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** -
   
   (1) In these regulations, unless the context otherwise requires,-
   
   (a) 'Academy' means Lal Bahadur Shastri National Academy of Administration;
   
   (b) [];
   
   (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 Director.

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

   (a) Part I - Written Examination

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

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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. 12/272-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)
<table>
<thead>
<tr>
<th>Subjects</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Political Concepts and the Constitution of India</td>
<td>75</td>
</tr>
<tr>
<td>(2) Basic Economic Principles and Five Year Plans</td>
<td>75</td>
</tr>
<tr>
<td>(3) Law</td>
<td>75</td>
</tr>
<tr>
<td>(4) Public Administration and Management</td>
<td>75</td>
</tr>
</tbody>
</table>

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:-

6. a regional language,

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

7. 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 cadre to which he is allocated. Where more than one regional language is shown against a State, the Director 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.

8. Provided that the probationers, allocated to the following cadres, shall be examined in one of the regional languages shown against them only with effect from...
from such date as the Central Government may, by order, specify in this behalf, namely:-

<table>
<thead>
<tr>
<th>Cadre</th>
<th>Regional Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assam-Meghalaya</td>
<td>Khasi or Garo</td>
</tr>
<tr>
<td>Nagaland</td>
<td>Nagamese in Roman script</td>
</tr>
<tr>
<td>Union Territories</td>
<td>Mizo.</td>
</tr>
</tbody>
</table>

5. **Minimum 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, with the previous approval of the Central Government.

THE 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

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


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


II. QUALIFYING TESTS
(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.

(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.

(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.
(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.

THE SECOND SCHEDULE

[See Clause (b) of Regulation 4]

<table>
<thead>
<tr>
<th>State</th>
<th>Regional Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andhra Pradesh</td>
<td>Telegu or Urdu</td>
</tr>
<tr>
<td>Assam-Meghalaya</td>
<td>Assamese, Bengali, Khasi or Garo.</td>
</tr>
<tr>
<td>Bihar</td>
<td>Hindi</td>
</tr>
<tr>
<td>Gujarat</td>
<td>Gujarati</td>
</tr>
<tr>
<td>Haryana</td>
<td>Hindi or Urdu</td>
</tr>
<tr>
<td>Himachal Pradesh</td>
<td>Hindi</td>
</tr>
<tr>
<td>Jammu &amp; Kashmir</td>
<td>Urdu, Kashmiri or Dogri</td>
</tr>
<tr>
<td>Karnataka</td>
<td>Kannada</td>
</tr>
<tr>
<td>Kerala</td>
<td>Malayalam</td>
</tr>
</tbody>
</table>

15 Inserted vide DP&AR Notification No. 28/2/71-AIS(III), dated 22.05.1972
<table>
<thead>
<tr>
<th>State/Region</th>
<th>Language(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madhya Pradesh</td>
<td>Hindi</td>
</tr>
<tr>
<td>Maharashtra</td>
<td>Marathi</td>
</tr>
<tr>
<td>Manipur-Tripura</td>
<td>Manipuri, Bengali or Hindi</td>
</tr>
<tr>
<td>Nagaland</td>
<td>Nagamese in Roman Script</td>
</tr>
<tr>
<td>Orissa</td>
<td>Oriya</td>
</tr>
<tr>
<td>Punjab</td>
<td>Punjabi (in Gurumukhi script) or Hindi</td>
</tr>
<tr>
<td>Rajasthan</td>
<td>Hindi</td>
</tr>
<tr>
<td>Sikkim</td>
<td>Nepali</td>
</tr>
<tr>
<td>Tamil Nadu</td>
<td>Tamil</td>
</tr>
<tr>
<td>Uttar Pradesh</td>
<td>Hindi</td>
</tr>
<tr>
<td>West Bengal</td>
<td>Bengali or Hindi</td>
</tr>
<tr>
<td>AGMU (Arunachal Pradesh, Goa, Mizoram and Union Territories)</td>
<td>Assamese, Hindi, Malayalam, Marathi, Mizo, Tamil, Urdu, or Gujarati</td>
</tr>
</tbody>
</table>