

PUBLIC ADMINISTRATION TEST SERIES 2021

TEST SERIES *cum* MENTORSHIP PROGRAMME



23

OCTOBER, 2021

PROGRAM
FEE



12000 + GST

- ➔ Total 12 Tests: 8 Sectional & 4 Mock Tests
- ➔ Two Concept Class before each Test
- ➔ Elaborate discussion will be provide of each Test
- ➔ Detailed Model Answer Hints
- ➔ Copy correction strictly by faculty only
- ➔ One on One discussion with Faculty
- ➔ Personalized Mentoring



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Mentor: NEERAJ KUMAR

TEST SCHEDULE

PAPER - 1

TEST NAME & DATE	TEST TOPICS
14 OCTOBER, 2021	ANSWER WRITING APPROACH CLASS
18 OCTOBER, 2021	CONCEPT CLASS 1
19 OCTOBER, 2021	CONCEPT CLASS 2
TEST-1 23 OCTOBER, 2021 PAPER 1	<ul style="list-style-type: none"> ○ Introduction Meaning, Scope and Significance of Public Administration Syllabus; Wilson's Vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice Approach; Challenges of liberalization, Privatisation, Globalisation; Good Governance: Concept and Application; New Public Management. ○ 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. Mc Gregor).
25 OCTOBER, 2021	CONCEPT CLASS 3

26 OCTOBER, 2021

CONCEPT CLASS 4**TEST - 2****30 OCTOBER, 2021****PAPER 1**

- ◉ **Administrative Behaviour**

Process and Techniques of Decision-making; Communication; Morale; Motivation Theories – Content, Process and Contemporary; Theories of Leadership: Traditional and Modern.

- ◉ **Organisations**

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.

- ◉ **Accountability and Control**

Concepts of Accountability & Control; Legislative, Executive & Judicial Control over Administration; Citizen & Administration; Role of Media, Interest Groups, Voluntary Organizations; Civil Society; Citizen's Charters; Right to Information; Social Audit.

- ◉ **Administrative Law**

Meaning, Scope and Significance; Dicey on Administrative Law; Delegated Legislation; Administrative Tribunals.

01 NOVEMBER, 2021

CONCEPT CLASS 5

02 NOVEMBER, 2021

CONCEPT CLASS 6**TEST - 3****06 NOVEMBER, 2021****PAPER 1**

- ◉ **Comparative Public Administration**

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.

- ◉ **Development Dynamics**

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.

- **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.

- **Public Policy**

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.

08 NOVEMBER, 2021

CONCEPT CLASS 7

09 NOVEMBER, 2021

CONCEPT CLASS 8

TEST - 4

13 NOVEMBER, 2021

PAPER 1

- **Techniques of Administrative Improvement**

Organisation and Methods, Work Study and Work Management; e-Governance and Information Technology; Management Aid Tools like Network Analysis, MIS, PERT, CPM.

- **Financial Administration**

Monetary and Fiscal Policies; Public Borrowings and Public Debt Budgets - Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit.

- **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.

PAPER - 2

15 NOVEMBER, 2021

CONCEPT CLASS 9

16 NOVEMBER, 2021

CONCEPT CLASS 10

PUBLIC ADMINISTRATION TEST SERIES

TEST - 5**20 NOVEMBER, 2021****PAPER 2**

- ◉ **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.

- ◉ **Philosophical and Constitutional Framework of Government**

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

- ◉ **Public Sector Undertakings:**

Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.

22 NOVEMBER, 2021**CONCEPT CLASS 11****23 NOVEMBER, 2021****CONCEPT CLASS 12****TEST - 6****27 NOVEMBER, 2021****PAPER 2**

- ◉ **Union Government and Administration**

Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

- ◉ **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.

- ◉ **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.

29 NOVEMBER, 2021**CONCEPT CLASS 13**

30 NOVEMBER, 2021

CONCEPT CLASS 14

TEST - 7

04 DECEMBER, 2021

PAPER 2

- ◉ **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.

- ◉ **Rural Development:**

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

- ◉ **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.

06 DECEMBER, 2021

CONCEPT CLASS 15

07 DECEMBER, 2021

CONCEPT CLASS 16

TEST - 8

11 DECEMBER, 2021

PAPER 2

- ◉ **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.

- ◉ **Administrative Reforms since Independence:**

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

- ◉ **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.

	<ul style="list-style-type: none">◦ Significant issues in Indian 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.
TEST - 9 14 DECEMBER, 2021	<ul style="list-style-type: none">◦ Full Test Paper-I
TEST - 10 14 DECEMBER, 2021	<ul style="list-style-type: none">◦ Full Test Paper-2
TEST - 11 18 DECEMBER, 2021	<ul style="list-style-type: none">◦ Full Test Paper-I
TEST - 12 18 DECEMBER, 2021	<ul style="list-style-type: none">◦ Full Test Paper-2

PROCEDURE FOR ONLINE TEST

- Students will be given user name and password to access the Test Series on our website: www.iasscore.in
- Student "My Account Section" for Test Series will contain following:
 - ▶ pdf of test question paper
 - ▶ pdf of model answer hint
 - ▶ Test discussion video
 - ▶ Toppers test copy of the particular test
 - ▶ Rank list of the students appeared in the test
- To write the test students have to download the PDF of test paper booklet or write the test in A4 sheet with proper spacing as per UPSC pattern. After writing the test send us back scanned copy in pdf format for evaluation.
- Further evaluated test copy will be sent back to the students within 15 days after receiving the answer sheet.
- Test discussion video will be uploaded into your account on the scheduled test date.
- Once student will receive evaluated copy, one to one discussion with concerned faculty/experts will be arranged via phone call or live interaction.