

PUB. AD MAINS TEST SERIES 2024

TEST SERIES *cum* MENTORSHIP PROGRAMME



24 DECEMBER
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
TEST-1 <hr/> 24 DECEMBER, 2023	<ul style="list-style-type: none"> ◉ 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; Post-NPM developments. ◉ Accountability & Control Concepts of Accountability & Control; Legislative, Executive & Judicial Control over Administration; Citizen & Administration; Role of Media, Interest Groups, Voluntary Organizations; Civil Society; Citizen's Charter; Right to Information; Social Audit etc.
TEST - 2 <hr/> 31 DECEMBER, 2023	<ul style="list-style-type: none"> ◉ Administrative Thought 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).

TEST NO. & DATE	TEST TOPICS
	<ul style="list-style-type: none">◉ Organisations Theories – Systems, Contingency; Structure and Forms of Ministries & Departments, Corporations, Companies, Boards & Commissions; Ad-hoc and Advisory Bodies; Headquarters and Field Relationships; Regulatory Authorities; Public-Private Partnerships.◉ 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.
<p style="text-align: center;">TEST - 3</p> <hr/> <p style="text-align: center;">07 JANUARY, 2024</p>	<ul style="list-style-type: none">◉ Administrative Behaviour Process and Techniques of Decision-making; Communication; Morale; Motivation Theories: Content, Process and Contemporary; Theories of Leadership: Traditional and Modern.◉ Administrative Law Meaning, Scope and Significance; Dicey on Administrative Law; Delegated Legislation; Administrative Tribunals.◉ Public Policy Models of Policy making and their Critique; Processes of Conceptualisation, Planning, Implementation, Monitoring, Evaluation & Review and their Limitations; State Theories and Public Policy Formulation.◉ Techniques of Administrative Improvement Organisation and Methods, Work Study & Work Management; e-governance and Information Technology; Management Aid Tools like Network Analysis, MIS, PERT, CPM.

TEST NO. & DATE	TEST TOPICS
<p style="text-align: center;">TEST - 4</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">14 JANUARY, 2024</p>	<ul style="list-style-type: none"> <p>◉ Comparative Public Administration</p> <p>Historical and Sociological factors affecting administrative systems; Administration and Politics in different countries; Current status of Comparative Public Administration; Ecology & Administration; Riggsian models and their critique.</p> <p>◉ Development Dynamics</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> <p>◉ Financial Administration</p> <p>Monetary and Fiscal Policies; Public Borrowings and Public Debt; Budgets: Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit.</p>
<p style="text-align: center;">TEST - 5</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">21 JANUARY, 2024</p>	<ul style="list-style-type: none"> <p>◉ Evolution of Indian Administration:</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> <p>◉ Philosophical and Constitutional Framework of Government</p> <p>Salient features and value premises; Constitutionalism; Political Culture; Bureaucracy and Democracy; Bureaucracy and Development.</p> <p>◉ Public Sector Undertakings:</p> <p>Public Sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of Liberalization and Privatization.</p>

TEST NO. & DATE**TEST TOPICS****TEST - 6****28 JANUARY,
2024****◉ Financial Management (Paper-II):**

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.

◉ 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 Decentralized Planning for economic development and social justice.

◉ Administrative Reforms since Independence:

Major concerns; Important Committees and Commissions; Reforms in Financial Management and Human Resource Development; Problems of Implementation.

TEST - 7**04 FEBRUARY,
2024****◉ Union Government and Administration**

Executive, Parliament, Judiciary: Structure, Functions, Work processes & Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries; Departments; Boards; Commissions; Attached offices; Field organizations.

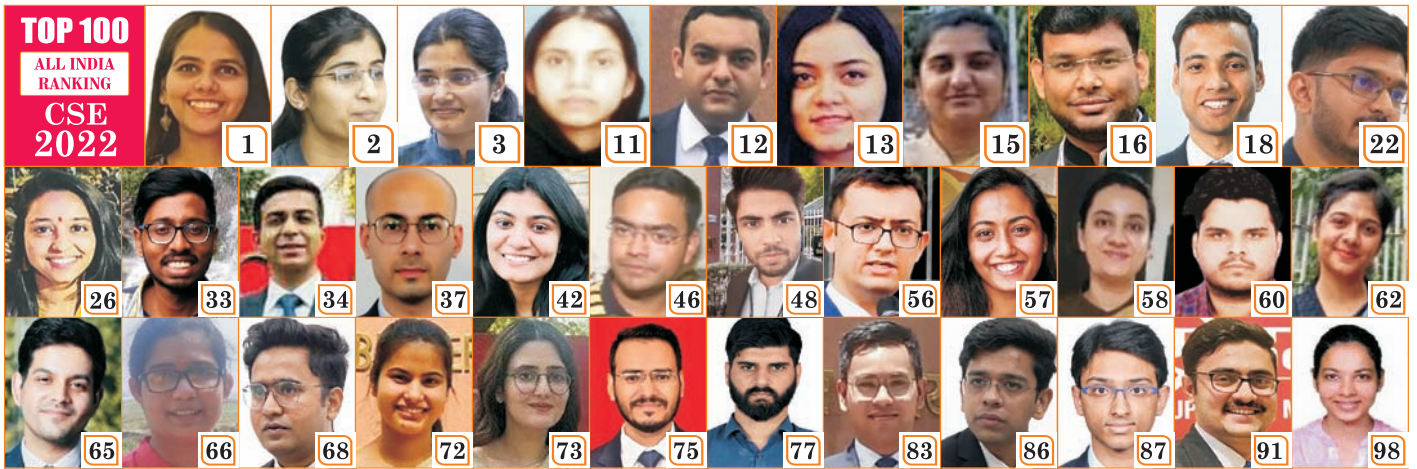
◉ State Government and Administration

Union-State Administrative, Legislative & Financial Relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.

TEST NO. & DATE	TEST TOPICS
	<ul style="list-style-type: none"> <p>◉ Civil Services:</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> <p>◉ Significant issues in Indian Administration:</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>
<p style="text-align: center;">TEST - 8</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">11 FEBRUARY, 2024</p>	<ul style="list-style-type: none"> <p>◉ District Administration since Independence</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> <p>◉ Rural Development:</p> <p>Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.</p> <p>◉ Urban Local Government:</p> <p>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.</p>

TEST NO. & DATE	TEST TOPICS
	<p>◉ 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; 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





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