



Guidelines to CSE Personality Test

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Personality Test as described in UPSC CSE Notification

The candidate will be interviewed by a Board who will have before them a **record of his career**.

He will be asked questions on **matters of general interest**.

The object of the interview is to **assess the suitability of the candidate** for a career in public service by a Board of competent and unbiased observers.

The test is intended to **judge the mental caliber** of a candidate. In broad terms this is really an **assessment of not only his intellectual qualities but also social traits and his interest in current affairs**.

The technique of the interview is not that of a strict cross-examination but of a natural, though **directed and purposive conversation** which is intended to reveal the mental qualities of the candidate.

The interview test is **not intended to be a test either of the specialised or general knowledge of the candidates** which has been already tested through their written papers.

Some of the qualities to be judged are

- Mental alertness
- Critical powers of assimilation
- Clear and logical exposition
- Balance of judgement
- Variety and depth of interest
- Ability for social cohesion and leadership
- Intellectual and moral integrity

Special Subjects

Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study.

Events Awareness

Candidates should be aware of the events happening **within and outside their own State or Country**.

Curiosity & Knowledge

Candidates should be **curious** about modern currents of thought and new discoveries.



Kothari Committee Recommendations

- **Clarity of expression**
- **Grasp of narrative and argument**
- **Reasoning ability**
- **Appreciation of different points of view**
- **Awareness and concern for socio-economic problems**
- **Ranges and depths of interests**
- **Personal attributes relevant to interaction with people**



YK Alagh Committee Recommendations

1

Capacity to make decisions

2

Take and give orders under different situations

3

Ability to respond to challenging situations

4

Strengths and weaknesses of character, courage and integrity

5

Intellectual qualities

The personality test is scientifically organised and conducted to reveal a **great deal of the character aptitude, attitude, emotional stability** and to some extent the value system of the candidates

The situation tests measure the ability of the candidate to **undergo stress** and ability to employ **ingenuity under pressure**



Attributes which the PT Board should look for (As per YK Alagh Committee)

Focus on Testing

The PT Board's main objective is to **focus on testing the attributes/qualities that are required by the civil services** in the changing scenario.

General Attributes

Some of the general attributes a candidate is expected to possess have been identified in one of the **consultation meetings of the Working Group on Personality Testing held at the Defence Institute of Psychological Research** where a cross-section of experts and retired senior civil servants participated.

Identified Attributes

These attributes identified by the experts are as follows:

Personal Integrity

- Integrity
- Ability to rise above one's own personal benefits
- Commitment to rules/law
- Emotional stability
- Courage

Intellectual Abilities

- Ability to grasp essentials of the problem quickly
- Ability to utilise conceptual knowledge to general situation
- Decision making
- Innovativeness

Social Qualities

- Team spirit
- Sense of empathy
- Secular attitude
- Sensibility to the needs of the people
- Patriotic attitude (national pride)
- Sacrifice/compassion

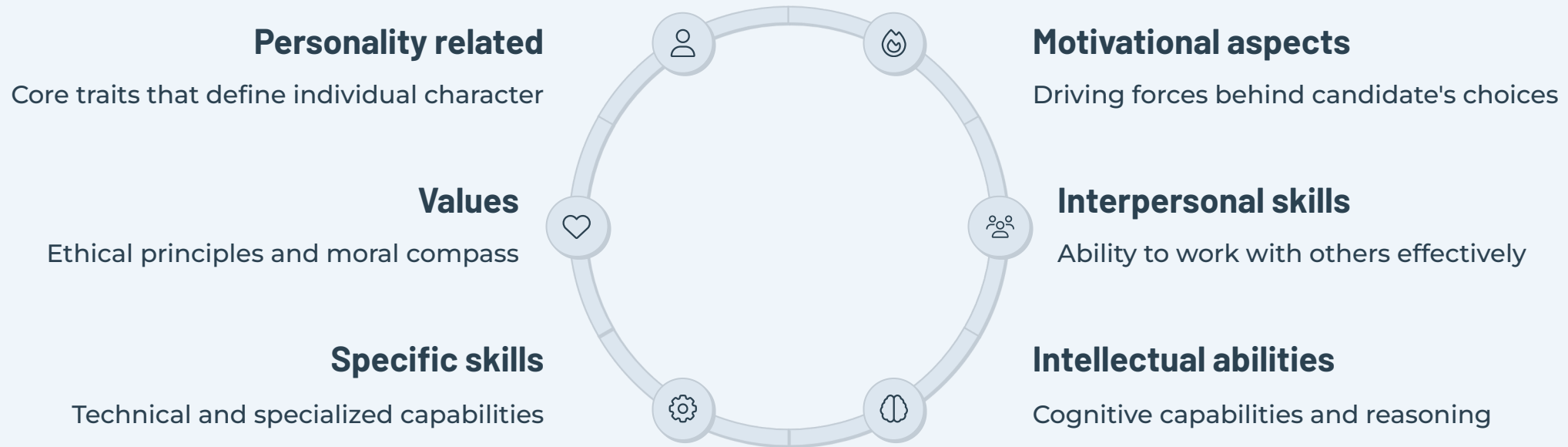
Leadership Skills

- Planning and utilisation of resources
- Communication skills
- Tactfulness
- Ability to modify behaviour
- Commitment to goals
- Openness
- Initiative
- Accessibility
- Ability to guide



Categories of Attributes for Civil Service Candidates

These 24 attributes can be broadly divided into six categories, i.e.



The personality test can assess attributes like **personal information, projective techniques, inventory method, group discussion, and personal interview**. This list is illustrative and can be revised after a detailed survey. Other skills like **listening, tech-savviness, and networking** can also be considered.



Preparing the members of Interview Board for objective and uniform assessments



Orientation and Briefing

All the members of the Interview Board should be carefully sensitised and given at least a day's orientation by the in-house Research Cell before the commencement of the Interview. This is to be done for **objectivity in approach and equality in administration of the selection processes**.



Training Materials

It may also be worthwhile to **develop a film for Advisors (Interviewers in the Board)** on how to conduct interviews. The film may also contain the **do's and don'ts of an interview**. This film should be shown to the members at the time of briefing.



Building Rapport

The members of the Interview Board are required to be briefed on **how to make an opening and build rapport with the candidates**. It is required to create a **conducive climate to put the candidate at ease**. To **begin with, the candidate should be given time to settle down** and only **some inconsequential dialogue started** to put the candidate at ease.



Effective Questioning

They should ask **open-ended questions** as they energise the candidates to speak spontaneously and candidates should, thus, be free to frame their answers. **Asking direct questions and cross-examination should be avoided** as they put the candidates on guard.



Balanced Assessment

An effective interview must **reveal both favourable and unfavourable information about the candidate**. The members must be equipped to segregate descriptive and evaluative information. They should **identify truthfulness/reliability by watching contradictions and inconsistencies**.



Five-Point Scale for Candidate Assessment

The members then agree on a **five-point scale** which is later converted into marks. The universally followed scale is as follows:

O

Outstanding

Applicant is **exceptional**; recognized as being far superior to others.

V

Very Good

Applicant **clearly exceeds** position requirements.

G

Good

Applicant is competent and dependable. **Meets standards** required for the Civil Services.

I

Improvement Needed

Applicant is **deficient or below standards** required of the job.

U

Unsatisfactory

Applicant is generally **unacceptable**



Detailed Application Form on the background of candidates

Profile Creation

During the personal interview, biographical analysis of the candidates is very essential to assess their profile to **find out whether the candidate is going to succeed or not**, whether the candidate is consistent in thought, **whether the candidate was accountable as a child and his/her adaptability** in the school/hostel, **whether the candidate will succumb** to temptation and pressure.

Behavioral Prediction

The best indication of what an individual will do in future stems from what she/he has done in the past.

Present behavioural pattern of the candidate is caused by his/her past experiences and the situation in which she happens to be.



Background Information

For this purpose, a profile should be created by taking the candidates' background, school, family, college, friend-circle, areas of interest, books read, sports, social service, ethical dilemmas, parental aspirations, significant persons and events, socio-economic background, academic achievements, leadership activities, their strengths and weaknesses, things they strongly like/dislike, reasons for choosing civil services and previous work experience.



Speech of UPSC Chairman - February, 2019 at Bhubaneswar



Introduction of democratically elected governments, based on universal adult suffrage, was the starting point for establishing of autonomous Public Service Commissions in various countries. Prior to this, civil servants were appointed on the basis of nepotism and patronage. A **democratic system pre-supposes a periodic change in the political leadership**. A **stable and secure civil service** was therefore necessary for successfully working as an **impartial and efficient instrument of governance** through which Governments, of **whatever ideological orientation**, could give effect to their policies.







Basic Characteristics of Merit-Based Selection Process

Each State Public Service Commission operates in its unique circumstances devising its own methods and procedures to maintain the **three basic characteristics of any merit-based selection process**. These involve building a system which is:





Focus on Qualities Beyond Scholastic Attainment

	Integrity Moral and ethical soundness in decision-making		Emotional Stability Ability to remain composed under pressure		Leadership Qualities Capacity to guide and inspire others		Aptitude for Public Service Genuine desire to serve the common man
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We are also closely looking at our interview processes to see how we can **better gauge the candidates on issues of integrity, emotional stability, leadership qualities, aptitude for public service** etc. which are not assessed during the written exam - which is essentially a **test of scholastic attainment**.

Senior bureaucracy has to commit itself to providing quality training for developing the manpower provided by the Public Service Commissions, inculcating in them the **spirit of public service – the Constitution and the Law of the Land being sacrosanct at all times**. It should become second nature to **all civil servants that they have been provided their jobs to look after the interest of the common man**.

All civil servants have to clearly understand the **difference between service and servitude**. They are in the Government to **serve the people without being subservient to anyone**. Their **primary role** is to **push the agenda of the underprivileged common man**. They alone can **take care of primary education, health, housing, law and order, sanitation, water supply** etc.



Balancing Private Enterprise and Public Interest

Encouraging Private Enterprise

Since **private enterprise has to be encouraged** in the interest of creating jobs, **civil servants will be called upon to facilitate industrial and commercial interests.**



Custodians of Public Interest

Whatever be the responsibility assigned to them, **civil servants, at all times**, have to remember that they are the **custodians of the common man's interest**, the **public money** and the **natural resources** which **belong equally to each and every Indian national.**

It should be **engrained in every public servant's mind that the common man wants good governance.** All of us need to work together to rekindle the hope amongst the masses that they will get a sound administrative system, which is the sine qua non for the **country's progress and a better life for all its citizens.**





All India Service Conduct Rules, 2014

Constitutional Values
Commit himself to and **uphold** the **supremacy of the Constitution** and **democratic values**

Public Service
Responsiveness to the public, particularly **to the weaker section** and **courtesy and good behaviour** with the public



Integrity

High ethical standards, **integrity** and **honesty**

Impartiality

Political neutrality and **fairness and impartiality** in the discharge of duties

Sub-rule (1A) - every member of the Service shall maintain: -

- High ethical standards, **integrity** and **honesty**
- **Political neutrality**
- Promoting of the principles of merit, **fairness and impartiality** in the discharge of duties
- **Accountability and transparency**
- **Responsiveness** to the public, particularly **to the weaker section**
- **Courtesy and good behaviour** with the public

Sub-rule (2B) - every member of the Service shall: -

- **Commit** himself to and **uphold** the **supremacy of the Constitution** and **democratic values**
- Defend and uphold the **sovereignty and integrity of India**, the security of State, public order, decency and morality
- Maintain **integrity** in public service
- **Take decisions solely in public interest** and use or cause to use public resources efficiently, effectively and economically
- **Declare any private interests** relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest
- **Not place himself under any financial or other obligations** to any individual or organisation which may influence him in the performance of his official duties
- Not misuse his position as civil servant and **not take decisions in order to derive financial or material benefits** for himself, his family or his friends
- Make choices, take decisions and make recommendations on merit alone
- Act with **fairness and impartiality** and **not discriminate against anyone**, particularly the **poor and the under-privileged sections** of society
- **Refrain** from doing anything **which is or may be contrary to any law, rules, regulations** and established practices
- Maintain **discipline in the discharge of his duties** and be liable to implement the lawful orders duly communicated to him
- Be liable to **maintain confidentiality in the performance of his official duties as required by any laws** for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gains to any person
- Perform and discharge his duties with the **highest degree of professionalism** and **dedication** to the best of his abilities



Best Wishes to UPSC Aspirants



Celebrating Success

Best of luck to aspirants



Preparation Resources

This pdf is based on all info shared by UPSC regarding CSE Personality Test.