

# PUBLIC ADMINISTRATION TEST SERIES 2022



# 21

**NOVEMBER, 2021****PROGRAM  
FEE****12000 + GST**

- ➡ Total 12 Tests to comprehensively cover the entire syllabus and beyond 8 Sectional and 2 Mocks of Paper 1 & Paper 2 each.
- ➡ Balanced Question papers to cover all aspects, with focus on both Theory and Application of Concepts.
- ➡ Special attention to help develop an organic linkage between Papers 1 & 2.
- ➡ One session on "The Art of Answer Writing" which will be useful in all GS Papers with special focus on Public Administration Paper.
- ➡ Two session on ARC-2 Reports to add more value your answers.
- ➡ One session on Latest important Reports like Finance Commission, Economic Survey, NITI Ayog reports etc.
- ➡ Efficient answer-book correction and actionable feedback.

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# TEST SCHEDULE

## PAPER - 1

TEST NAME & DATE	TEST TOPICS
<b>TEST-1</b> <b>21 NOVEMBER, 2021</b> <b>PAPER 1</b>	<ul style="list-style-type: none"> <li>◉ <b>Introduction</b>  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>Administrative Thought</b>  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>
<b>TEST - 2</b> <b>28 NOVEMBER, 2021</b> <b>PAPER 1</b>	<ul style="list-style-type: none"> <li>◉ <b>Administrative Behaviour</b>  Process and Techniques of Decision-making; Communication; Morale; Motivation Theories – Content, Process and Contemporary; Theories of Leadership: Traditional and Modern.</li> </ul>

TEST - 3

05 DECEMBER, 2021

PAPER 1

**◉ 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.

**◉ 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.

**TEST - 4****12 DECEMBER, 2021****PAPER 1****◉ 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.

**◉ 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****TEST - 5****26 DECEMBER, 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.

**TEST - 6****09 JANUARY, 2022****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.

## TEST - 7

23 JANUARY, 2022

## 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; 73<sup>rd</sup> Constitutional amendment.

- ◉ **Urban Local Government:**

**Municipal Governance:** 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.

## TEST - 8

06 FEBRUARY, 2022

## 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.

**◉ 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.

**AFTER PRELIMS****TEST 9****◉ Full Test Paper-I****TEST 10****◉ Full Test Paper-2****TEST 11****◉ Full Test Paper-I****TEST 12****◉ Full Test Paper-2**



**TOP 100**  
ALL INDIA RANKING  
CSE 2020

8	9	12	13	14	16	17	19	20
24	26	28	30	31	36	38	41	45
50								
51	52	55	56	58	59	67	68	70
71	73							
74	76	78	83	84	85	86	89	93
98	99	100						

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**TOP 100**  
ALL INDIA RANKING  
CSE 2019

3	6	10	11	16	17	21	22	28
30	33	38	39	42	44	46	53	54
59	66	69						
70	72	77	78	80	82	84	86	87
94	97	98						

**TOP 100**  
ALL INDIA RANKING  
CSE 2018

2	3	5	7	27	36	37	40	44
49								
51	52	56	58	62	74	81	89	92
94	98	100						

**TOP 100**  
ALL INDIA RANKING  
CSE 2017

3	10	19	31	33	35	40	41	44
45	48							
54	57	63	64	68	71	75	77	80
83	93	97	100					