

# Public Administration Test Series Schedule

| Test No. | Date                       | Paper   | Chapters                          | Detailed Syllabus   |
|----------|----------------------------|---------|-----------------------------------|---|
| Test 1   | 23 <sup>rd</sup> June 2018 | Paper 1 | Chapter 1 and Chapter 8           | <p><b>Chapter: 1 Introduction: Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatization, Globalization; Good Governance: concept and application; New Public Management.</b></p> <p><b>Chapter: 8 Development Dynamics: Concept of development; Changing profile of development administration; 'Antidevelopment thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development - the self-help group movement.</b></p> |
| Test 2   | 30 <sup>th</sup> June 2018 | Paper 1 | Chapter 2 Chapter 3 and Chapter 7 | <p><b>Chapter: 2 Administrative Thought: Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model - its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).</b></p>  |

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|               |                                 |                      |  | <p><b>Chapter: 3 Administrative Behavior: Process and techniques of decision-making; Communication; Morale; Motivation Theories - content, process and contemporary; Theories of Leadership: Traditional and Modern.</b></p> <p><b>Chapter: 7 Comparative Public Administration: Historical and sociological factors affecting administrative systems; Administration and politics in different countries; status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique</b></p>   |
| <b>Test 3</b> | <b>7<sup>th</sup> July 2018</b> | <b>Paper 1 and 2</b> | <p><b>Paper 1:</b><br/> <b>Chapter 4</b><br/> <b>Chapter 9 and</b><br/> <b>Chapter 11</b></p> <p><b>Paper 2:</b><br/> <b>Chapter 8</b></p> | <p><b>Paper 1:</b><br/> <b>Chapter: 4 Organizations: Theories - systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public - Private Partnerships.</b></p> <p><b>Chapter: 9 Personnel Administration: Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions; employer- employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.</b></p> |

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|               |                                  |                |  | <p><b>Chapter: 11 Techniques of Administrative Improvement: Organization and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.</b></p> <p><b>Paper 2:</b><br/> <b>Chapter: 8 Civil Services: Constitutional position; Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism</b></p>   |
| <b>Test 4</b> | <b>14<sup>th</sup> July 2018</b> | <b>Paper 1</b> | <b>Chapter 5, Chapter 6 and Chapter 10</b> | <p><b>Chapter: 5 Accountability and control: Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.</b></p> <p><b>Chapter: 6 Administrative Law: Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.</b></p> <p><b>Chapter: 10 Public Policy: Models of policy-making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review and</b></p> |

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|                      |   |                       |   | <p>their limitations; State theories and public policy formulation.</p>  |
| <p><b>Test 5</b></p> | <p><b>21<sup>st</sup> July<br/>2018</b></p> | <p><b>Paper 2</b></p> | <p><b>Chapter 2<br/>Chapter 4 and<br/>Chapter 6</b></p>     | <p><b>Chapter: 2 Philosophical and Constitutional framework of government: Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.</b></p> <p><b>Chapter: 4 Union Government and Administration: Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intra-governmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.</b></p> <p><b>Chapter:6 State Government and Administration: Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.</b></p> |
| <p><b>Test 6</b></p> | <p><b>28<sup>th</sup> July<br/>2018</b></p> | <p><b>Paper 2</b></p> | <p><b>Chapter 7<br/>Chapter 11 &amp;<br/>Chapter 12</b></p> | <p><b>Chapter: 7 District Administration since Independence: Changing role of the Collector; Union state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.</b></p>   |

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|               |                                   |                      |  | <p><b>Chapter: 11 Rural Development: Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.</b></p> <p><b>Chapter: 12 Urban Local Government: Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Global local debate; New localism; Development dynamics, politics and administration with special reference to city management.</b></p>  |
| <b>Test 7</b> | <b>4<sup>th</sup> August 2018</b> | <b>Paper 1 and 2</b> | <p><b>Paper 1:<br/>Chapter 12</b></p> <p><b>Paper 2:<br/>Chapter 3<br/>Chapter 5 and<br/>Chapter 9</b></p> | <p><b>Paper 1:<br/>Chapter: 12 Financial Administration: Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.</b></p> <p><b>Paper 2:<br/>Chapter: 3 Public Sector Undertakings: Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability, and control; Impact of liberalization and privatization.</b></p> <p><b>Chapter: 5 Plans and Priorities: Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; 'Indicative' planning; Process of plan formulation at Union and State levels; Constitutional Amendments (1992) and</b></p> |

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|               |                                    |                |  | <p>decentralized planning for economic development and social justice.</p> <p><b>Chapter: 9 Financial Management: Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.</b></p>  |
| <b>Test 8</b> | <b>11<sup>th</sup> August 2018</b> | <b>Paper 2</b> | <p><b>Chapter 1,</b><br/><b>Chapter 10</b><br/><b>Chapter 13 &amp;</b><br/><b>Chapter 14</b></p> | <p><b>Chapter: 1 Evolution of Indian Administration: Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of public services, revenue administration, district administration, local self-government.</b></p> <p><b>Chapter: 10 Administrative Reforms since Independence: Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.</b></p> <p><b>Chapter: 13 Law and Order Administration: British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalization of politics and administration; Police-public relations; Reforms in Police.</b></p> <p><b>Chapter: 14 Significant issues in Indian</b></p> |

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|                |                                    |                |                     | <b>Administration: Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.</b> |
| <b>Test 9</b>  | <b>18<sup>th</sup> August 2018</b> | <b>Paper 2</b> | <b>Grand Test 1</b> | <b>Full Syllabus of Public Administration</b>   |
| <b>Test 10</b> | <b>25<sup>th</sup> August 2018</b> | <b>Paper 2</b> | <b>Grand Test 2</b> | <b>Full Syllabus of Public Administration</b>   |