



An Institute for Civil Services

IAS 2019

PUBLIC ADMINISTRATION TEST SERIES 2019

by: ASHUTOSH PANDEY



CLASSROOM



ONLINE



FLEXI FORMAT

PROGRAMME HIGHLIGHTS

- Total 9 Tests: 7 Sectional Tests & 2 Mock Tests
- Elaborate discussion will be followed after each Test
- Detailed Model Answer Hints
- Copy correction strictly by faculty only
- One on One discussion after Copy Evaluation
- Flexible timings for Classroom & Online Students
- Online support for all Students

PUB. ADM. TEST SERIES
FEE: ₹. 10,000 + GST

PUB. ADM. TEST SERIES + ADVANCE
FEE: ₹. 18,000 + GST

TEST
STARTS

22 JUNE
2019

Test Timings: 9:00 AM to 12:00 Noon

Class Timings: Same Day (12:15 PM Onwards)



TEST SCHEDULE

PAPER - 1

TEST 01

22 JUNE

Unit-I : Introduction

- ▶ 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.

Unit-II : 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. McGregor).
- ▶ New Public Management.

TEST 02

29 JUNE

Unit-III : Administrative Behaviour

- ▶ Process and techniques of decision-making.
- ▶ Communication.
- ▶ Morale.
- ▶ Motivation Theories – content, process and contemporary.
- ▶ Theories of Leadership: Traditional and Modern.
- ▶ Unit-IV : Organizations

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

TEST 03

06 JULY

Unit-V: Accountability & Control

- ▶ Legislative, Executive and Judicial control over administration
- ▶ Citizen & Administration

- ▶ Role of media, interest groups, voluntary organizations
- ▶ Civil Society
- ▶ Citizen's Charters

- Right to Information
- Social Audit

◉ Unit-VI: Administrative Law

- Meaning, scope and significance.
- Dicey on Administrative law.
- Delegated legislation.
- Administrative Tribunals.

◉ Unit-VII: 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.

📅 TEST 04

📅 13 JULY

◉ Unit-VIII : Development Administration

- 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.

◉ Unit-IX : 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.

◉ Unit-X : 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.

◉ Unit-XI: 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.

◉ Unit-XII : Financial Administration

- Monetary and fiscal policies.
- Public borrowings and public debt
- Budgets - types and forms.
- Budgetary process.
- Financial accountability.
- Accounts and audit.

◉ Unit-XIII: 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 05

📅 20 JULY

◉ Unit-I: 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.

◉ Unit-II: Philosophical & Constitutional Framework

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

◉ Unit-III: Public Sector Undertakings

- Public sector in modern India.
- Forms of Public Sector Undertakings.
- Problems of autonomy, accountability and control.

- Impact of liberalization and privatization.

◉ Unit-IV: Plans & 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.

📅 TEST 06**📅 27 JULY****◉ Unit-V: 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.

- Council of Ministers.
- Chief Secretary.
- State Secretariat.
- Directorates

◉ Unit-VII :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.

◉ Unit-VI: State Government & Administration

- Union-State administrative, legislative and financial relations.
- Role of the Finance Commission; Governor.
- Chief Minister.

◉ Unit-VIII : Rural Development

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

📅 TEST 07**📅 03 AUGUST****◉ Unit-IX :Urban Local Development**

- 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.

◉ Unit-X :Civil Services

- Constitutional position.

- Structure, recruitment, training and capacity-building.
- 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.

- **Unit-XI :Administrative Reforms Since Independence**
 - Major concerns.
 - Important Committees and Commissions.
 - Reforms in financial management and human resource development.
 - Problems of implementation.
- **Unit-XII : Law & 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
- **Unit-XIII : 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 08
 **17** AUGUST

Mock 1 (Paper - 1) + Mock 1 Paper 2
TEST 09
 **24** AUGUST

Mock 2 (Paper - 1) Mock 2 Paper 2
PROCEDURE FOR ONLINE TEST

- You will get a login ID and a password to access your account on the website. Test will be available on the scheduled date in your account in pdf format.
- To write the test you have to download the PDF and after writing the test send us scan copy at testseries@iasscore.in for evaluation.
- Evaluated answer sheets with proper feedback, comment, and guidance along with the paper analysis based on difficulty level & nature of questions will be sent back to students by email within 15 days after receiving the answer sheet.
- Detailed model answers' hint along with supplementary information on the topics asked in tests will be provided.
- Evaluation will be based on micro-performance analysis of students.
- Video session of the post-test discussion would also be provided along with the model answers' hint.
