

# PUBLIC ADMINISTRATION TEST SERIES 2022

TEST SERIES *cum* MENTORSHIP PROGRAMME



**BATCH  
STARTS**  
**19  
JUNE, 2022**

**PUBLIC ADMINISTRATOR TEST SERIES**

**PROGRAMME FEE ₹ 12000 + GST**

**PUB AD. Q COURSE + TEST SERIES**

**PROGRAMME FEE ₹ 17000 + GST**

- ➡ Total 12 Tests: 8 Sectional & 4 Mock Tests
- ➡ Elaborate Discussion after each test
- ➡ Detailed Model Answer Hints
- ➡ One on One discussion after Copy Evaluation for Marks Improvement
- ➡ Personalised Mentorship

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Mentor: RAJEEV CHOUDHARY & ABHISHIEKH SAXENA

# TEST SCHEDULE

| TEST NO. & DATE                         | TEST TOPICS  |
|---|--|
| <b>TEST-1</b><br><b>19 JUNE, 2022</b>   | <ul style="list-style-type: none"> <li> <b>Introduction</b><br/> 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. </li> <li> <b>Accountability and Control</b><br/> 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 Charters; Right to Information; Social Audit. </li> </ul> |
| <b>TEST - 2</b><br><b>26 JUNE, 2022</b> | <ul style="list-style-type: none"> <li> <b>Administrative Thought</b><br/> 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). </li> </ul>   |

| TEST NO. & DATE                         | TEST TOPICS   |
|---|---|
| <b>TEST - 3</b><br><b>03 JULY, 2022</b> | <ul style="list-style-type: none"> <li> <b>◉ Organisations</b><br/> 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. </li> <li> <b>◉ Personnel Administration</b><br/> 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>   |
|   | <ul style="list-style-type: none"> <li> <b>◉ Administrative Behaviour</b><br/> 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><br/> Meaning, Scope and Significance; Dicey on Administrative Law; Delegated Legislation; Administrative Tribunals. </li> <li> <b>◉ Public Policy</b><br/> 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. </li> <li> <b>◉ Techniques of Administrative Improvement</b><br/> Organisation and Methods, Work Study and Work Management; e-Governance and Information Technology; Management Aid Tools like Network Analysis, MIS, PERT, CPM. </li> </ul> |

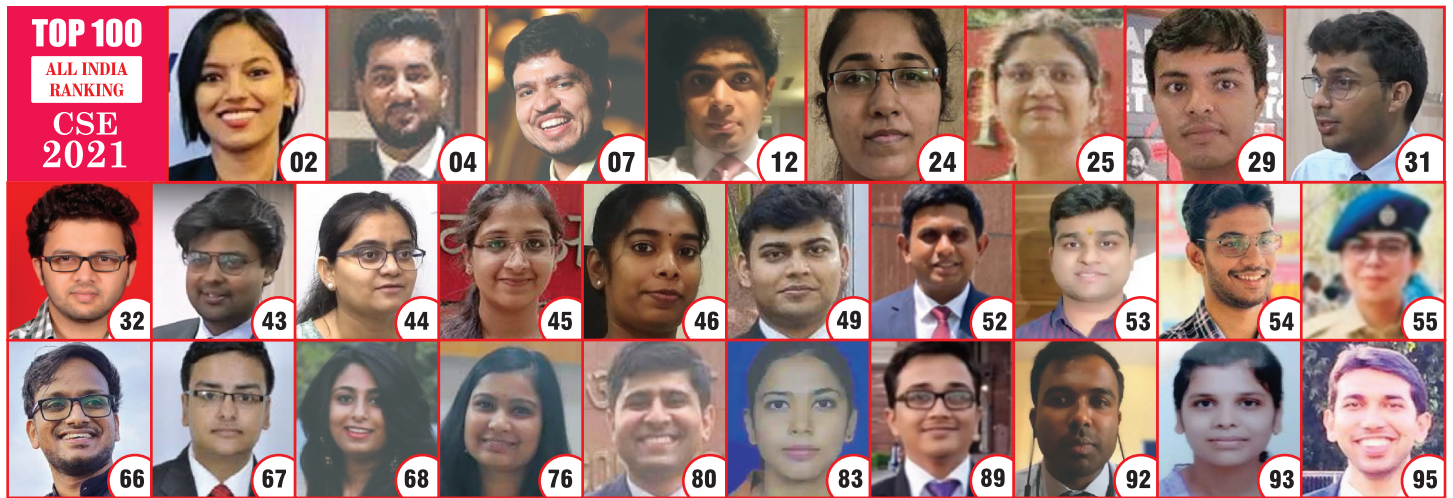
| TEST NO. & DATE                         | TEST TOPICS   |
|---|---|
| <b>TEST - 4</b><br><b>10 JULY, 2022</b> | <ul style="list-style-type: none"> <li> <b>◉ Comparative Public Administration</b><br/> Historical and sociological factors affecting administrative systems; Administration and politics in different countries; Current status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique. </li> <li> <b>◉ Development Dynamics</b><br/> 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. </li> <li> <b>◉ Financial Administration</b><br/> Monetary and Fiscal Policies; Public Borrowings and Public Debt Budgets - Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit. </li> </ul> |
| <b>TEST - 5</b><br><b>17 JULY, 2022</b> | <ul style="list-style-type: none"> <li> <b>◉ Evolution of Indian Administration:</b><br/> Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government. </li> <li> <b>◉ Philosophical and Constitutional Framework of Government</b><br/> Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development. </li> <li> <b>◉ Public Sector Undertakings:</b><br/> Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization. </li> </ul>   |

| TEST NO. & DATE   | TEST TOPICS   |
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| <b>TEST - 6</b><br><b>24 JULY, 2022</b><br><b>PAPER 2</b> | <ul style="list-style-type: none"> <li> <b>Financial Management (Paper-II):</b><br/>           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><br/>           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><br/>           Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.         </li> </ul> |
| <b>TEST - 7</b><br><b>31 JULY, 2022</b><br><b>PAPER 2</b> | <ul style="list-style-type: none"> <li> <b>Union Government and Administration</b><br/>           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.         </li> <li> <b>State Government and Administration</b><br/>           Union-State administrative, legislative and 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   |
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| <b>TEST - 8</b><br><b>07 AUGUST, 2022</b><br><b>PAPER 2</b> | <ul style="list-style-type: none"> <li>◉ <b>Civil Services:</b><br/>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.</li> <li>◉ <b>Significant issues in Indian Administration:</b><br/>Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>◉ <b>District Administration since Independence</b><br/>Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.</li> <li>◉ <b>Rural Development:</b><br/>Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73<sup>rd</sup> Constitutional amendment.</li> <li>◉ <b>Urban Local Government:</b><br/><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.</li> </ul> |

| TEST NO. & DATE                            | TEST TOPICS  |
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|  | <ul style="list-style-type: none"><li>◉ <b>Law and Order Administration:</b><br/>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.</li></ul> |
| <b>TEST - 09</b><br><b>14 AUGUST, 2022</b> | <ul style="list-style-type: none"><li>◉ <b>Full Test Paper-I</b></li></ul>   |
| <b>TEST - 10</b><br><b>14 AUGUST, 2022</b> | <ul style="list-style-type: none"><li>◉ <b>Full Test Paper-2</b></li></ul>   |
| <b>TEST - 11</b><br><b>21 AUGUST, 2022</b> | <ul style="list-style-type: none"><li>◉ <b>Full Test Paper-I</b></li></ul>   |
| <b>TEST - 12</b><br><b>21 AUGUST, 2022</b> | <ul style="list-style-type: none"><li>◉ <b>Full Test Paper-2</b></li></ul>   |





**SUCCESS IS A PRACTICE WE DO!**

