GS SCORE
An Institute for Civil Services

IAS 2026-27

PUBLIC ADMINISTRATION OPTIONAL

FOUNDATION

PROGRAMME *for* 2026-27

MENTOR
Abhishiekh Saxena

26 MARCH

PROGRAMME FEES
ONLINE: ₹ 37,000+GST
OFFLINE: ₹ 42,000+GST

Conceptual Clarity and Interlinking of Paper-1 & 2.

Coverage of Hidden Syllabus

Answer Writing Practice & PYQ integration

Mentorship & Doubt Clearance

Crisp Class Notes

Linkage of Dynamic areas & Contemporary Events

Dedicated Sessions on 2nd ARC.

📞 8448496262   🌐 iasscore.in

📍 GS SCORE, Second Floor, Metro Tower, 1B, Pusa Road, Karol Bagh, New Delhi - 110005

COVERING BOTH PAPER 1 & PAPER 2 WITH MICRO-TOPICS

The course will cover each and every Micro-topic from the syllabus so that you will never leave a question unanswered.

Dive into our comprehensive Pub. Ad. Optional Foundation Course designed for a 5.5 month classroom journey.

FOCUSED 5.5-MONTH FOUNDATION PROGRAM

INNOVATIVE TEACHING METHODS & ANALYTICAL FOCUS

Enhance understanding & interlinking with modern teaching methods, using templates, mind maps, and mnemonics for analytical thinking.

Gauge your progress with 8 sectional and 4 mock tests, ensuring a solid grasp of the Pub. Ad. Optional syllabus.

12-TEST SERIES FOR THOROUGH PREPARATION

INTEGRATION OF DATA, DIAGRAMS, AND EXAMPLES

Build a strong foundation by incorporating data, diagrams, and examples, enhancing your ability to present information clearly and persuasively.

Comprehensive Coverage of 2nd ARC with special focus on interlinking with Concepts both in Paper 1 & 2.

Comprehensive Coverage of 2nd ARC

PERSONALISED DOUBT RESOLUTION FOR ONLINE STUDENTS

Get individualised support for clearing doubts, ensuring a deep understanding of historical concepts and exam-related queries through Zoom Sessions.

Learn effective answer-writing techniques from successful candidates, gaining valuable insights and strategies for exam success.

Regular Answer Writing Practice

WHAT IS PUB. AD. FOUNDATION COURSE?

- ❑ Explanation of the course's objective to build a strong foundation with the right strategy for Public Administration optional, ensuring high scores.
- ❑ Introduction to the Concept-Revision-Practice approach designed to help students achieve 300+ marks in Public Administration optional.
- ❑ Focus on Changing Dynamics of Public Administration Optional as per the demand of UPSC.
- ❑ Offer of on-demand unlimited mentorship from Abhishiekh Saxena Sir.
- ❑ Demo Class Links and Screen Shots (PYQ notes), and Class screenshots

DEMO CLASS

Pub. Ad. Optional | Paper 1 | Topic Name- Approach to Paper 1

https://www.youtube.com/watch?v=0Q2r1w9mAuQ

CLASS NOTES

Zoom Video Session *for* Doubt Clearing

S Shweta

A Anay Rai

Shown

N Nikhil

P Pramila

J Jolly

H Harmanpreet

Abhishiekh Sir

On Spot Answer Writing

GS SCORE

41641 (1280)

TEST - 01

PUBLIC ADMINISTRATION

Time Allowed: 3 Hrs.   Max. Marks: 250

73½

Instructions to Candidate

- There are NINETEEN questions. All Questions are compulsory.
- Answers must be written in the medium authorized in the Admission certificate which must be stated clearly on the cover of this Question-cum-Answer (QCA) booklet in the space provided. No marks will be given for answers written in medium other than the authorized one.
- Word limit in questions, wherever specified, should be adhered to.
- Attempts of questions shall be counted in chronological order. Unless struck off, attempt of a question shall be counted even if attempted partly. Any page or portion of the page left blank in the answer book must be clearly struck off.

→ your understanding is fine, just need better articulation, in terms of structure, writing better intro & conclusion, Also cut down on unnecessary info & put the space to use for analysis!

Name PIYUSH GATHALA
Mobile No. _____
1. Invigilator's Signature _____   Date _____
2. Invigilator's Signature _____   Signature _____

Theme-wise micro diagrams

Thinkers relevant to Public Administration

MICRO ANALYSIS

PAPER - I

Administrative Theory/ Principles of Administration

1. Introduction of Public Administration: (A)

- ❑ Meaning, scope and significance of Public Administration, Public and Private Administration.
- ❑ Wilson's vision of Public Administration

2. 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)
- ❑ Simon's decision-making theory
- ❑ Participative Management (R. Likert, C.Argyris, D.McGregor).
- ❑ Theories – systems, contingency **(Part of Unit 4)**
- ❑ **Behaviouralism , Post Modernism and Post Structuralism (Hidden Topic)**

3. Administrative Behaviour: (C)

- ❑ Process and techniques of decision-making
- ❑ Communication
- ❑ Morale
- ❑ Motivation Theories – content, process and contemporary
- ❑ Theories of Leadership: Traditional and Modern.

5. Accountability and control: (D)

- ❑ 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.
- ❑ **Ombudsman (Hidden Topic)**

6. Administrative Law: (E)

- ❑ Meaning, scope and significance
- ❑ Dicey on Administrative law
- ❑ Delegated legislation
- ❑ Administrative Tribunals.

7. Comparative Public Administration: (F)

- ❑ Historical and sociological factors affecting administrative systems
- ❑ Administration and politics in different countries
- ❑ Current status of Comparative Public Administration
- ❑ Ecology and administration
- ❑ Riggsian models and their critique.

8. Development Dynamics: (G)

- ❑ Concept of development
- ❑ Changing profile of development administration
- ❑ 'Anti-development thesis'
- ❑ Bureaucracy and development
- ❑ Impact of liberalisation on administration in developing countries
- ❑ **Challenges of LPG (Unit-1)**
- ❑ Women and development - the self-help group movement.

(Remaining part of unit 1)

- ❑ Public Choice approach
- ❑ New Public Administration
- ❑ New Public Management. (Entrepreneurial Govt.)
- ❑ Strong state versus the market debate (unit 8)
- ❑ Good Governance: concept and application
- ❑ Evolution of the discipline and its present status

9. Personnel Administration: (H)

- 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.

8. Civil Services: In India (Paper 2)

- 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.

10. Public Policy: (I)

- Models of policy-making and their critique
- Processes of conceptualisation, planning, implementation, monitoring, evaluation and review and their limitations
- State theories and public policy formulation.

- Important Policies of Govt of India (Hidden topic)- Environment, education, health, employment etc

11. Techniques of Administrative Improvement: (J)

- Organisation and methods, Work study and work management
- e-governance and information technology
- Management aid tools like network analysis, MIS, PERT, CPM.

12. Financial Administration: (K)

- Monetary and fiscal policies
- Public borrowings and public debt Budgets - types and forms
- Budgetary process
- Financial accountability
- Accounts and audit.

9. Financial Management: (Paper 2)

- 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
- Comptroller and Auditor General of India.

PAPER - II

Indian Administration

2. Philosophical & Constitutional framework of government: (A')

- Salient features and value premises (Preamble)
- Constitutionalism
- Political culture (Nature of Indian Political Culture)
- Bureaucracy and democracy
- Bureaucracy and development.

Constitutional Part of Indian Administration (Part of Unit 4,6,7) (B')

- Executive, Parliament, Judiciary - structure, functions, work processes (Unit 4)
- Recent trends; Intragovernmental relations (Unit 4)

- Union-State administrative, legislative and financial relations (Unit 6)
- Role of the Finance Commission (Unit 6)
- Governor (Unit 6)
- Chief Minister; Council of Ministers (Unit 6)
- Union-state-local relations (Unit 7)

4. Union Government & Administration: (C')

- Cabinet Secretariat
- Prime Minister's Office
- Central Secretariat

6. State Government and Administration:

- ❑ Chief Secretary
- ❑ State Secretariat
- ❑ Directorates.
- ❑ **Ministries and Departments; Boards; Commissions; Attached offices; Field organizations. (Organisations Paper-1)**

7. District Administration since Independence: (D')

- ❑ Changing role of the Collector
- ❑ Imperatives of development management and law and order administration
- ❑ District administration and democratic decentralization.

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
- ❑ Criminalisation of politics and administration
- ❑ Police-public relations
- ❑ Reforms in Police.

11. Rural Development: (E')

- ❑ Institutions and agencies since independence
- ❑ Decentralization and Panchayati Raj
- ❑ 73rd Constitutional amendment.
- ❑ Rural development programmes: foci and strategies

12. Urban Local Government: (F')

- ❑ Municipal governance: 74th Constitutional Amendment: main features, structures, finance and problem areas
- ❑ Global-local debate
- ❑ New localism
- ❑ Development dynamics, politics and administration with special reference to city management.

3. Public Sector Undertakings: (G')

- ❑ Public sector in modern India
- ❑ Forms of Public Sector Undertakings

- ❑ Problems of autonomy, accountability and control
- ❑ Impact of liberalization and privatization.
- ❑ PPP (Organisations Paper-1)

5. Plans and Priorities: (H')

- ❑ Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; NITI Aayog, 'Indicative' planning
- ❑ Process of plan formulation at Union and State levels
- ❑ Constitutional Amendments (1992) and decentralized planning for economic development and social justice.

10. Administrative Reforms since Independence: (I')

- ❑ Major concerns; Important Committees and Commissions
- ❑ Problems of implementation.
- ❑ Reforms in financial management and human resource development
- ❑ ARC reports 2 and other important committees

14. Significant issues in Indian Administration: (J')

- ❑ Values in public service (Integrity in public service)
- ❑ Regulatory Commissions (SEBI, TRAI, RBI etc)
- ❑ National Human Rights Commission and SHRC
- ❑ Problems of administration in coalition regimes
- ❑ Citizen-administration interface
- ❑ Corruption and administration
- ❑ Disaster management.

1. Evolution of Indian Administration: (K')

- ❑ Kautilya's Arthashastra
- ❑ Mughal administration
- ❑ Legacy of British rule in politics and administration
- ❑ Indianization of public services, revenue administration, district administration, local self-government.

Extended topics covered in the Foundation Course

A. Evolution of Public Administration

❑ Public administration as Theory and Practice.

❑ Models of evolution: Nicholas Henry, Golebiewski, Nigro etc.

❑ Contribution of Wilson, Other Critiques and Other Theorists.

❑ Modern approaches to study Public Administration:

  ➤ " Public Policy.

  ➤ " Systems approach.

  ➤ " Postmodernism.

  ➤ "Governance: Gender Perspective, Post positivism, Deconstructivism, Humanistic Phenomenology.

❑ Model of Critique of Traditional Public Administration:

  ➤ " Public Choice Approach

  ➤ " Marxist Approach

  ➤ " Neo Marxist

  ➤ " Neo Weberian State

  ➤ " Post-modern Governance

B. Comparative Public Administration:

❑ Meaning, Scope, Significance and Criticism.

❑ Contribution of Farrell Heady, Weidner, O.P. Dwivedi, Charles T. Goodsell, Donald C. Rowat etc.

C. Development Public Administration:

❑ Origin and evolution of Development Pub. Administration.

❑ Development Administration and Administrative Development.

❑ Meaning, Scope, Significance of Development Administration.

❑ Rigg's view on Development Public Administration with the reference to Prismatic Sala model. Sustainable Development.

❑ Role of Non-State Actors in Development: NGOs, Civil Society, Corporate Sector etc.

❑ Developmental Policies and Laws of Government: Environmental, Social, Industrial.

❑ Global Issues of Development: Conservation of Environment and Resources, Pollution etc.

D. Administrative Reforms:

❑ Reforms in Civil Service, Criminal Justice System etc.

❑ Administrative perspective on new problems of governance. Like, Terrorism, Naxalism, Cybercrimes, Social Media Reforms, Human Rights, Woman Issues etc.

❑ 2nd ARC recommendations and other important commissions.

❑ Reports by World Bank, UNPAN Report, IIPA Journal's Selected Articles, International Publications etc.

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PUB. AD. OPTIONAL EXPERT FOR UPSC

by: **Abhishiekh Saxena**

- ❑ **Abhishiekh Saxena Sir** is a seasoned faculty of Public Administration Optional for UPSC CSE having consistently delivered results.
- ❑ **An engineer by training**, having worked across IT Majors, Media, Education and UPSC Ecosystem brings unique and practical Perspectives to Public Administration.
- ❑ **9+ Years of Teaching Experience** and consistent Results.
- ❑ Known for **Answer Writing and Marks Fetching hacks** he has **helped many candidates Qualify UPSC CSE**

STUDENT'S TESTIMONIALS

KHUSHHALI-SOLANKI (AIR 61, CSE 2023)

My friend told me about Abhishiekh Saxena Sir for daily answer writing for Public Administration. The telegram channel of sir and saw how sir uded to engage with his students on a daily basix. He answered every doubt of all candidates and told how | what|where to improve upon. So i would recommend pub adm optional students to try answer writing with sir.

CHANDARPRABHA SHARMA (AIR 289, CSE 2023)

Manoj Jha Sir, Abhishiekh Sir & entire incredible team of GSSCORE. I found GS SCORE's ANSWER WRITING PROGRAM for General Studies & also Abhishiekh Saxena Sir's AWP for Public Administration.I would write answers daily & GS SCORE Faculty, epecially Abhishiekh Sir wourld return & very detailed feedback on a one to one basis within hours the same day. What impressed me was the compassion of Team GS Score to dedicate their time.

PIYUSH GATHALA (AIR 574, CSE 2022)

From 235 to 283 Marks in Public Administration.
In this attempt , Abhishiekh Saxena Sir, with his insightful feedback on my Pub Ad answers really helped me give a better attempt.

GS SCORE
An Institute for Civil Services

CSE All India Ranking
PUB AD OPTIONAL Result

Success Is Where Preparation & Opportunity Meet

AIR **394** — CSE 2023

AIR **774** — CSE 2023

AIR **847** — CSE 2023

AIR **190** — CSE 2022

AIR **574** — CSE 2022

AIR **802** — CSE 2022

AIR **384** — CSE 2021

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CSE 2023

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