

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

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.

Cadre	Regional Language
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Assam-Meghalaya : Khasi or Garo

Nagaland : Nagamese in Roman script

Union Territories : Mizo.

5. ⁹ 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, 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:

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

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

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

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

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

- (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;

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

- (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
Madhya Pradesh	Hindi
Maharashtra	Marathi
Manipur-Tripura	Manipuri, Bengali or Hindi
Nagaland	Nagamese in Roman Script
Orissa	Oriya

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

Punjab	Punjabi (in Gurumukhi script) or Hindi
Rajasthan	Hindi
Sikkim	Nepali
Tamil Nadu	Tamil
Uttar Pradesh	Hindi
West Bengal	Bengali or Hindi
AGMU (Arunachal Pradesh,	Assamese, Hindi, Malayalam,
Goa, Mizoram and Union	Marathi, Mizo, Tamil ,Urdu
Territories)	or Gujarati



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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

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कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
(कार्मिक और प्रशिक्षण विभाग)

अधिसूचना

नई दिल्ली, 5 अप्रैल, 2024

सा.का.नि. 242(अ).—केंद्रीय सरकार, अखिल भारतीय सेवा अधिनियम, 1951 (1951 का 61) की धारा 3 की उप धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, संबद्ध राज्यों की सरकारों के परामर्श से भारतीय प्रशासनिक सेवा (परिवीक्षाधीन अधिकारियों की अंतिम परीक्षा) विनियम, 1955 का आगे और निम्नलिखित संशोधन करती है, अर्थात्:-

1. (1) इन विनियमों का संक्षिप्त नाम भारतीय प्रशासनिक सेवा (परिवीक्षाधीन अधिकारियों की अंतिम परीक्षा) संशोधन विनियम, 2024 है।

(2) ये राजपत्र में इनके प्रकाशन की तारीख से लागू होंगे।

2. भारतीय प्रशासनिक सेवा (परिवीक्षाधीन अधिकारियों की अंतिम परीक्षा) विनियम, 1955, (जिसे इसमें इसके पश्चात उक्त विनियम कहा गया है), में विनियम 4 में, सारणी में, खण्ड (क) के अधीन 'विषय' शीर्षक के अधीन सतंभ (1) में, मद (2) के स्थान पर निम्नलिखित मद रखा जाएगा, अर्थात्:-

“(2) प्रशासकों के लिए आधारभूत आर्थिक सिद्धांत”।

3. उक्त विनियम में, प्रथम अनुसूची में, 'लिखित परीक्षा' शीर्षक के अधीन, 'पंचवर्षीय योजनाओं के लिए आधारभूत आर्थिक सिद्धांत' से संबंधित उप-शीर्षक 2 के स्थान पर "2. प्रशासकों के लिए आधारभूत आर्थिक सिद्धांत" उप-शीर्षक को रखा जाएगा।

[फा. सं. 11058/04/2023-अभासे-III]

कविता चौहान, अवर सचिव

पाद टिप्पणी- मूल विनियम पत्र सं. 4/3/54-अभासे-II तारीख 06 जून, 1955 द्वारा भारत के राजपत्र में प्रकाशित किया गया था और सा.का.नि. सं. 428 तारीख 10 जुलाई, 1991 द्वारा अंतिम बार संशोधित किया गया।

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Personnel and Training)

NOTIFICATION

New Delhi, the 5th April, 2024

G.S.R. 242(E).—In exercise of the powers conferred by sub-section (1) of section 3 of the All-India Services Act, 1951 (61 of 1951), the Central Government, after consultation with the Governments of the States concerned, hereby makes the following further amendments in the Indian Administrative Service (Probationers' Final Examination) Regulations, 1955, namely: -

1. (1) These regulations may be called the Indian Administrative Service (Probationers' Final Examination) Amendment Regulations, 2024.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Indian Administrative Service (Probationers' Final Examination) Regulations, 1955, (herein after referred to as the said regulations), in regulation 4, in the table, under clause (a), in column (1) under the heading 'Subjects', for item (2), the following item shall be substituted, namely:-

“(2) Basic Economic Principles for Administrators”.

3. In the said regulations, in the 'First Schedule', under the heading 'WRITTEN EXAMINATION', for sub-heading 2 relating to 'BASIC ECONOMIC PRINCIPLES AND FIVE YEARS PLANS', the sub-heading "2. BASIC ECONOMIC PRINCIPLES FOR ADMINISTRATORS" shall be substituted.

[F. No. 11058/04/2023-AIS-III]

KAVITA CHAUHAN, Under Secy.

Foot Note- The Principal regulations were published in the Gazette of India, vide number 4/3/54-AIS.II dated the 6th June, 1955, and last amended vide GSR No. 428 dated the 10th July, 1991.