Confidential
No. 4/14/2003-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

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.

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
	Total	**100 marks**

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 08th 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 10 marks for "Outstanding", 8 marks for "Very Good" and 6 marks for "Good" grading and 4 marks for "Average", in the individual year(s) of assessment.

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 04th 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 29th 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 list is given below:-

(a) An overall awareness of the State in particular and the Country in general – its geography history, culture, economy, natural resources, human development indicators etc.

(b) Economic Development and policy related issues;

(c) Socio-economic problems and policy initiatives for addressing them;

(d) Strategy formulation for carrying out Government's Policies and Programmes;

(e) Developments in the International Sector covering Geo-political, Economic, trade, social and environmental issues. This could cover the role and functioning of various International Institutions like the UN, UNEP, WTO, WHO, EC, IMF etc.

(f) Issues relating to liberalization in different Economic Sectors, latest developments therein including Government's initiatives;

(g) An overview of the Domestic and International Trade, Commerce, Services and issues thereon. This could cover developments on various aspects related to WTO and its impact on the domestic economy;a

(h) An overview of Financial Management and Budgetary control, including taxation and related issues;

{Vide Commission's decision dated 22 December, 2003}

4. The consolidated guidelines are circulated to the Hon'ble Chairman/Members of the Commission for their perusal and information.

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(PRAVIN SRIVASTAVA)
Joint Secretary (AIS)
06th January, 2006