

CIVIL Services Interview Questions And Answers Guide.



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CIVIL Services Job Interview Preparation Guide.

Question # 1

Your best subject geography introduction for civil service exam optional subject choice?

Answer:-

My best subject is geography is an cronical and very easy subject and all study working time many reffer the crack of civil service exam many time crack but logo the how much cran the alive thiest of any time so if the best on the creckit tournament i can saw the graduation level exam crack many since 2009 time ago i attend to civil service exam and result qualified and mains preparation in delhi and crack the mains examination and called for interview test and i am attend to interview test in delhi and mark obtain 250 out 275 mark and final merit mark obtain 1275 out of 2025 mark in the total mark . i wish pray to god how much toppers for indian administrative service post in uttar pradesh in sutiatid in s r n bhadohi

thank for

AJAY KUMAR YADAV

12/05/2016

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Question # 2

How did you find the Qualifying Test? Any particularly tough sections?

Answer:-

There are bound to have been some challenging aspects about the Qualifying Test. This question, however, gives you the chance to start the ball rolling by talking yourself up a little. You may admit to it being tough, for example, but state that you were well prepared and that this made the task much more manageable.

Concentrate on your strengths. If a section was hard, try and show how you dealt with it. In other words, how you worked out a logical and intelligent answer to the most difficult section. Alternatively you can treat this question as the ice-breaker it really is and say you are just pleased to have got the test over with and are now concentrating on the challenge at hand.

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Question # 3

Tell me something interesting about yourself?

Answer:-

Don't be embarrassed or mention that you collect beer mats. Take this opportunity to make some positive statements. In particular your relevant strengths, qualities, achievements and recent experience could all be described. Equally, if you possess a particular distinction it should be mentioned here. An example could be a sporting achievement of significance, a local honor for helpfulness or bravery or anything else that will help the interviewer single you out in their mind: as long as it is positive and commendable of course.

You may be asked about something you have mentioned in your application. In which case you will be expected to be reasonably knowledgeable and interested in the topic. Be prepared!

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Question # 4

Why are you interested in your first choice department?

Answer:-

You must have your reasons. This is your opportunity to declare them.

Consider the following when formulating your answer:

What the department in question does

What it has been noted for in the recent past

Relevant government initiatives

The name of the minister responsible

Other departments/agencies with which it works

How you first became interested

Relevant skills/qualities etc, you would bring to it

How clear a first choice is it?

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Question # 5



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Why are you also considering the ____ department as your second choice?

Answer:-

The same considerations as for the previous question on your first choice apply. In addition you may want to consider the following:

Why it is your second rather than your first choice

Differences from first choice option

Similarities with your first choice option

Your response to being asked by the panel or an individual interviewer to focus more on your second choice rather than your first choice.

Any apparent inconsistencies between your first and second choice departments (for example, the difference between Clerkship and the Security Service).

How close a second choice is it really?

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Question # 6

You say in your notes (provided at the selection board) that you firmly believe in, for example, the concept of open government. Tell me more about this.

Answer:-

Whatever issue you declare you have a particular belief or interest in it is likely to come up as a discussion topic. Make certain you have researched it fully.

You are likely to be asked a relatively open question such as this to begin with. You may then also be asked some quite probing and specific questions. You may be challenged on an opinion or asked to clarify a point you make. For example, you state that a policy of open government is good for encouraging public confidence, how can you be sure of this? Or, can you give any recent examples of voters being influenced in their voting habits by the issue of open government (or any other issue)?

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Question # 7

What is your experience so far of the public sector?

Answer:-

You must have some kind of answer to this question. It does not necessarily require you to have had some relevant work experience, although this would undoubtedly help. It is asking you about your "experience of" the public sector. So any contact with local or national government departments or agencies could be useful examples.

Are there any initiatives local to where you live at home that could provide some examples. Any local policies that relate in some way to national ones? A hospital closure, for example, a new road being built or army barracks being relocated!

You should demonstrate your awareness of a wide range of issues. You should also show your consideration of the difficulties involved in making some decisions.

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Question # 8

Why does working in the public sector attract you?

Answer:-

Down to the nitty-gritty. In other words "Tell me why you want the job." The way the question is phrased, however, it means rather more than that. The kind of things which might attract you to the public sector and the Civil Service in particular include:

Working alongside ministers

Being involved in contemporary issues (often featured in the news)

Being at the heart of policy formulation

Working in the context of a not-for-profit organization (bearing in mind that this does not mean there are no financial considerations!)

Having a positive role and being relied upon to work to a high level

Team working where your "team" is the rest of the Civil Service and hence a very large and significant organization

Making a contribution to a service that really matters to people and has an impact upon them

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Question # 9

What advantages or disadvantages can you see arising from a job at the heart of government?

Answer:-

Advantages might include:

Doing a job that really matters

Having a positive input in to current issues

Taking responsibility early

Seeing the practical impact of your work take effect

The satisfaction of having an impact on the way people live, hopefully for the better

Whatever the disadvantages are they must obviously not dissuade you from the job! They might include:

Decisions you make could have repercussions which you had not intended.

The work entails a good deal of pressure and stress.

You may have to work long hours

Many people are counting on you to do a good job

One becomes very job-focused (could also be an advantage!)

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Question # 10

Which government minister of recent years do you feel best achieved his/her remit?

Answer:-

Try and be a little astute here. Consider the relevance of your answer to the department in which you are interested. If the Department for International Development (DFID) attracts you, for example, then this is an opportune moment to display your knowledge. Discuss its remit and how successful or otherwise you feel Hilary Benn has been in his role as the government minister in charge recently

Do not forget to mention the importance of the staff to the department's success. The minister is only as good as his/her staff's abilities and experience. Then go on to



show how your experience and skills would be useful in the job.

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Question # 11

To whom, in your opinion, should public servants be directly responsible?

Answer:-

In other words is it the minister, the government, the state, their direct line manager, the department, or the public at large? The correct answer is probably the state. You can spend a good deal of time in answering this question, however.

Much press attention is often taken up by so-called whistle-blowers. These are individuals who declare to the general public via the press the activities of a particular organization, especially if these activities are deemed in some way inappropriate or deceitful. They have obviously decided that their principal responsibilities have changed. This would be a dangerous argument if you supported the whistle-blowing stance. A better approach would be to demonstrate your ability to help originate, establish and apply policy on behalf of government and the state.

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Question # 12

Do you foresee any circumstances where there might be a conflict between your own beliefs and opinions and the policies or practices of the department in which you will work?

Answer:-

You need to read the Civil Service guidelines on this very carefully. You should be able to answer that your own opinions on matters of policy or politics are not relevant to your work in government administration. If you cannot do this then you have probably applied for the wrong job!

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Question # 13

Which piece of bad publicity do you feel the government could have avoided in recent years?

Answer:-

It is no good to simply identify the bad publicity (ie H.E. top-up fees haven't gone down too well). You should also offer your opinion as to why the situation was avoidable. This is an example of a question where a straightforward answer with no further explanation simply is not enough. You may wish to consider:

How partial or widespread the bad publicity was

The precise nature of the incident or activity leading to the publicity

How it was dealt with at the time

How things have changed since

How you would have dealt with it with the benefit of hindsight

What has resulted from the publicity

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Question # 14

Explain what you will bring to the fast stream should you be successful?

Answer:-

A straightforward question asking you to outline your strengths and qualities. At least that is the way you should look at it. You should ideally consider the key requirements made of fast stream applicants from the information the selection board provided you with and reflect this back to the board.

You should certainly consider mentioning some or all of the following:

Desire/ambition to succeed

Interests in taking a lead role

Willingness to work flexibly and as required

A profound interest in researching and preparing policy documents

An interest in and aptitude for team work

Ability to take decisions

Ability to priorities activities etc,

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Question # 15

What would your present employer say about your suitability for the Civil Service?

Answer:-

Bearing in mind that the Board has plenty of references from your previous employers you need to be careful here. Be confident, but also be honest. Just pick on a few issues to start with and see if the discussion goes any deeper. There may be a reason for the Board to be checking something out that a previous employer of yours has said about you. This could be either positive or negative.

Alternatively it could just be a conventional and routine question. It is best to be prepared and perhaps check with your referees before attending the Selection Board.

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Question # 16

Where, in government, do you hope to be in fifteen years time?

Answer:-

A common question at the Selection Board. It is mostly used in order to assess that you have an appropriate level of ambition for the role of a fast stream entrant. That you are ambitious needs to be at least evident to the interviewers!

They will probably expect you to show that you have been successful in many different contexts. This question can also reveal some more of your knowledge of the department you hope to enter.

You should certainly therefore be optimistic in your answer. Assume promotion will take place at regular intervals and anticipate where that would put you. Consider also where you might like to be and show that you have given the question some thought. This is no time to be modest!



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Question # 17

Some questions are asked in order to determine your ability to argue a particular case, both for and against in some cases. Here are some questions which can arise:

Answer:-

The NHS should be abolished. Tell me why I am right?

A return to capital punishment at the earliest opportunity is in the best interests of everyone concerned with reducing violent crime. Do you agree?

The summary dismissal of bad classroom teachers is in the best interests of parents, schools and pupils. Why is this assertion impractical?

Asylum seekers should, in every case, be deported if unable to prove their case within 60 days of their entry to the UK. Tell me why I am right?

For the sake of pensioners the age limit at which the state pension becomes activated must be increased. Is this correct?

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