



An Institute for Civil Services

IAS
2024

PUB. AD.

MAINS TEST SERIES 2024

TEST SERIES *cum* MENTORSHIP PROGRAMME



ANSWER
WRITING



COPY
EVALUATION



PERSONALIZED
MENTORSHIP



Total 12 Tests: 8 Sectional & 4 Mock Tests



Pre-test and Post-test Mentorship to Identify target area and Improvement



Elaborate Discussion after each test



Detailed Model Answer Hints



Copy Evaluation & Discussion:

- After submission of Copy, Evaluation will be done within a week.
- After Copy Evaluation One to One Discussion with Faculty will be conducted

PROGRAMME
FEE



PUB. AD. TEST SERIES

12000 +GST

with PUB. AD. ADVANCE

17000 +GST



25

JULY, 2024



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Mentor: ABHISHIEKH SAXENA



TEST SCHEDULE

TEST NO. & DATE	TEST TOPICS
TEST-1 25 JULY, 2024	<ul style="list-style-type: none"> ▣ Introduction <ul style="list-style-type: none"> ◦ 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. ▣ Accountability and Control <ul style="list-style-type: none"> ◦ 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.
TEST-2 28 JULY, 2024	<ul style="list-style-type: none"> ▣ Administrative Thought <ul style="list-style-type: none"> ◦ 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).

TEST NO. & DATE	TEST TOPICS
TEST-3 01 AUGUST, 2024	<ul style="list-style-type: none">▣ Organisations<ul style="list-style-type: none">◦ 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.▣ Personnel Administration<ul style="list-style-type: none">◦ 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.
	<ul style="list-style-type: none">▣ Administrative Behaviour<ul style="list-style-type: none">◦ Process and Techniques of Decision-making; Communication; Morale; Motivation Theories – Content, Process and Contemporary; Theories of Leadership: Traditional and Modern.▣ Administrative Law<ul style="list-style-type: none">◦ Meaning, Scope and Significance; Dicey on Administrative Law; Delegated Legislation; Administrative Tribunals.▣ Public Policy<ul style="list-style-type: none">◦ 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.

TEST NO. & DATE	TEST TOPICS
	<ul style="list-style-type: none"> ▣ Techniques of Administrative Improvement <ul style="list-style-type: none"> ◦ Organisation and Methods, Work Study and Work Management; e-Governance and Information Technology; Management Aid Tools like Network Analysis, MIS, PERT, CPM.
TEST-4 04 AUGUST, 2024	<ul style="list-style-type: none"> ▣ Comparative Public Administration <ul style="list-style-type: none"> ◦ 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 <ul style="list-style-type: none"> ◦ 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. ▣ Financial Administration <ul style="list-style-type: none"> ◦ Monetary and Fiscal Policies; Public Borrowings and Public Debt Budgets - Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit.
TEST-5 11 AUGUST, 2024	<ul style="list-style-type: none"> ▣ Evolution of Indian Administration: <ul style="list-style-type: none"> ◦ Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.

TEST NO. & DATE	TEST TOPICS
TEST-6 18 AUGUST, 2024 PAPER 2	<ul style="list-style-type: none">❑ Philosophical and Constitutional Framework of Government<ul style="list-style-type: none">◦ Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.❑ Public Sector Undertakings:<ul style="list-style-type: none">◦ Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.
	<ul style="list-style-type: none">❑ Financial Management (Paper-II):<ul style="list-style-type: none">◦ 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.❑ Plans and Priorities<ul style="list-style-type: none">◦ 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.❑ Administrative Reforms since Independence:<ul style="list-style-type: none">◦ Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

TEST NO. & DATE

TEST TOPICS

TEST-7**21 AUGUST, 2024****PAPER 2**
▣ Union Government & 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.

▣ State Government & Administration

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

▣ 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.

▣ 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-8**25 AUGUST, 2024****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.

TEST NO. & DATE	TEST TOPICS
	<ul style="list-style-type: none"> ▣ Rural Development: <ul style="list-style-type: none"> ◦ Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment. ▣ Urban Local Government: <ul style="list-style-type: none"> ◦ 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. ▣ Law and Order Administration: <ul style="list-style-type: none"> ◦ 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-09 28 AUGUST, 2024	<ul style="list-style-type: none"> ◦ Full Test Paper-I
TEST-10 28 AUGUST, 2024	<ul style="list-style-type: none"> ◦ Full Test Paper-2
TEST-11 01 SEPT, 2024	<ul style="list-style-type: none"> ◦ Full Test Paper-I
TEST-12 01 SEPT, 2024	<ul style="list-style-type: none"> ◦ Full Test Paper-2

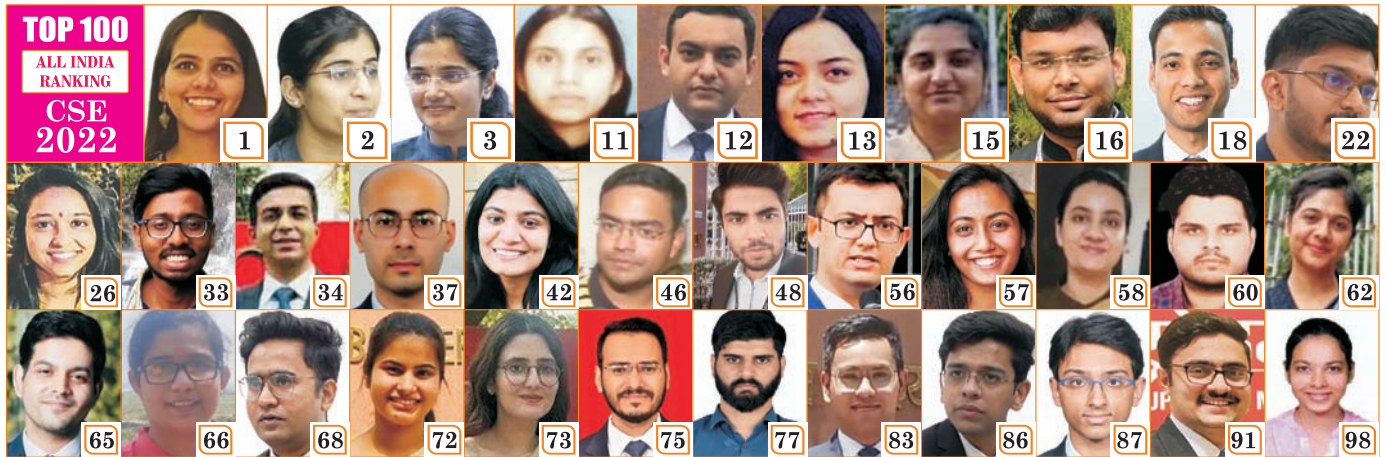


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