

8.THE INDIAN ADMINISTRATIVE SERVICES (PROBATIONERS' FINAL EXAMINATION) REGULATIONS, 1955

In pursuance of rule 7 of the Indian Administrative Service (Probation) Rules, 1954, the Central Government, in consultation with the State Governments and the Union Public Service Commission, hereby makes the following regulations, namely:-

¹**Short title**-These regulations may be called the Indian Administrative Service (Probationers' Final Examination) Regulations, 1955.

2. **Definitions**-²(1) In these regulations, unless the context otherwise requires,-

(a) `Academy' means³, Lal Bahadur Shastri National Academy of Administration;

(b) []⁴;

(c) `Director' means the Director of the Academy; and

(d) `Schedule' means a Schedule appended to these regulations.

2(2) All other words and expressions used in these regulations and not defined shall have the meanings respectively assigned to them in the Indian Administrative Service (Probation) Rules, 1954.

3. **Final examination**.-

(1) Every probationer shall, at or about the end of the period of training in the Academy, appear at a final examination.

(2) The examination shall be conducted by the Director in the manner laid down in these regulations.

(3) The exact dates, on which and the places at which the examination shall be held, shall be fixed by the ⁵Director.

4. **Syllabus for final Examination**:- The examination shall be in two parts as mentioned below:-

(a) Part I-Written Examination

⁵The subjects for the examinations and the maximum marks allotted to each of the subjects shall be as follows:-

¹ Principal Regulations were published vide Notification No.4/3/54-AIS(II), dated June, 1955

² Substituted vide MHA Notification No.4/5/59-AIS-I, dated 05.08.1961

³ Substituted vide DP&AR Notification No. 12/2/72-AIS(III-A), dated 21.03.1974

⁴ Omitted/substituted vide MHA Notification No. 28/18/68-AIS(III)-C, dated 15.05.1969

⁵ Amended vide Notification No. 11041/1/96-AIS(III), dated 10.07.1991 (GSR No. 428)

Subjects	Maximum Marks
(1) Political Concepts and the Constitution of India	75
(2) Basic Economic Principles and Five Year Plans	75
(3) Law	75
(4) Public Administration and Management	75

The syllabus for this part of the examination shall be specified in the First Schedule.

(b) Part II-Qualifying Tests

⁴(i) Qualifying tests shall be held in the following subjects, namely:-

- ⁶1. a regional language,
2. Hindi except for candidates, who were examined in Hindi as a regional language under Clause (ii),
- ⁷3. Computer.

The syllabus for this part of the examination shall be as specified in the First Schedule.

(ii) Every probationer shall be examined in the regional language or one of the regional languages shown in column 2 of the Second Schedule against the ⁴cadre to which he is allocated. Where more than one regional language is shown against a State, the ⁸Director shall ascertain whether the probationer is already familiar with any of them and thereafter decide in consultation with the State Government in which one of the regional languages the probationer shall be examined.

⁸Provided that the probationers, allocated to the following cadres, shall be examined in one of the regional languages shown against them only with effect

⁶ Omitted and re-numbered vide MHA Notification No. 28/3/69-AIS(III), dated 12.09.1969.

⁷ Inserted vide DP&T Notification No. 11041/1/94-AIS(III), dated 28.02.1996

⁸ Substituted vide DP&AR Notification No. 12/2/72-AIS(III)-A, dated 13.06.1973.

from such date as the Central Government may, by order, specify in this behalf, namely:-

Cadre Regional Language

Assam-Meghalaya : Khasi or Garo

Nagaland : Nagamese in Roman script

Union Territories : Mizo.

5. ⁹Minimum marks.-Every probationer shall be required to obtain such minimum number of marks in each subject at the written examination under clause (a) of regulation 4, and to pass the qualifying tests under clause (b) of the said regulation, by such standards as may be determined by the Director, ¹⁰with the previous approval of the Central Government.

¹¹THE FIRST SCHEDULE

[See clause (a) & (b) of Regulation 4]

Syllabus for the Indian Administrative Service Probationer's Final Examination

1. WRITTEN EXAMINATION

¹²1. POLITICAL CONCEPT AND CONSTITUTION OF INDIA

(a) Political concepts

Political Ideologies & Concepts, including Gandhian Ideology, Indian Political Systems including Parliamentary Democracy and National Integration, Evolution of Indian Culture and Socio-Economic Institutions, Pressure Groups, Students Unrest, Agrarian Tension, Cases, Communal and Industrial Unrest: their nature and impact on Society-Civil Liberties, Voting behaviour-India & International System.

(b) Constitution of India:

⁹ Substituted vide DP&AR Notification No. 28/18/68-AIS(III), dated 15.09.1969

¹⁰ Substituted vide DP&Trg. Notification No. 29/6/70-AIS(III), dated 16.03.1972

¹¹ Substituted vide MHA Notification No. 18/4/65-AIS(III), dated 27.07.1967

¹² Substituted vide DP&Trg. Notification No. 11037/9/86-AIS(III), dated 25.08.1986

Evolution, including freedom struggle- Fundamental Rights & Duties, Directive Principles-parliamentary proceedings - Center - State Relations-Emergency Provisions-Special Provisions under Article 379 and 371-safeguards for Minorities-service under the Union and the States.

2. BASIC ECONOMIC PRINCIPLES AND FIVE YEAR PLANS

Basic Economic Concepts-Planned Economic Development-Policy instruments for managing the Economy-Development of Agriculture and Agro based Industries -Rural Development Programmes and Programmes for Scheduled Castes and Scheduled Tribes-Industrial Development: Large and medium Industries and Small-scale Industries-Development Banking, Public sector Undertakings- Administrators and the Indian Economy.

3. LAW

General Principles of Law-Administration of Justice-Legal remedies-Indian Penal Code-Criminal Procedure Code-Civil procedure Code-Law of Evidence-Law of Contract-Labour Laws-Minor Acts-Court Work and Contempt Proceedings.

4. PUBLIC ADMINISTRATION

Essentials of Administration-Organizational Structure of Governments, Role of Civil Servants, Administrative Ethics and Accountability, Delegation and Decentralisation-District and Local Administration-Personnel Administration, Police Administration-Jail Administration Panchayati Raj Administration- Calamity Administration-Administration of Development and Welfare Programmes- Budget and Role of Audit and General Financial principles-Role of District Officer/SDO-Conduct of Elections.

5. Management and Behavioural science

- (a) Policy Analysis
- (b) Quantitative Methods of Decision Making
- (c) Management of Rural Development
- (d) Human Resource Management
- (e) Behavioural Science

Management and Organisation

Behavioural Science Motivation, Leadership, Decision-Making, MBO, Management of Conflicts, Management of Change ,Transactional Analysis, -MIS-O&M & Work study-Pert-CPM, Time Management Methodology of Presentation of a subject-Financial Management Capital Budgeting, Discountal Cash Flow Ratio Analysis, Project Formulation, Cost benefit Analysis, Project Evaluation Interpretation of Balance Sheets."

II. QUALIFYING TESTS

¹³**(i) Hindi**

The test will comprise translation, free composition, set composition, conversation and dictation. The probationers' knowledge of grammar will be tested chiefly by composition conversation and by passages for comments.

¹³**(ii) Regional Languages.**

The test will comprise translation, free composition, set composition, conversation and dictation. The probationers' knowledge of grammar will be tested by composition, conversation and by passages for comments.

¹⁴**(iiA) Computer**

The syllabus for the test in Computer shall be as under:-

1. UNIX operating system and its features:
 - (a) Logging in and out of system, other basic commands;
 - (b) Typing, Copying, moving and deleting files;
 - (c) Making, changing and removing directories;
 - (d) Mail, Write, Pipes and Filters; and
 - (e) Printing in UNIX.
2. Multiple Database Management using Foxbase Plus:
 - (a) Basic commands of Foxbase Plus;
 - (b) Necessity and ways of using Multiple Databases;
 - (c) Linking of different databases;
 - (d) Queries from linked databases; and
 - (e) Report generation using Multiple Databases.
3. Financial Computation using Professional:
 - (a) Using Spreadsheet package professional in UNIX;
 - (b) Time Value of Money;

¹³ Deleted and re-numbered vide MHA Notification No. 28/3/69-AIS(III), dated 12.09.1969

¹⁴ Inserted vide DP&T Notification No. 11041/1/94-AIS(III), dated 28.02.1996

- (c) Cost Benefit Analysis;
- (d) Capital Budgeting; and
- (e) Project Analysis using these techniques.

4. System Analysis and Design:

- (a) Characteristics of System, organization;
- (b) System life cycle, role of Systems Analyst;
- (c) Functional and Data flow analysis; and
- (d) Details of Data flow diagrams.

5. Management Information Systems:

- (a) Basic concepts of MIS;
- (b) Information needs in Management Processes;
- (c) MIS through application of DBMS; and
- (d) Decision Assisting Information System.

6. Applications of LAN and WAN:

- (a) Kermit, NICNET, UUCP; and
- (b) Networking using Modems.

7. Accessing and Using GISTNIC databases:

- (a) Census-91 Database (GIST-CEN);
- (b) Indian Economic Indicators (GIST-ECO);
- (c) International Economic Indicators (GIST-IMF); and
- (d) State profile databases (GIST).

8. Geographic Information Systems:

- (a) How to use GISNIC; and
- (b) How to use Maps for Decentralized planning.

¹⁵(iii) **Riding**

The test in riding will comprise:

- (a) Saddling and Bridling;
- (b) Mounting and Dismounting
- (c) Trotting;
- (d) Cantering;
- (e) Trotting with reins relaxed;
- (f) Trotting without stirrups;
- (g) Cantering without stirrups;
- (h) Individual Exercise
- (i) Jumping a hedge hurdle 1.10 meters high (.) Probationer must wear either jodhpurs or riding breeches with gaiters or puttees or topboots. Saddles will be provided, candidates will not be allowed to use their own saddles.

¹⁶THE SECOND SCHEDULE

[See Clause (b) of Regulation 4]

State	Regional Languages
Andhra Pradesh	Telegu or Urdu
Assam-Meghalaya	Assamese, Bengali, Khasi or Garo.
Bihar	Hindi
Gujarat	Gujarati
Haryana	Hindi or Urdu
Himachal Pradesh	Hindi
Jammu & Kashmir	Urdu, Kashmiri or Dogri
Karnataka	Kannada
Kerala	Malayalam

¹⁵ Inserted vide DP&AR Notification No. 28/2/71-AIS(III), dated 22.05.1972

¹⁶ Substituted vide DP&Trg. Notification No. 11041/1/82-AIS(III)-A, dated 12.07.1989.

Madhya Pradesh	Hindi
Maharashtra	Marathi
Manipur-Tripura	Manipuri, Bengali or Hindi
Nagaland	Nagamese in Roman Script
Orissa	Oriya
Punjab	Punjabi (in Gurmukhi script) or Hindi
Rajasthan	Hindi
Sikkim	Nepali
Tamil Nadu	Tamil
Uttar Pradesh	Hindi
West Bengal	Bengali or Hindi
AGMU (Arunachal Pradesh, Goa, Mizoram and Union Territories)	Assamese, Hindi, Malayalam, Marathi, Mizo, Tamil ,Urdu or Gujarati
