

PUBLIC ADMINISTRATION

MAINS TEST SERIES 2023

TEST SERIES *cum* MENTORSHIP PROGRAMME



15

OCTOBER, 2022



TEST TIMINGS:

9:00 AM to 12:00 NOON



PROGRAMME FEE:

12000 + GST



8448496262



www.iasscore.in

Mentor: RAJEEV CHOUDHARY
& ABHISHIEKH SAXENA



Total 16 Tests:

- 6 Basic Level Tests
- 6 Advance Level Tests
- 4 Mock Tests



**Elaborate Discussion
after each test**



**Detailed Model Answer
Hints**



**Copy Evaluation &
Discussion**

TEST SCHEDULE

BASIC LEVEL TEST

TEST NO. & DATE

TEST TOPICS

Approach to Public Administration Optional

PRINCIPLES OF ADMINISTRATION (PAPER 1)

TEST-01

15 OCTOBER,
2022

◉ Introduction (Unit 1)

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, privatisation, globalisation; Good Governance: Concept and Application; New Public Management.

◉ Comparative Public Administration (Unit-7)

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 (Unit-8)

Concept of development; Changing profile of development administration; Anti-development thesis; Bureaucracy and development; Strong state versus the market debate; Impact of liberalisation on

	<p>administration in developing countries; Women and development - the self-help group movement.</p> <p>◉ Administrative Law (Unit 6) Meaning, Scope and Significance; Dicey on Administrative Law; Delegated Legislation; Administrative Tribunals.</p>
<p>TEST-02</p> <p>30 OCTOBER, 2022</p>	<p>◉ Administrative Thought (Unit-2) 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).</p> <p>◉ Administrative Behaviour (Unit-3) Process and Techniques of Decision-making; Communication; Morale; Motivation Theories: Content, Process and Contemporary; Theories of Leadership: Traditional and Modern.</p> <p>◉ Techniques of Administrative Improvement (Unit-11) Organisation and Methods, Work Study and Work Management; e-governance and Information Technology; Management Aid Tools like Network Analysis, MIS, PERT, CPM.</p>
<p>TEST-03</p> <p>13 NOVEMBER, 2022</p>	<p>◉ Personal Administration (Unit-4) 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> <p>◉ Financial Administration (Unit-12) Monetary and Fiscal Policies; Public Borrowings and Public Debt Budgets - Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit.</p>

◉ **Public Policy (Unit-10)**

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.

◉ **Accountability & Control (Unit-5)**

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.

◉ **Organization (Unit-4)**

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.

Indian Administration (Paper 2)

TEST-04

**27 NOVEMBER,
2022**

◉ **Union Government & Administration (Unit-4)**

Executive, Parliament, Judiciary: structure, functions, work processes; Recent trends; Intra

-governmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

◉ **State Government & Administration (Unit-6)**

Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.

TEST-05

**11 DECEMBER,
2022**

◉ **District Government & Administration since Independence (Unit-7)**

Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

◉ **Law & Order Administration (Unit-13)**

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.

◉ **Civil Service in India (Unit-8)**

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.

◉ **Rural Development (Unit-11)**

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

◉ **Urban Local Government (Unit-12)**

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.

◉ **Plans and Priorities (Unit-5)**

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.

TEST-06

25 DECEMBER,
2022

- ◉ **Public Sector Undertakings (Unit-3)**

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

- ◉ **Financial Management (Unit-9)**

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.

- ◉ **Evolution of Indian Administration (Unit-11)**

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 (Unit-2)**

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

- ◉ **Significant Issues in Indian Administration (Unit-14)**

Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.

- ◉ **Administrative Reforms since Independence (Unit-8)**

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

ADVANCE LEVEL TEST

TEST NO. & DATE

TEST TOPICS

Principles of Public Administration (Paper 1)

TEST-07

**31 DECEMBER,
2022**

◉ Introduction (Unit 1)

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, privatisation, globalisation; Good Governance: Concept and Application; New Public Management.

◉ Comparative Public Administration (Unit-7)

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 (Unit-8)

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.

◉ Administrative Law (Unit 6)

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

TEST-08

**08 JANUARY,
2023**

◉ Administrative Thought (Unit-2)

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

	<p>of the Executive (C.I. Barnard); Simon's Decision-making Theory; Participative Management (R. Likert, C. Argyris, D. McGregor).</p> <ul style="list-style-type: none"> ◉ Administrative Behavior (Unit-3) Process and Techniques of Decision-making; Communication; Morale; Motivation Theories: Content, Process and Contemporary; Theories of Leadership: Traditional and Modern. ◉ Techniques of Administrative Improvement (Unit-11) Organisation and Methods, Work Study and Work Management; e-governance and Information Technology; Management Aid Tools like Network Analysis, MIS, PERT, CPM.
<p>TEST-09</p> <p>15 JANUARY, 2023</p>	<ul style="list-style-type: none"> ◉ Personal Administration (Unit-4) 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. ◉ Financial Administration (Unit-12) Monetary and Fiscal Policies; Public Borrowings and Public Debt Budgets - Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit. ◉ Public Policy (Unit-10) 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. <p>Accountability & Control (Unit-5)</p> <p>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.</p>

◉ **Organization (Unit-4)**

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.

Indian Administration (Paper 2)

TEST-10

**22 JANUARY,
2023**

◉ **Union Government & Administration (Unit-4)**

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

◉ **State Government & Administration (Unit-6)**

Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.

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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.

TEST-11

29 JANUARY,
2023

◉ Civil Service in India (Unit-8)

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.

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

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◉ Financial Management (Unit-9)

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.

TEST-12

**05 FEBRUARY,
2023**

◉ **Evolution of Indian Administration (Unit-11)**

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 (Unit-2)**

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

◉ **Significant Issues in Indian Administration (Unit-14)**

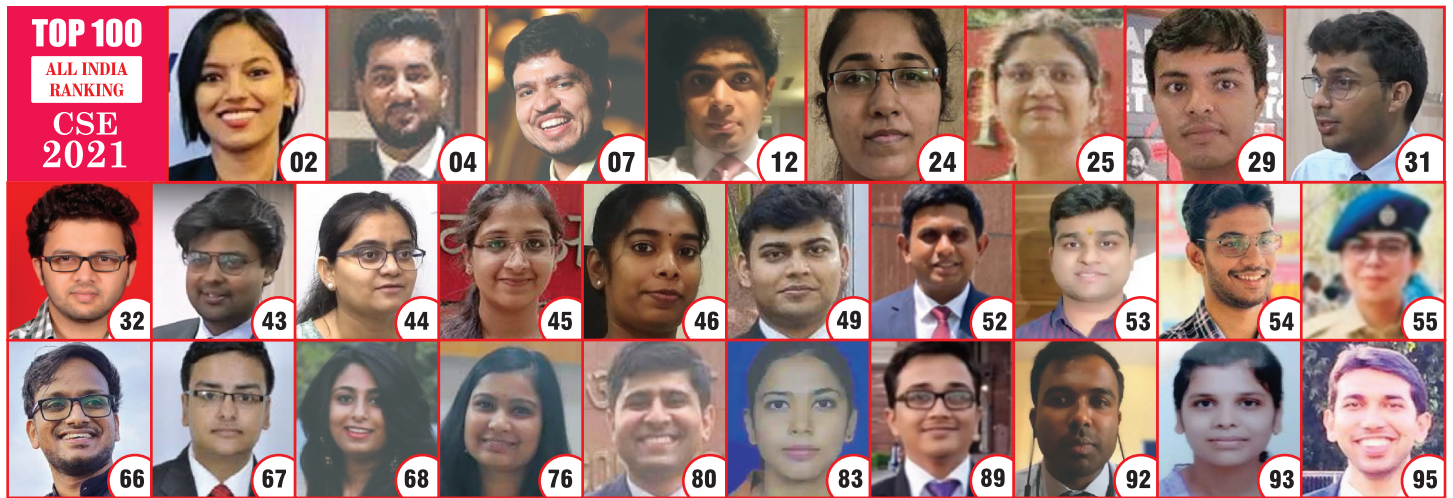
Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.

◉ **Administrative Reforms since Independence (Unit-8)**

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

AFTER PRELIMS

TEST - 13	MOCK 1 (PAPER I)
TEST - 14	MOCK 2 (PAPER II)
TEST - 15	MOCK 3 (PAPER I)
TEST - 16	MOCK 4 (PAPER II)



SUCCESS IS A PRACTICE WE DO!

