etc. We are proud to share that in 2012 result we have three selections from weekend batch.... Rajat Bansal (IAS), Devraju Shiva (IAS), Anshu Varma (IRAS).

## **Step 2: FAQs about Synergy**

#### 7. Why should I join Synergy?

Synergy means 'coming together and creating something new'.... Synergy as an institute is based on solid support of the alumni. Majority of students join synergy, not because of promotional activity but because of mouth publicity.

We are the LEADERS in GS and have unparalleled track record in optional subject results e.g. All India History Topper, Sonal Sonkawade (Marks – 396).

All former students are happy with Synergy due to

- Good track record: 100 plus students selected as IAS, IPS, IFS, IRS, etc. (Synergy claims only those students who have joined the batches at Synergy, as you are here to join batches - not the students who have taken a mere mock interview)
- Expert and easily accessible faculties who give personal feedbacks
- Timely coverage of the syllabus
- Comprehensive printed notes (More than 5,000 pages for GS)

- Exhaustive test series- both prelims and Mains perspective (about 50 sectional + comprehensive tests conducted over the year)
  - Comparative results for Prelims Test Series along with individual performance graph
  - Special emphasis on writing and presentation techniques
  - Emphasis on Approach building
  - Special focus on Current Events... “PANORAMA” batch and notes are considered unparalleled in India. Your understanding of current affairs will be incomplete without Panorama. (about 50 weekly booklets on current affairs are provided)
  - Calm environment (though situated in the heart of Pune City)
  - Situated in Appa Balwant Chowk (where all book stalls are located)
  - Easy availability of accommodation and study rooms nearby
  - Quality infrastructure- AC classrooms, spacious benches, modern audio system, reserved parking space, etc
8. Which batches to join?  
(Schedule of batches has been added at the end.)
- It is advisable that you should join “Prelims Batch” for GS and Aptitude
  - You can join “Panorama”

9. Who are the Faculties at Synergy?

All the faculties at Synergy are having in depth experience of all three stages of examination, including interview. There is a blend of senior and junior faculties so that with experience, contemporary demands will be integrated with.

There are four types of faculties...

- Base faculty- includes Atul Lande, Sujeet Rukari
- Core Faculty- includes faculties who are tied with Synergy and always ready to guide you whenever you need them
- Visiting Faculty- Synergy is building a strong team of faculty drawn from both administration and academics. The combination enables faculty members to leverage their knowledge & experience in accordance with the requirements of Syllabus.
- Post Holders as faculty- Synergy has advisory board which includes senior administrators working in different states and 100+ alumni. They keep visiting Synergy to share their experiences both of examination and work. This provides an opportunity for all to draw inspiration.

### Step 3: General Queries

10. Is Library necessary for UPSC preparation?

At Synergy, detailed notes are provided for all topics of the syllabus. In addition to this, reference list is also provided. Students are expected to buy these books for ready reference. If any book is too costly or out of print, it can be availed from the Synergy Library.

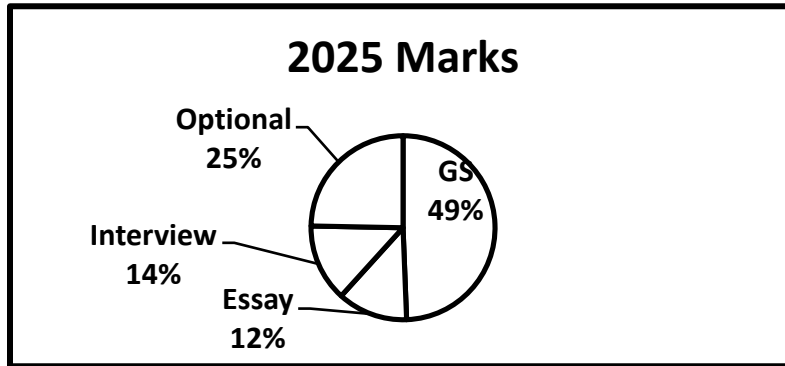
11. What about accommodation, study rooms?

For girls, hostel facility with limited seats is available in the premises only. Synergy is situated in the centre of Pune city with many accommodation and study room facilities available in the vicinity.

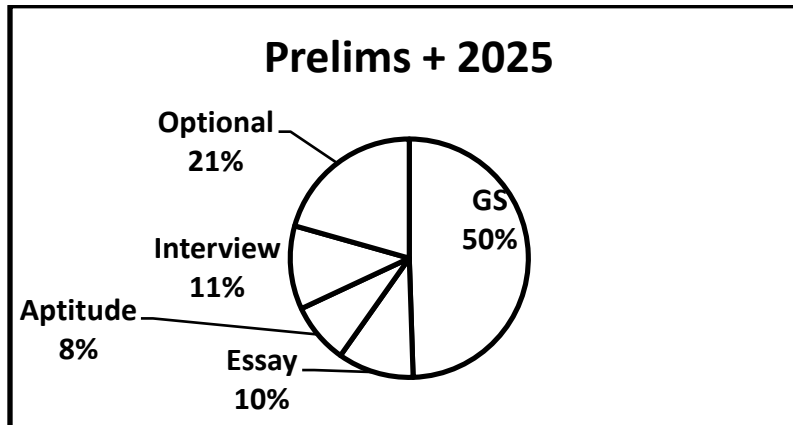
Within the premises you can study, for which we don't charge any fees.

**Step 4: comparative weightage for all subjects**

Let's consider the marks which are counted for final ranking (Mains + Interview) first,

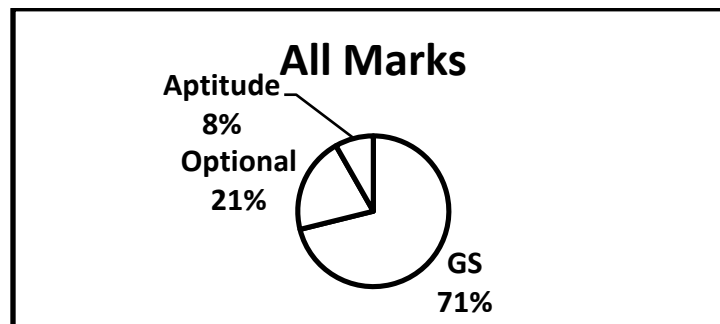


Now, if Prelims is also added,



We can rearrange all this information in following manner as well...

1. **GS Based Marks**= GS Prelims, 200 + GS Mains, 1000 + Essay, 250 (Essay means Mains GS and writing style) + Interview, 275 (It means Mains GS and communication style) = **1725**
2. **Optional Based Marks** = 500
3. **Aptitude based Marks** = Prelims Aptitude, 200 = **200**





**Step 5: Schedule of Study (Considering that your first stage exam (Preliminary) is in August 2014)**

Month	Activity	Why?
January	Preparation of GS Mains, Current Affairs, Essay	Its compulsory
		It has highest weightage
	It creates strong foundation for GS Prelims, Current Affairs and Essay	
	Decision 1: What will be your optional Subject?	
February-April	Preparation of Optional Subject, Essay	There will be no sufficient time after Prelims for this preparation
	Preparation of Prelims (Both papers) and Current Affairs	
May - August (Preliminary Exam)	Prelims (Both Papers), Current Affairs	Revision along with test series
September-December	Remaining Syllabus of Mains, Current Affairs	If any... for all subjects
	Revision, Answer writing Practice	Mains answer writing practice is essential as it is the only link between you and UPSC. UPSC doesn't know you personally i.e. for how much time you have studied or how many books you have referred. Interview call and final ranking depends upon your mains answers and score.

Thus, even though the Main exam is second stage, you prepare for it before the first stage i.e. Preliminary exam due to the reasons listed in above table.