



# ABC Academy of Civil Services

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## WBCS MANUAL FOR ABC ACADEMY OF CIVIL SERVICES

### ❖ PATTERN OF THE EXAMINATION-

NAME OF EXAMINATION	NATURE OF EXAMINATION	MARKS
Preliminary Examination	Objective	200
Main Examination	Objective + Subjective	1400
Personality Test ( Group A and B )	Interview	200
	Total	1800

### ❖ SCHEME OF PRELIMS EXAMINATION-

- No. of Papers- Only 1- General Studies
- Nature of Paper- Objective
- Number of Questions- 200
- Duration of Examination- 2.5 hours
- Negative Marking for each wrong answer in 3:1 Ratio

### ❖ DISTRIBUTION OF MARKS FOR WBCS PRELIMINARY EXAMINATION-

(i)	English Composition	25 Marks
(ii)	General Science	25 Marks
(iii)	Current events of National & International Importance	25 Marks
(iv)	History of India	25 Marks
(v)	Geography of India with special reference to West Bengal	25 Marks
(vi)	Indian Polity and Economy	25 Marks
(vii)	Indian National Movement	25 Marks
(viii)	General Mental Ability	25 Marks

### ❖ SCHEME OF MAINS EXAMINATION -

- Time for each paper – 3hrs
- No. of Papers- 7 (6+1)
- Compulsory Papers- 6
- Optional Paper – 1 ( For Gr- A & B )
- Total Marks- 1800 ( Group- A & B ), 1350 ( Group C ), 1300 ( Group D )

Sl.No.	COMPULSORY PAPERS	MARKS			
		Group'A'	Group'B'	Group'C'	Group'D'
1.	<b>BENGALI-</b> <ul style="list-style-type: none"> <li>• Letter writing (150 words) / Drafting of Report ( 200 words)</li> <li>• Précis Writing,</li> <li>• Composition and Translation from English to Bengali</li> </ul>	200	200	200	200
2.	<b>ENGLISH –</b> <ul style="list-style-type: none"> <li>• Letter writing (150 words) / Drafting of Report ( 200 words)</li> <li>• Précis Writing,</li> <li>• Composition and Translation from Bengali to English</li> </ul>	200	200	200	200
3.	<b>GENERAL STUDIES 1-</b> <ul style="list-style-type: none"> <li>• Indian History with Special Emphasis on Indian National Movement</li> <li>• Geography of India with Special Reference to West Bengal</li> </ul>	200	200	200	200
4.	<b>GENERAL STUDIES 2-</b> <ul style="list-style-type: none"> <li>• Science and Scientific and Technological advancement</li> <li>• Environment <ul style="list-style-type: none"> <li>➤ Bio-diversity</li> <li>➤ Coastal Regulation Zone</li> <li>➤ Global warming</li> <li>➤ Industrial and Environmental pollution</li> <li>➤ Ozone layer</li> <li>➤ Related issues</li> </ul> </li> <li>• General Knowledge and Current Affairs</li> </ul>	200	200	200	200
5.	<b>GENERAL STUDIES 3</b> <ul style="list-style-type: none"> <li>• The Constitution of India</li> <li>• Indian Economy including role and functions of Reserve Bank of India. <ul style="list-style-type: none"> <li>➤ Centre- State Relation</li> <li>➤ Devolution of Central Funds to State</li> <li>➤ Planning process and Objective of 5YP</li> <li>➤ Functions of RBI</li> <li>➤ Monetary Policy</li> <li>➤ Central Finance Commission</li> <li>➤ State Finance Commission</li> <li>➤ Fiscal Policy of Govt. of India</li> </ul> </li> </ul>	200	200	200	200
6.	<b>GENERAL STUDIES 4</b> <ul style="list-style-type: none"> <li>• Arithmetic and Test of Reasoning.</li> </ul>	200	200	200	200
7.	<b>OPTIONAL SUBJECT</b> <ul style="list-style-type: none"> <li>• Paper 1 ( 200 Marks)</li> <li>• Paper 2 ( 200 Marks)</li> </ul>	400	400	--	--
8.	<b>PERSONALITY TEST</b>	200	200	150	100
	<b>TOTAL MARKS</b>	<b>1800</b>	<b>1800</b>	<b>1350</b>	<b>1300</b>

### ❖ PERSONALITY TEST-

A number of candidates selected in order of merit on the results of the Main Examination for all the services and posts included in Groups A, B, C and D will have to appear at the Personality Test. Each candidate will be asked questions on matters of general interest. The object of the test will be to assess the candidate's personal qualities e.g., alertness of mind, power of clear and logical exposition, intellectual and moral integrity, leadership and also the candidate's range of interests.

Candidates for Group -B' Service (West Bengal Police Service) will be specially tested at the interviews with regard to their suitability for the service.

#### MARKS DISTRIBUTION OF INTERVIEW-

1.	Group A & Group B	200
2.	Group C	150
3.	Group D	100

Note : No separate Personality Test will be held for different groups viz. Group- A', Group- B', Group- C' and Group- D' in respect of a candidate. Marks will be awarded according to different services against allotted full marks for Personality Test

### ❖ TIPS FOR THE INTERVIEW-



- Know yourself very well
- Your name- Meaning
- What have you done in all these years?
- Your hobbies?
- Family member intro-
- Places you have visited
- Famous personalities of your district especially Poet or Writer
- Detail information about your district especially Block , locality, Block divisions, name of them etc .
- Why you have prepared for WBCS? Any other exams other than WBCS ? Why ?
- Why you want to become a Civil Servant ?
- How to fight / dissolve a crisis ( Flood, Earthquake, Communal Riot etc ) in your area where you will be in charge as a BDO/SDO ? / Crisis Management capacity
- Well preparation of Current affairs
- Well preparation of GS Papers
- Basic knowledge of Economics, RBI, Banking, Parliamentary system, Panchayati Raj etc.
- Answer political question humorously. Don't take any side . Such questions are being asked to divert a candidates attention . So please Beware, don't indulge in any Political Controversy.

**❖ WBCS GROUPING OF SERVICES-**

The services and post to which recruitment is made on the results of the W.B.C.S. (Executive) etc. Examinations are divided into groups : A, B, C and D. Minimum Qualification Graduate (in any discipline). A candidate may compete for one or more groups but is required to submit one application only indicating choice of group(s). Different posts of Groups A, B, C & D :

**Group – A :**

(a) West Bengal Civil Service (Executive )	(b) West Bengal Commercial Tax Service
(c) West Bengal Agricultural Income Tax Service	(d) West Bengal Excise Service
(e) West Bengal Co-operative Service	(f) West Bengal Labour Service
(g) West Bengal Food and Supplies Service	(h) West Bengal Employment Service
(i) West Bengal Registration and Stamp Revenue Service	[Except the post of Employment Officer (Technical)]

**Group – B :**

West Bengal Police Service

**Group – C :**

(a) Joint Block Development Officer	(b) Deputy Assistant Director of Consumer Affairs and Fair Business Practices
(c) West Bengal Junior Social Welfare Service	(d) Assistant Canal Revenue Officer (Irrigation)
(e) West Bengal Subordinate Land Revenue Service, Grade - I	(f) Assistant Commercial Tax Officer
(g) Chief Controller of Correctional Services	

**Group – D :**

- (a) Inspector of Co-operative Societies
- (b) Panchayat Development Officer under the Panchayat and Rural Development Department
- (c) Rehabilitation Officer under the Refugee Relief and Rehabilitation Department.

**Special Condition for :**

(a) West Bengal Police Service (Group 'B' Service) – The minimum required height for male candidates is 1.65 meters and 1.50 meters for female candidates belonging to Gorkhas, Garwalis, Assamese, Tribals etc. Candidates intending to be considered for this Group must indicate their height in appropriate column of the application form.

(b) Assistant Canal Revenue Officer – They will have to work in remote areas and their jurisdiction will cover a large number of villages. They will also be required to attend Tahsil and Zilla Offices for which they may have only cycles as the means of transport and to face and tackle general public.

(c) West Bengal Junior Social Welfare Service – For service in the Homes for the Blind and /or Deaf and Dumb, a degree or diploma or certificate in the training of Blind and / or Deaf and Dumb shall be an essential qualification. Any person not possessing the above qualification may be appointed in these Homes on condition that he / she will have to receive in service training for teaching of the Blind and / or Deaf and Dumb. Male candidates will be unsuitable for the posts meant for institutions for females, and female candidates unsuitable for the posts meant for institutions for males.

(d) West Bengal subordinate Land Revenue Service, Grade : I – No person shall be appointed to the service unless he has good working knowledge of the Bengali Language, written and spoken (candidates whose mother tongue is Nepali shall be exempted from this requirement, but will be required to pass, within a period of two years a departmental examination in Bengali). Selected candidates for West Bengal Subordinate land Revenue Service, Grade-I shall be appointed provisionally and shall undergo a period of six months in – service training during which they will draw the initial of the scale of pay and allowances as admissible. The training shall include subjects such as Cadastral survey, Preparation of records-of-rights, Revenue Laws, Elementary instructions in all other laws relevant for the service. Incumbents who do not apply themselves to the in-service training with due diligence or fail to pass the end of Training Examination shall be liable to be discharged with notice. The period of training may also be extended in special circumstances.

❖ **QUALITIES REQUIRE TO BECOME A CIVIL SERVANT –**

1. Personal Turn-out and Pleasant Demeanor ( outward behavior or appearing )
2. Positive and Non-Aggressive body language conveying self Confidence
3. Intelligent and alert mind with quick comprehensive sharp reflex
4. Ability of spoken word and communication
5. Faculty of analysis and succinct ( concise/brief ) expression
6. Realization of own strength and weakness and determination to improve
7. Unbiased balanced view of current and other issues
8. Honesty and integrity
9. Secular and democratic outlook
10. Awareness of History , Culture and Heritage of the country
11. Free from prejudices of Caste, Creed and gender
12. Faith in destiny of the Nation
13. Flexibility of approach to problems
14. Tactful at conflict resolution and tension diffusion
15. Ability to remain calm under provocation
16. Positive attitude on National , Societal, Environmental and Developmental issues
17. Capacity of hard and sustained work
18. Leadership and Persuasive qualities
19. Attention to detail and quickness in decision making
20. Open to new ideas especially in Public administration and Planning issues
21. Breadth of interest as Judged by hobbies and extracurricular activities.

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**THANK YOU**

- ✓ *“ Dream is not that which you see while sleeping , it is something that doesn't let you sleep ”*  
– Avul Pakir Jainulabdeen Abdul Kalam