

# PUB. AD MAINS TEST SERIES 2024

TEST SERIES *cum* MENTORSHIP PROGRAMME



**26** NOVEMBER  
2023

PUB. AD. TEST SERIES

PROGRAMME FEE ₹ 10,000 + GST



Total 12 Tests: 8 Sectional & 4 Mock Tests



Elaborate Discussion after each test



Detailed Model Answer Hints



Copy Evaluation & Discussion

- After submission of Copy, Evaluation will be done within a week.
- After Copy Evaluation One to One Discussion with Faculty will be conducted

Mentor:

**RAJEEV CHOUDHARY**

# TEST SCHEDULE

TEST NO. & DATE	TEST TOPICS
<b>TEST-1</b> <hr/> <b>26 NOVEMBER,</b> <b>2023</b>	<ul style="list-style-type: none"> <li>◉ <b>Introduction</b>            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; Post-NPM developments.</li> <li>◉ <b>Accountability &amp; Control</b>            Concepts of Accountability &amp; Control; Legislative, Executive &amp; Judicial Control over Administration; Citizen &amp; Administration; Role of Media, Interest Groups, Voluntary Organizations; Civil Society; Citizen's Charter; Right to Information; Social Audit etc.</li> </ul>
<b>TEST - 2</b> <hr/> <b>03 DECEMBER,</b> <b>2023</b>	<ul style="list-style-type: none"> <li>◉ <b>Administrative Thought</b>            Scientific Management and Scientific Management Movement; Classical Theory; Weber's Bureaucratic Model; Its Critique and Post-Weberian Developments; Human Relations School (Elton Mayo and others); Dynamic Administration (Mary Parker Follett); Functions of the Executive (C.I. Barnard); Decision-making Theory (Herbert Simon); Participative Management (R. Likert, C. Argyris, D. McGregor).</li> </ul>

TEST NO. & DATE	TEST TOPICS
	<ul style="list-style-type: none"><li>◉ <b>Organisations</b> Theories – Systems, Contingency; Structure and Forms of Ministries &amp; Departments, Corporations, Companies, Boards &amp; Commissions; Ad-hoc and Advisory Bodies; Headquarters and Field Relationships; Regulatory Authorities; Public-Private Partnerships.</li><li>◉ <b>Personnel Administration</b> 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.</li></ul>
<p style="text-align: center;"><b>TEST - 3</b></p> <hr/> <p style="text-align: center;"><b>10 DECEMBER, 2023</b></p>	<ul style="list-style-type: none"><li>◉ <b>Administrative Behaviour</b> Process and Techniques of Decision-making; Communication; Morale; Motivation Theories: Content, Process and Contemporary; Theories of Leadership: Traditional and Modern.</li><li>◉ <b>Administrative Law</b> Meaning, Scope and Significance; Dicey on Administrative Law; Delegated Legislation; Administrative Tribunals.</li><li>◉ <b>Public Policy</b> Models of Policy making and their Critique; Processes of Conceptualisation, Planning, Implementation, Monitoring, Evaluation &amp; Review and their Limitations; State Theories and Public Policy Formulation.</li><li>◉ <b>Techniques of Administrative Improvement</b> Organisation and Methods, Work Study &amp; Work Management; e-governance and Information Technology; Management Aid Tools like Network Analysis, MIS, PERT, CPM.</li></ul>

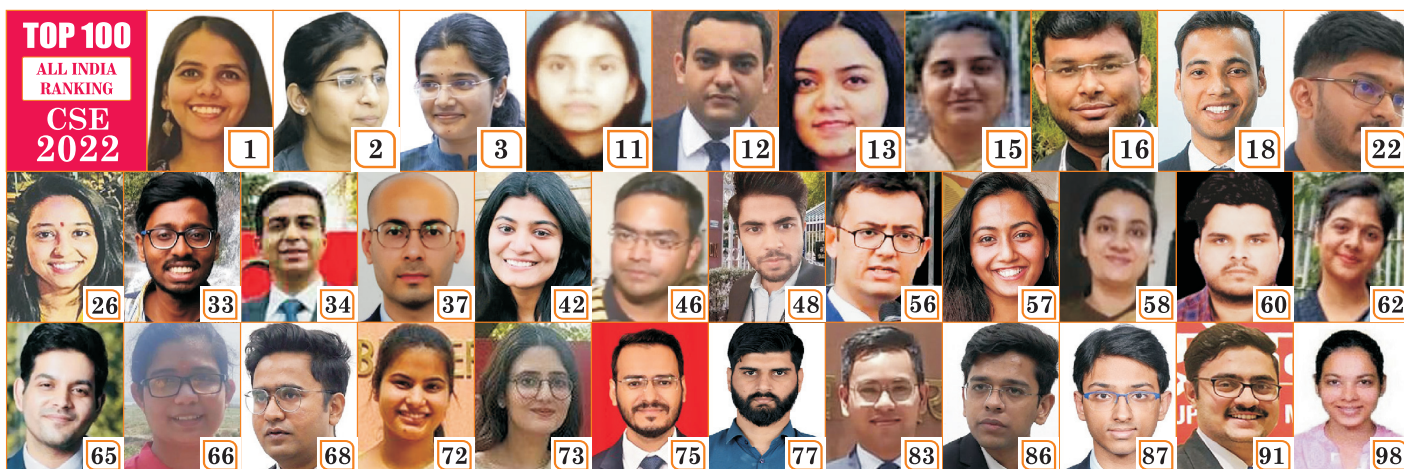
TEST NO. & DATE	TEST TOPICS
<p style="text-align: center;"><b>TEST - 4</b></p> <hr/> <p style="text-align: center;"><b>17 DECEMBER, 2023</b></p>	<ul style="list-style-type: none"> <li> <p>◉ <b>Comparative Public Administration</b></p> <p>Historical and Sociological factors affecting administrative systems; Administration and Politics in different countries; Current status of Comparative Public Administration; Ecology &amp; Administration; Riggsian models and their critique.</p> </li> <li> <p>◉ <b>Development Dynamics</b></p> <p>Concept of development; Changing profile of Development Administration; Anti-development thesis; Bureaucracy and Development; Strong State versus the Market debate; Impact of liberalisation on administration in developing countries; Women and Development - the Self-help Group movement.</p> </li> <li> <p>◉ <b>Financial Administration</b></p> <p>Monetary and Fiscal Policies; Public Borrowings and Public Debt; Budgets: Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit.</p> </li> </ul>
<p style="text-align: center;"><b>TEST - 5</b></p> <hr/> <p style="text-align: center;"><b>24 DECEMBER, 2023</b></p>	<ul style="list-style-type: none"> <li> <p>◉ <b>Evolution of Indian Administration:</b></p> <p>Kautilya's Arthashastra; Mughal Administration; Legacy of British Rule in politics and administration: Indianization of public services, Revenue Administration, District Administration, Local Self-government.</p> </li> <li> <p>◉ <b>Philosophical and Constitutional Framework of Government</b></p> <p>Salient features and value premises; Constitutionalism; Political Culture; Bureaucracy and Democracy; Bureaucracy and Development.</p> </li> <li> <p>◉ <b>Public Sector Undertakings:</b></p> <p>Public Sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of Liberalization and Privatization.</p> </li> </ul>

TEST NO. & DATE	TEST TOPICS
<p style="text-align: center;"><b>TEST - 6</b></p> <hr/> <p style="text-align: center;"><b>31 DECEMBER, 2023</b></p>	<ul style="list-style-type: none"><li>◉ <b>Financial Management (Paper-II):</b> 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.</li> <li>◉ <b>Plans and Priorities</b> 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 Decentralized Planning for economic development and social justice.</li> <li>◉ <b>Administrative Reforms since Independence:</b> Major concerns; Important Committees and Commissions; Reforms in Financial Management and Human Resource Development; Problems of Implementation.</li></ul>
<p style="text-align: center;"><b>TEST - 7</b></p> <hr/> <p style="text-align: center;"><b>07 JANUARY, 2024</b></p>	<ul style="list-style-type: none"><li>◉ <b>Union Government and Administration</b> Executive, Parliament, Judiciary: Structure, Functions, Work processes &amp; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries; Departments; Boards; Commissions; Attached offices; Field organizations.</li> <li>◉ <b>State Government and Administration</b> Union-State Administrative, Legislative &amp; Financial Relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.</li></ul>

TEST NO. & DATE	TEST TOPICS
	<ul style="list-style-type: none"> <li> <p>◉ <b>Civil Services:</b></p> <p>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.</p> </li> <li> <p>◉ <b>Significant issues in Indian Administration:</b></p> <p>Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.</p> </li> </ul>
<p style="text-align: center;"><b>TEST - 8</b></p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;"><b>21 JANUARY, 2024</b></p>	<ul style="list-style-type: none"> <li> <p>◉ <b>District Administration since Independence</b></p> <p>Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.</p> </li> <li> <p>◉ <b>Rural Development:</b></p> <p>Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73<sup>rd</sup> Constitutional amendment.</p> </li> <li> <p>◉ <b>Urban Local Government:</b></p> <p><b>Municipal Governance:</b> main features, structures, finance and problem areas; 74<sup>th</sup> Constitutional Amendment; Global-local debate; New localism; Development dynamics, politics and administration with special reference to city management.</p> </li> </ul>

TEST NO. & DATE	TEST TOPICS
	<p>◉ <b>Law and Order Administration:</b> 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; Criminalisation of politics and administration; Police-public relations; Reforms in Police.</p>
AFTER PRLEIMS	
TEST - 09	MOCK 1 - PAPER 1
TEST - 10	MOCK 2 - PAPER 2
TEST - 11	MOCK 3 - PAPER 1
TEST - 12	MOCK 4 - PAPER 2





**SUCCESS IS A PRACTICE WE DO!**

