

2010

OVERVIEW OF CIVIL SERVICES

DIFFERENT POSTS, ROLES & RESPONSIBILITIES

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Introduction to Various Civil Services

UPSC conducts Examinations for following Services:



Civil Services Examination is conducted specifically to select candidates for All india Services (Excluding IFS i.e. Indian Forest Services) and Central Services.

All India Services

- All India Services are common to both central and state governments.
- These services include:
 - Indian Administrative Service (IAS)
 - Indian Police Service (IPS)
 - Indian Forest Service

Central Services

- The central services work under the exclusive jurisdiction of central government.
- Occupies functional and technical positions in various departments.
- Managed by respective ministries and departments.
- Few of them are controlled and managed by the Ministry of Personnel.

- Central services are of two types: Group A services and Group B services

Specialist Services

- In these services recruitment is done on the basis of Specialized and Professional qualifications of the candidate
- These services includes:
 - Indian Engineering Services
 - Indian Economic Services
 - Indian Statistical Services
 - Indian Geological Services

Following section discusses various civil services for which Civil Service Exams are conducted by UPSC.

1. Indian Administrative Service (IAS)

- The IAS (Indian Administrative Service) was formed in 1947.
- IAS works on central as well as district administration under state government. The IAS is the main link in the governance of the country.

Responsibilities

- Their main responsibilities are to look after law and order, general administration, revenue work and developmental functions.
- At the central level, this involves the framing and implementation of public policies.
- At the district level, it is concerned with district affairs, including developmental functions.
- At the divisional level, the IAS officers look after law and order, general administration and development work.
- In the Government of India (i.e. in the ministries), IAS officers deal with the formulation of policies and supervise their implementation.
- They also work with different ministries; supervise the work of different ministries
- They are also recruited with some public sector corporations
- They also represent India on different international forums; can take part in agreements in different countries

Postings in IAS

- Various postings for an IAS are:

- Sub Divisional Magistrate (SDM)
- District Magistrate
- Chief Development Officer
- Director of a department
- Managing Director of a Public Sector Unit
- Senior officer in the State Secretariat
- Principal Secretary
- Additional Chief Secretary
- Chief Secretary of State
- Cabinet Secretary
- Secretary to the Ministry
- Additional / Special Secretary to Ministry
- Policy Advisor to Government of India

2. Indian Police Service (IPS)

- The main responsibility of an IPS (Indian Police Service) is public safety and security. With the growth of anti national and anti social tendencies since Independence such as North East insurgencies, Khalistan movement, growth of Naxalism, terrorism, organized crimes, trafficking IPS has become backbone of Indian administration.
- IPS training is provided in Sardar Vallabhbhai Patel National Police Academy in Hyderabad

Responsibilities

- The IPS takes care of law and order at the district level in coordination with the IAS
- Crime prevention and detection
- Traffic control
- Accident prevention and management
- IPS service is divided into various functional departments
 - Crime Branch
 - Criminal Investigation Department (CID)
 - Home Guards
 - Traffic Bureau

Postings in IPS

- Assistant Superintendent of Police (ASP)
- Police Officer of a sub-division (SDPO)
- Superintendent of Police
- Senior Superintendent of Police of a District
- Deputy Inspector General of a Range (group of districts)
- Deputy Inspector General
- Inspector General
- Additional DG
- Director General of Police
- In cities like Delhi, Mumbai and Bangalore the ASP, SP, and the DIG are called Assistant Commissioner of Police (ACPO), Deputy Commissioner of Police (DCP) and Commissioner of Police (CP).
- IPS are also sent to Central Policing Agencies such as the Intelligence Bureau (IB), Central Bureau of Investigation (CBI), Cabinet Secretariat Security, the Border Security Force (BSF), and the Central Reserve Police Force (CRPF) are also headed by IPS.
- On deputation to the Cabinet Secretariat, the Border Security Force, the Central Reserve Police Force and the Central Industrial Security Force
- Director serious fraud investigation officer
- Director Drug and Narcotic trafficking

3. Indian Foreign Service (IFS)

Responsibilities

- IFS deal with the country's external affairs, including diplomacy, trade and cultural relations.
- It is responsible for the administration and activities of Indian missions abroad, and for the framing and implementation of the Government's foreign policy.
- Representing the interests of your country abroad, protecting the interests of its citizens aboard and interacting with officials from foreign governments.
- IFS officers, perform a multitude of duties in embassies and diplomatic missions abroad.
- IFS official serve in embassies and diplomatic consulates around the world.
- They issue visas, protect citizens who are traveling abroad, accompany foreign officials and report to the government on diplomatic matters.
- IFS are attached to the Ministry of External Affairs and have to become conversant in a major foreign language.

Postings of IFS

- Third Secretaries in Indian Embassy/High Commission where that language is spoken.
- in the Ministry of External Affairs (MEA)
- Serve as Counsellors in very small countries
- Ambassadors of medium sized countries
- Ministers in the large embassies like Washington and Moscow
- ambassadors in relatively big embassies or as Deputy High Commissioner in London
- Ambassadors of the rank of Secretary heads Indian Embassies/High Commissions like Moscow, Washington
- Also works as Foreign Advisors

4. Indian Revenue Services (IRS)

Responsibilities

- Main responsibilities of IRS involve all the processes from investigation to decisions and policy planning related to revenue of the country.
- IRS official deal with the fiscal policy and budget, and legal aspects of tax administration
- A Revenue officer has to handles tax matters for a government agency.
- IRS official also be in charge of other financial duties, from maintaining a budget to collections to recording deposits and payments.
- Also responsible for detecting and investigating tax evasion, in disputed cases they represent at independent appeal tribunals.
- They will examine cases in which the tax assessed is more than the prescribed figure. Assistant Commissioners deal with income and losses between Rs 2-5 lakhs.
- Deputy Commissioners (Assessment) handle cases above Rs 5 lakhs.
- The professional training is conducted in the National Academy of Direct Taxes, Nagpur

Postings of IRS

- Assistant Commissioner for about eight years
- Deputy Commissioner of Income Tax
- Deputy Director (Investigation)
- Commissioner of Income Tax in a metropolitan town
- Director of Income Tax

- Chief-Commissioners of Income Tax
- Director General of Income Tax
- Chairman of the Central Board of Direct Taxes (Head of Income tax hierarchy)
- Finance Secretary
- Secretary (Revenue)
- Secretary (Budget Division)
- Additional Secretary

5. Indian Customs and Central Excise Service

Responsibilities

- This service is responsible for customs and excise.
- Customs is concerned with the checking and levy of duty on taxable goods brought into the country
- Excise department is involved with the taxation of goods manufactured within the country
- Custom, excise or narcotics matters are the responsibilities of Customs officers.
- Power and the jurisdiction of customs and excise officers extends over several states

Postings of Customs and Central Excise Officers

- Designated as Assistant Commissioner of Customs
- Deputy Commissioner of Customs
- Additional Commissioner of Customs
- Assistant Commissioner of Central Excise
- Deputy Commissioner of Central Excise
- Additional Commissioner of Central Excise
- Commissioners of Customs and Central Excise
- Chief Commissioners of Customs and Central Excise
- Member of the Central Board of Excise and Customs
- Chairman of the Central Board of Excise and Customs

6. Indian Railways Services

Responsibilities

- Responsible for the running of India's vast railway network
- There are four non-technical and technical or engineering cadres in the railways
- Civil Service examination is the entrance examination for non technical services which are:
 - The Indian Railway Traffic Services (IRTS)
 - The Indian Railway Personnel Services (IRPS)
 - The Indian Railway Accounts Services (IRAS)
 - The Railway Police Service

7. Indian Railway Traffic Services (IRTS)

Responsibilities

- This service looks after goods and passengers services in Indian Railway.
- Also it is responsible for operational aspect i.e. movement of trains
- They also emphasizes on safety of the passenger and good transported in railway.
- Posted at the Divisional Headquarters

Posting in IRTS

Some of the postings are:

- Assistant Commercial Manager
- Assistant Operating Manager
- Assistant Transport Manager
- Divisional Commercial Manager
- Divisional Operating Manager
- Divisional Safety Officer
- Additional Secretary to the Government of India

8. Indian Railway Accounts Services (IRAS)

Responsibilities

- IRAS monitors all the income and expenditure of the vast railway network
- It looks after all the Railway financial administration

Posting in IRAS

These officers work on following the posts:

- Assistant Accounts Officers of divisional headquarters
- Divisional Accounts Officer
- Senior Divisional Accounts Officer
- Financial Advisor-cum-Chief Accounts Officer of a zone

9. Indian Railway Personnel Service (IRPS)

Responsibilities

- IRPS officers will deal with:
 - Recruitment in railway
 - Promotions in railway
 - In service training in railway
 - Welfare of the employees in railway
- Managerial decision making at the railway policy implementation level

Posting in IRPS

The postings are as follows:

- Assistant Personnel Officer at Divisional Headquarters
- Divisional Personnel Officer
- Officer of Deputy Chief Planning Officer
- Additional Chief Planning Officer
- Chief Personnel Officer at Zonal Headquarters

10. Indian Audit & Account Services

Responsibilities

- This service audits the accounts of:
- All Central and State government departments
- Defence
- public sector organizations
- railways, etc
- coordinates effectively between the Centre and the states
- As the head of the organization, the Comptroller and Auditor General (CAG) is a constitutional authority with a fixed tenure.
- They serve either in account offices in Central or State Governments or in Statutory Audit Offices under the Comptroller and Auditor General (CAG).
- On deputation to various ministries, state governments, autonomous bodies, public sector organizations etc.
- Officers selected to this service undergo training in Shimla.
- They can also be posted at one of the two audit offices abroad- Washington or London.

Postings in Indian Audit & Account Services

- Assistant Accountant General in the office of an Accountant General (AG)
- Deputy Accountant General
- Accountant General
- Additional Deputy Comptroller and Auditor General
- Deputy Comptroller and Auditor General of India
- The Comptroller and Auditor General of India, a constitutional authority

11. Indian Postal Service

Responsibilities

- These officers deals with vast Postal Administration in India
- Indian Postal Service career provides job mobility as well as variety.

- An Indian Postal Service officer can serve in any ministry at any level depending on the seniority and aptitude.
- Officers are also sent on deputation to the Universal Postal Union at Berne, Switzerland or on assignments to other countries.
- Sent on a deputation to the army
- Professional course is at the Postal Staff College, Ghaziabad.

Postings in Indian Postal Service

- Senior Superintendent of Post Office
- Senior Superintendent Railway Mail
- Only personnel from the Indian Postal Service go on deputation to the Army Postal Service.
- Assistant Post Master General
- Assistant Director General at the Directorate
- Director General
- Additional Secretary in a ministry
- Chief Post Master General
- Secretary, Department of Post who is also ex-officio Director General and Chairman of the Postal Services Board

12. P&T Finance and Accounts Services

Responsibilities

- Here an officer works for the Postal & Telecom departments.
- They are posted in major cities with postal infrastructure heads
- They are sent on deputation to other ministries or to the Videsh Sanchar Nigam Limited (VSNL) or Mahanagar Telephone Nigam Limited (MTNL) as Director Finance

Postings in P&T Finance and Accounts Services

- Joint Secretary
- Assistant Chief Accounts Officer
- Chief Accounts Officers
- Director Finance and Accounts

- GM Finance
- Deputy Director General at the Directorate

13. Indian Information Services

Responsibilities

- To deal with Media related administration (Print, Electronic & Advertising media)
- The cadre controlling authority is the Ministry of Information and Broadcasting.
- Disseminate information on government policies, programmes and activities through print, electronic, audio and visual media
- Providing feedback on the reactions of people to the programmes and policies
- Advise the government on its information policy
- Comparatively new and expanding service
- Training during probation is at the Indian Institute of Mass Communication (IIMC), New Delhi.
- An IIS Officer can be posted in organizations dealing with print media, in the electronic media or in an advertising agency.
- IIS Officers can be posted to any of the several organizations that are controlled by the Ministry of Information and Broadcasting or the Ministry of Defence (Directorate of Public Relations)

Posting in Indian Information Services

- Assistant Director, Press Information Bureau (PIB)
- PIB Deputy Director
- PIB Director
- PIB Director General
- Secretary Information & Broadcasting
- Director Doordarshan Kendra

14. Indian Trade Service (ITS)

Responsibilities

- Play an important role in the task of advising the central government in the formulation of the export and import policy and also responsible for carrying out that policy.
- In the era of globalization trade services are playing important role in promoting Indian exports
- ITS is one of the Group 'A' Central Civil Service of India.

- The cadre controlling authority is the Ministry of Commerce and Industry.

Posting in Indian Trade Service

- Assistant director general of foreign trade
- Deputy director general of foreign trade
- Joint director general of foreign trade
- Additional director general of foreign trade
- Deputy director (Export promotion)
- Joint Director (Export promotion)
- Director (Export promotion)

15. Indian Corporate Law Services (ICLS)

Responsibilities

- keeping in view of the tremendous growth of the companies in the country new central civil services, Indian Corporate Law Services (ICLS) was introduced in recent years
- Intended to provide expert infrastructure involved in corporate law making
- To enforce corporate law, corporate regulation in the country
- It will implement corporate governance in the country.
- It will be an important watchdog on the working of private sector in today's globalised era
- It is intended to provide organizational efficiency and improved delivery of service in private sectors
- It will also be responsible for incorporation, enforcement, and other matters relating to implementation of the Companies Act and other acts related to corporate governance

Infrastructure

- Office of Director General (Corporate Affairs) is created.
- Office of Director General (Corporate Affairs) will function as a link between the
- Ministry of Corporate Affairs and the Field Offices
- It will supervise the functioning of the Offices of Registrar of Companies for improved delivery of service and Official Liquidators for efficient completion of process of liquidation.
- It will be headed by an officer of Higher Administrative Grade assisted by two Directors (Inspection and Investigation).
- Induction training and in-service training is provide through Indian Institute of Corporate Affairs (IICA), Manesar (Haryana).

16. GROUP 'B' SERVICES

The Group 'B' Services includes

- The Central Secretariat Service (Section Officers Grade-CSS)
- The Railway Board Secretariat Service (Section Officers' Grade- RBSS)
- The Indian Foreign Service (Section Officers' Grade- IFS 'B')
- The Armed Forces Headquarters Civil Service (Assistant Civilian Staff Officers Grade)
- The Customs' Appraisers Service
- The Delhi and Andaman & Nicobar Islands Civil Service (DANICS)
- The Goa, Daman and Diu Police Service
- Posts of Assistant Commandant
- Post of Deputy Superintendents of Police in the Central Bureau of Investigation (CBI)