

Role of Recruitment Agencies in Union Government**1. Core Principles for making Civil Services Citizen Centric are:**

1. Rule of Law
2. Making Institutions Responsive and Accountable
3. Active Citizens' Participation - Decentralization and Delegation
4. Transparency
5. Civil Service Reforms
6. Ethics in Governance
7. Periodical Reforms

2. All India Services, Central Services and State Services

A unique feature of the Indian Administration System, is the creation of certain services common to both - the Centre and the States, namely, the All India Services. These are composed of officers who are in the exclusive employment of neither Centre nor the States, and may at any time be at the disposal of either. The officers of these Services are recruited on an all-India basis with common qualifications and uniform scales of pay, and notwithstanding their division among the States, each of them forms a single service with a common status and a common standard of rights and remuneration.

Like other federal polities, the Centre and the constituent states, under the Indian Constitution, have their separate public services to administer their respective affairs. Thus, there are Central or Union Services to administer Union subjects, like defence, income tax, customs, posts and telegraphs, railways, etc. The officers of these Services are exclusively in the employment of the Union Government. Similarly, the States have their own separate and independent services.

All India Services

The Constitution provides for the creation of All India Services (AIS) common to the Union and the States. The All India Services Act, 1951 provides that the Central Government may make rules for regulating the recruitment and the conditions of service of persons appointed to the All India Services. Presently only the IAS, the IPS and the IFS (Indian Forest Service) have been constituted as All India Services. Recruitment to these services is made under the corresponding AIS Recruitment Rules and may be done by Direct Recruitment (through Competitive Examinations) and by promotion from the State Service. The AIS

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Branch is concerned with the latter mode of recruitment which is governed by the respective IAS/IPS/IFS Promotion Regulations.

What are the different modes of recruitment to the All India Services?

There are two modes of recruitment to the All India Services;

- (i) Direct Recruitment: Through the Civil Services Examination for IAS and IPS and the Indian Forest Service Examination for the IFS. These Examinations are conducted by UPSC.
- (ii) Promotion/Selection: By way of promotion of the SCS/SPS/SFS officers to the respective All India Service and by way of selection of Non-State Civil Services (NSCS) Officers to the IAS.

Indian Administrative Service

The Indian Administrative Service (IAS) is the direct descendant of the old Indian Civil Service. As an all India service, it is under the ultimate control of the Union Government, but is divided into State cadres, each under the immediate control of a State Government. The salary and the pension of these officers are met by the States. But the disciplinary control and imposition of penalties rest with the Central Government which is guided, in this respect, by the advice of the Union Public Service Commission. On appointment, the officers are posted to different State cadres. The strength of each State cadre, however, is so fixed as to include are serve of officers who can be deputed for service under the Union Government for one or more ‘tenures’ of three, four or five years before they return to the State cadre. The majority of individual officers have an opportunity of serving at least one spell of duty under the Union Government; many have more than one such spell. The practice of rotating senior officers in and out of the Secretariat position is known in official parlance as the tenure system.

Another distinctive feature of this Service is its multi-purpose character. It is composed of ‘generalist administrators’ who are expected, from time to time, to hold posts involving a wide variety of duties and functions.

Indian Police Service

The Indian Police Service is an original all India Service (it had pre-in dependence origins) which differs from the IAS in two ways: (i) most of the officers in this service work only in the state since there are only a few police posts at the Centre

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and (ii) its pay scale and status are lower than those of the IAS. The officers of the IPS are recruited from the same unified All India Civil Service examination. Recruits to the IPS are first given a five months foundational training and later special training at the Sardar Patel National Police Academy, Hyderabad. The subjects of the study and the training is drill, handling of weapons, etc., which have a direct bearing on the normal work of a police officer. The syllabus of training includes studies of crime psychology, scientific aids in detection of crime, methods of combating corruption and emergency relief. After completing a year's training, the probationer passes an examination conducted by the UPSC. He is, then appointed as an Assistant Superintendent of Police. But, before this appointment he has to undergo a year's programme of training; he is given practical training which requires him to do the work of various subordinate officers. It is only after this that he is appointed an Assistant Superintendent of Police.

As an all India Service it is under the ultimate control of the Union Government, but is divided into state cadres, each under the immediate control of a State Government. The Indian Police Service is managed by the Ministry of Home Affairs.

Indian Forest Service

The Indian Forest Service is the only all India Service that has been set up after independence. It became operational by an Act of Parliament in 1963. Its pay scale and status is lower than that of the two original all India Services - the IAS and the IPS. Its recruits are chosen from an exclusive examination conducted by the Union Public Service Commission, which consists of a written test and interview. Though it is an All India Service, its nature is not that of a generalized civil service, but is specialized and functional. It is managed by the Department of Personnel and Administrative Reforms which is in charge of making rules of recruitment, discipline and conditions of service regarding all India Services.

After selection the appointees undergo a foundational course lasting three months along with successful candidates of the other all India and Central Services. After the foundation course, the probationers move to their own Academy (Indian Forest Institute) at Dehradun for a rigorous two year training course, the end of which they have to pass an examination before final posting. The Indian Forest Service is cadre-based as in the case of other All India Services.

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Like all other All India Services, a member of this Service can come to the Centre on deputation but has to go back to his cadre after the period of deputation is over.

Unlike the all India services, the Central Civil Services are under the exclusive control of the Central Government, its member positions only in the Central Government. The Civil Services of the Central Government comprise established services known as central civil service as well as civil posts created outside the established services, which constitute the general central service. Both the established central civil services and the civil posts are classified in the descending order of importance into Class I, Class 11, Class 111 and Class IV.

It has often been pointed out that since the appointing authority is the same, there is no justification for classifying the services into the all India and central services. Though the appointing authority is the same, yet there is a significant difference between the two. Officers of all India services are employed to serve under the central as well as the state governments. Further, the members of IAS can be appointed to any office calling for duties of a general supervisory nature, while the officers of the central services are employed in jobs of specialized nature. Therefore, the distinction can be said to be justified.

Recruitment

Recruitment to the Central Services Class I and I1 are made by the Union Public Service Commission on the basis of the unified all India Civil Service Examination.

The Indian Foreign Service (IFS)

The Indian Foreign Service comes under Central Civil Service - Class I and was created after Independence. It is under the exclusive control of the Central Government and its members are recruited from the top few positions of the All India Civil Services examination. Among the Central Civil Services it is the top most in prestige, status, pay and emoluments and its recruits are asked, to serve in Indian mission and embassies abroad. It is managed by the Ministry of External Affairs.

Also, involved in the management of the IFS are the Department of Personnel which determines the conditions of service and the Ministry of Finance, which is concerned with the pay scales and other financial aspects of conditions of service.

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In matters of allowances, the members of the Indian Foreign Service are more fortunate compared to other services.

They are entitled to foreign allowance which are fixed with reference to: (a) local cost of living, (b) other expenditure which an officer serving abroad necessarily incurs either at home or abroad, over and above that an officer of corresponding grade serving in India, (c) representational expenditure, i.e., expenditure which while optional for a private individual is obligatory for a member of the service resident, by virtue of his official position.

The recruit of the IFS undergoes a training programme which covers a period of three years. He is attached to a district for some time to enable him to pick up contact with practical work, he also undergoes a period of secretariat training.

3. UPSC- Organization, Powers, Functions and Role

Historical Perspective

The origin of the Public Service Commission in India is found in the First Dispatch of the Government of India on the Indian Constitutional Reforms on the 5th March, 1919, which referred to the need for setting up some permanent office charged with the regulation of service matters. This concept of a body intended to be charged primarily with the regulation of service matters, found a somewhat more practical shape in the Government of India Act, 1919. Section 96(C) of the Act provided for the establishment in India of a Public Service Commission which should “discharge, in regard to recruitment and control of the Public Services in India, such functions as may be assigned thereto by rules made by the Secretary of State in Council”.

After passing of the Government of India Act, 1919, in spite of a prolonged correspondence among various levels on the functions and machinery of the body to be set up, no decision was taken on setting up of the body. The subject was then referred to the Royal Commission on the Superior Civil Services in India (also known as Lee Commission). The Lee Commission, in their report in the year 1924, recommended that the statutory Public Service Commission contemplated by the Government of India Act, 1919 should be established without delay.

Subsequent to the provisions of Section 96(C) of the Government of India Act, 1919 and the strong recommendations made by the Lee Commission in 1924 for the early establishment of a Public Service Commission, it was on October 1, 1926

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that the Public Service Commission was set up in India for the first time. It consisted of four Members in addition to the Chairman. Sir Ross Barker, a member of the Home Civil Service of the United Kingdom was the first Chairman of the Commission.

The functions of the Public Service Commission were not laid down in the Government of India Act, 1919, but were regulated by the Public Service Commission (Functions) Rules, 1926 framed under sub-section (2) of Section 96(C) of the Government of India Act, 1919. Further, the Government of India Act, 1935 envisaged a Public Service Commission for the Federation and a Provincial Public Service Commission for each Province or group of Provinces. Therefore, in terms of the provisions of the Government of India Act, 1935 and with its coming into effect on 1st April, 1937, the Public Service Commission became the Federal Public Service Commission.

With the inauguration of the Constitution of India in January 26, 1950, the Federal Public Service Commission came to be known as the Union Public Service Commission, and the Chairman and Members of the Federal Public Service Commission became Chairman and Members of the Union Public Service Commission by virtue of Clause (1) of Article 378 of the Constitution.

Organization and Powers

The Union Public Service Commission is a Constitutional Body established under Article 315 of the Constitution of India. The Commission consists of a Chairman and ten Members.

The Mandate of Union Public Service Commission under Article 320 and 321 of the Constitution of India, includes:

Union Public Service Commission is a Constitutional Body, which has been mandated the responsibilities are as follows: Making recruitment by conduct of competitive examinations, selection through interviews, Advising on the suitability of officers for appointment on promotion and transfer-on-deputation, Advising the Government on all matters relating to methods of recruitment to various services, Framing and amendment of Recruitment Rules, disciplinary cases relating to various Civil Services, Miscellaneous matters relating to grant of extra-ordinary pensions, reimbursement of legal expenses etc, Advising the Government on any matter referred to the Commission by the President of India

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and on the request of the Governor of a State, to serve all or any of the needs of a State relating to recruitment, with the approval of the President.

In order to fulfill its Constitutional obligations, the Commission is supported by Officers/Staff broadly known as Secretariat of the Commission, headed by the Secretary. The Administrative Branch of the Commission is entrusted with the functions of administering the Secretariat of the Commission as well as looking after the personal matters of Hon'ble Chairman/ Hon'ble Members and other Officers/ Staff of the Commission.

The Mandate of Union Public Service Commission

The Mandate of Union Public Service Commission under Article 320 and 321 of the Constitution of India, includes:

1. Recruitment by conduct of competitive examinations;
2. Recruitment by Selection through Interviews;
3. Advising on the suitability of officers for appointment on promotion as well as transfer-on-deputation;
4. Advising the Government on all matters relating to methods of Recruitment to various services and posts; framing and amendment of Recruitment Rules;
5. Disciplinary cases relating to different civil services;
6. Miscellaneous matters relating to grant of extraordinary pensions, reimbursement of legal expenses, etc.
7. Advising the Government on any matter referred to the Commission by the President of India.
8. On the request of the Governor of a State, to serve all or any of the needs of a State relating to recruitment, with the approval of the President.

Methods of Recruitment is made by one of the following four methods:

1. Direct Recruitment
2. Promotion
3. Deputation/absorption; and
4. Composite Method (Deputation + Promotion)

Direct Recruitment

Direct Recruitment is conducted broadly under the following two methods:

1. Recruitment by Competitive Examination; and

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2. Recruitment by Selection. Recruitment Through Examination The Commission conducts following examinations on a regular basis at various Centers located throughout the country for appointment to various Civil/Defence services/posts:

1. Civil Services (Preliminary) Examination;
2. Civil Services (Main) Examination;
3. Engineering Services Examination;
4. Combined Medical Services Examination;
5. Indian Forest Service Examination;
6. Geologists' Examination;
7. Indian Economic Service/ Indian Statistical Service Examination;
8. Special Class Railway Apprentices' Examination [Held every alternate year];
9. Combined Defence Services Examination [Held twice a year];
10. National Defence Academy and Naval Academy Examination [Held twice a year];
11. Central Police Forces (Assistant Commandants) Examination;
12. Section Officers/ Stenographers (Grade-B/Grade-I) Ltd. Departmental Competitive Examination;

a) A Calendar of examinations is published in the Employment News / Rozgar Samachar, stating name of examination, date of notification, date of receipt of application & date of commencement of examination, well in advance normally in October of the preceding year and also displayed on the website www.upsc.gov.in

Functions under Article 320 of the Constitution of India, the Commission is, inter-alia, required to be consulted on all matters relating to recruitment to civil services and posts. The functions of the Commission under Article 320 of the

Constitution are:

- ❖ Conduct examinations for appointment to the services of the Union.
- ❖ Direct recruitment by selection through interviews.
- ❖ Appointment of officers on promotion / deputation / absorption.
- ❖ Framing and amendment of Recruitment Rules for various services and posts under the Government.
- ❖ Disciplinary cases relating to different Civil Services.

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- ❖ Advising the Government on any matter referred to the Commission by the President of India.

Constitutional Provisions	
Article-315	Public Service Commissions for the Union and for the States.
Article-316	Appointment and term of office of members.
Article-317	Removal and suspension of a member of a Public Service Commission.
Article-318	Power to make regulations as to conditions of service of members and staff of the Commission.
Article-319	Prohibition as to the holding of offices by members of Commission on ceasing to be such members.
Article-320	Functions of Public Service Commissions.
Article-321	Power to extend functions of Public Service Commissions.
Article-322	Expenses of Public Service Commissions.
Article-323	Reports of Public Service Commissions.

4. Staff Selection Commission

Function of Commission

1. To make recruitment to (i) all Group “B” posts in the various Ministries/Departments of the Govt. of India and their Attached and Subordinate Offices.
2. To conduct examinations and/or interviews, whenever required for recruitment to the posts within its purview. The examinations would be held as far as possible at different centres and successful candidates posted, to the extent possible, to their home State/ Region.
3. In particular, to hold Open Competitive Examinations for recruitment to the posts are as follows:
 - i) Lower Division Clerks in the various Ministries/Departments.
 - ii) Grade “C” and Grade ‘D” Stenographers of the Central Secretariat.
 - iii) Assistants in the various Ministries/Departments.
 - iv) Inspectors of Central Excise v) Sub-Inspectors in, Central Bureau of Investigation and Central Police Organisations;
 - v) Divisional Accountants, Auditors and Accountants
 - vi) Junior Engineer (Civil and Electrical) in CPWD

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- vii) Statistical Investigators
 - viii) Tax Assistant
 - ix) Section Officer
 - x) Section Officer (Audit)
4. The Commission also holds Departmental Examination for promotion
 - i) Lower Divisional Clerks to Upper Divisional Clerks Grade of the Central Secretariat
 - ii) Stenographers Grade “D” to Stenographers Grade “C”
 5. The Commission prepares schemes for recruitment to all Group “B” posts which are in the pay scale of ` 9300 to 34800 with a grade pay of ` 42000 or below and Group “C” non-technical posts in the Ministries/Departmental of the Govt. of India including its Attached and Subordinate Offices in consultation with the Departments concerned.
 6. The Commission conducts examinations/selections for recruitment to all Group “B” posts which are in the pay scales the maximum of which is `10,500 or below and all Group “C” non-technical posts in the Ministries/Departments of the Govt. from time to time.
 7. The Commission performs such other functions as may be entrusted to it by the Central Govt. from time to time.

5. Railway Recruitment Board (RRB)

Railway Recruitment Board (RRB), Madras (now Chennai) functions under the Ministry of Railways, Government of India. It is primarily responsible for recruiting the working and supervisory staff (Group 'C') required for Chennai, Salem and Tiruchirappalli Divisions and Head Quarters office of Southern Railway (SR) and Integral Coach Factory (ICF), Chennai.

Selection Procedure

RRB calls for eligible applicants through "Employment News" (A publication of the Government of India). The employment notification is also published on the Internet web site. The applications are scrutinized for eligibility. The eligible candidates are called for a written examination with call letters being sent a month in advance of the date of the examination.

In most of the categories of jobs, there is no interview after the written examination. In some categories, there will be a second stage written

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examination. In categories related to operational safety, there will be a psychological test.

The application-details furnished by successful candidates are verified and they are called for counselling and scrutiny of original documents. A panel of names is then recommended to Southern Railway / Integral Coach Factory to the extent of vacancies. The candidates will be required to pass a medical examination before appointment.

The selection process is based on merit and is subject to the rules and regulations issued by the Ministry of Railways (Railway Board), Government of India which includes reservation of jobs for certain castes/communities such as Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), etc. Ex-servicemen are also entitled for reservation as per the rules. The entire computerized recruitment system functions impersonally without fear or favour. There is no scope for corruption, influence or discretion in this process. Candidates indulging in malpractices and unfair means are dealt with strictly.

Railway Recruitment Control Board (RRCB) was set up in 1998 in the Ministry of Railways (Railway Board) with the objectives of

- Formulation of policy in regard to recruitment procedures
- To monitor the activities of all Railway Recruitment Boards (RRBs) including expenditure incurred for recruitment
- To evaluate the performance of RRB's and advise them on priorities as required
- To organise a management information system for monitoring work done by RRB's.

6. National Recruitment Agency (NRA)

National Recruitment Agency is an organization that conducts Common Eligibility Test (CET) for Group B and C posts.

Initially it will conduct recruitment examinations for Railway Recruitment Boards (RRBs), Bank Staff Selection Board (IBPS) and Staff Selection Commission (SSC) and gradually expand its operations.

The National Recruitment Agency shall be a Society registered under the Societies Registration Act, 1860.

System

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1. It shall be headed by a Chairman ex-officio Secretary to the Government of India.
2. The NRA will have representatives from Ministry of Railways, Ministry of Finance/Department of Financial Services, Staff Selection Commission (SSC), Railway Recruitment Boards (RRBs) and Institute of Banking Personnel Selection (IBPS).

Process

1. Examinations will be conducted in 12 languages and will be based on common syllabus.
2. Public registration, there will be a single fee and gradually candidates will not have to go outside the district to write the exam.
3. Special attention will be given to developing examination infrastructure in 117 districts.
4. A standardized question bank containing multiple questions of similar difficulty levels will be created on the central server.
5. An algorithm will be used to scramble the different questions so that each candidate gets a different question paper, reducing the chances of cheating and question paper leakage.
6. Marks will facilitate quick recognition and these marks will be valid for a period of three years.
7. Students can appear multiple times till they are within the eligible age limit, their best score will be taken into account.
8. The examination will be conducted for three levels namely Graduate, Higher (12th Pass) and Matriculate (10th Pass).

Benefits

1. It is very helpful for job aspirants. Very helpful especially for simple people living in remote and remote areas.
2. It also leads to them not being discriminated either economically or socially.
3. It is planned to conduct the examination in such a way that every district has at least one examination centre
4. In this way distance, time wastage and cost of traveling to examination centers will be controlled and helpful for women and disabled persons.

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5. Initially the examination will be conducted in 12 languages including Hindi and English and later all the languages mentioned in the 8th Schedule of the Constitution will be added.
6. The marks obtained by the candidate in this examination shall be valid for three years
7. Also, it is said that there is no age limit for writing the exam.
8. Most of the people who want to get a job in the Central Government Departments will first apply for the SSC, Bank and Railway exams where the number of vacancies is high. Instead, if the proposed scheme comes into effect, the candidates who have appeared in the examination will have the facility to apply for the examination in any department as their score will be valid for three years.
9. The preparation stage for many exams can be seen and save valuable time and energy of the youth.

7. Mission Karmayogi

The Union government has rolled out the long overdue reform of the Indian bureaucracy. Mission Karmayogi' - the National Programme for Civil Services Capacity Building (NPCSCB) aims to transform capacity-building in the bureaucracy through institutional and process reforms.

According to the government, 'Mission Karmayogi' envisages to prepare Indian civil servants for the future by making them more creative, constructive, imaginative, innovative, proactive, professional, progressive, energetic, enabling, transparent and technology-enabled.

The mission has been so designed that it remains entrenched in Indian Culture and sensibilities while drawing learning resources from the best institutions and practices from across the world.

Need of the Mission

1. There is a need to develop domain knowledge besides administrative capacity in the bureaucracy.
2. There is a need to formalize the recruitment process and match the public service to a bureaucrat's competence, so as to find the right person for the right job.

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3. The plan is to begin right at the recruitment level and then invest in building more capacity through the rest of their career.
4. As the Indian economy grows, it will get more complex to govern; the governance capacities will have to be enhanced proportionately which this reform undertakes.
5. The reforms in the Indian bureaucracy is the need of the hour and it is a major reform undertaken in recent years to transform it.

