

EXPECTATIONS FROM MCS
OFFICES IN THE PRESENT TIMES

RAM
SINGH

FACE OF GOVERNMENT AT
GRASS ROOT
MIN 10-12 YEARS AT A
STRETCH AT BLOCK LEVEL
18-20 YEARS AT DISTRICT
TILL RETIREMENT AT
DIRECTORATE LEVEL

HENCE REQUIRED

KNOWLEDGE

SKILL

ATTITUDE

ABOUT THE GOVT
RULES AND PROCEDURES
SCHEMES AND GUIDELINES
SERVICE AND DISCIPLINE RULES
LEGAL , CONSTITUTION, VARIOUS ACT,
LOCAL LAWS

SKILL

- ▶ Writing skills, minutes, letter drafting, file noting
- ▶ Computer applications
- ▶ Concept papers, EOI, estimates
- ▶ Finance and accounting, cash book , audit

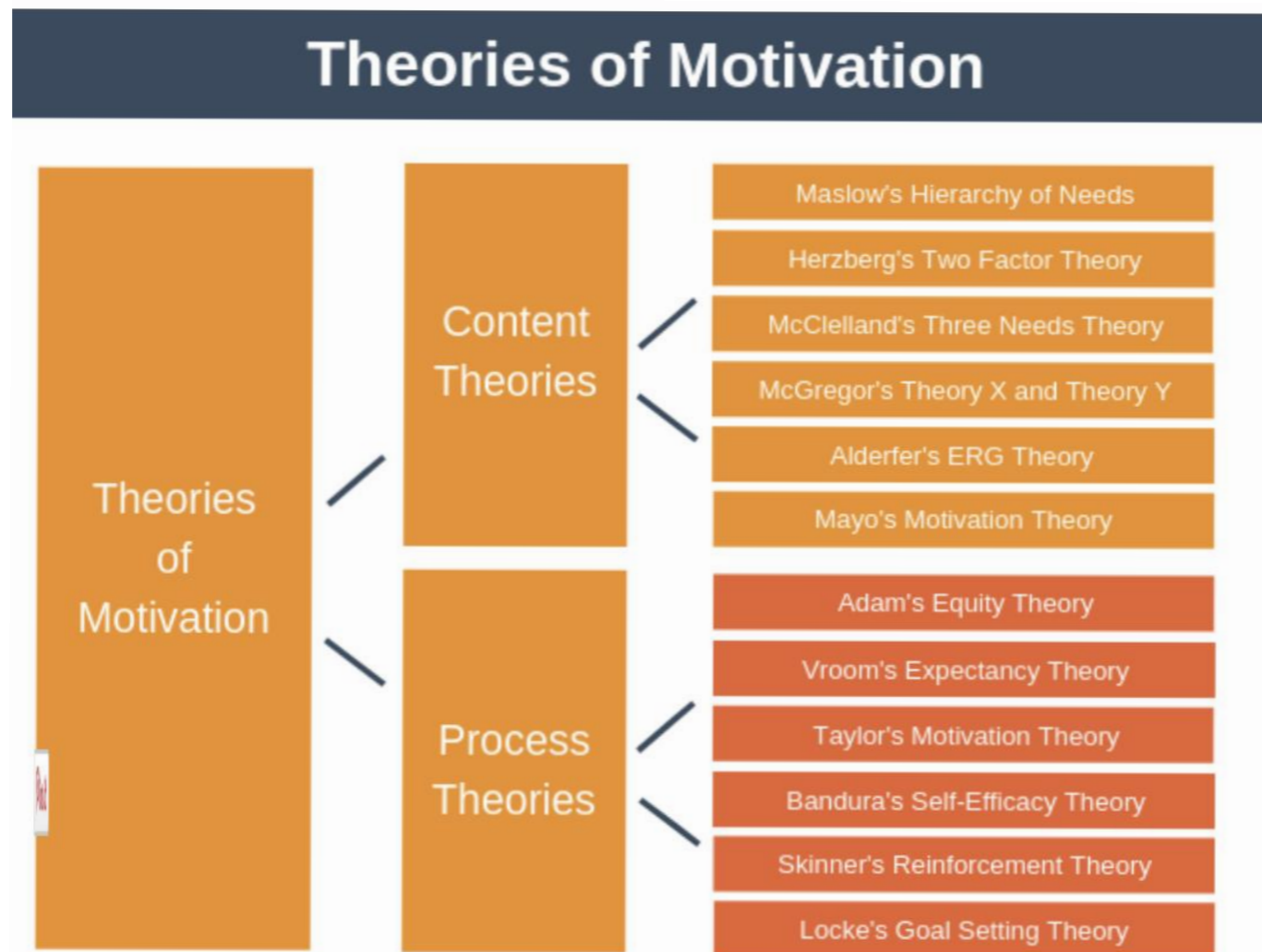
ATTITUDE

POSITIVE ATTITUDE

1) NEEDS

>>>>>>>>SATISFACTION??!!!!

2) CONTENT VS PROCESS (WHAT VS HOW)



PERFORMANCE APPRAISAL TERMS

VS

THEIR REAL MEANING

Good presentation skills



Able to bullshit

Socially active



Drinks a lot

Independent worker



Nobody knows what he/she does

Able to delegate



Lets others do their shit

Careful thinker



Can't make a decision

Career-minded



Back Stabber

Loyal



Can't get a job anywhere else