



PUBLIC ADMINISTRATION TEST SERIES 2020 by: ASHUTOSH PANDEY

FLEXI FORMAT

PROGRAMME HIGHLIGHTS

- Total 11 Tests: 7 Sectional Tests & 4 Mock Tests
- 2 Classes of 2nd ARC
- Elaborate discussion followed after Test
- Detailed Model Answer Hint

Copy correction strictly by faculty only

www.iasscore.in

- One to One discussion after Copy Evaluation
- Flexible timings for Classroom & **Online Students**
- Online support for all Students

PUB. ADM. TEST SERIES FEE: ₹. 12,000 + GST







TEST SCHEDULE

Answer Writing Class

• Paper 1 & Paper 2

🛗 **28** SEPTEMBER, 2019

05 OCTOBER, 2019

PAPER - 1

TEST 01

• 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.

o 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 & others).
- Functions of the Executive (C.I. Barnard).
- Simon's decision-making theory.
- Participative Management (R. Likert, C. Argyris, D. McGregor).
- New Public Management.

(B) TEST 02

Unit-III : Administrative Behaviour

- > Process and techniques of decision-making.
- ► Communication.
- Morale.
- Motivation Theories content, process and contemporary.
- Theories of Leadership: Traditional and Modern.

🛗 19 OCTOBER, 2019

o 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

• 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.

🕲 TEST 04

• 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,

- 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.

16 NOVEMBER, 2019

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.



02 NOVEMBER, 2020



PAPER - 2

(E) TEST 05

- 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.

30 NOVEMBER, 2019

14 DECEMBER, 2019

🛗 28 DECEMBER, 2019

o 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.

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() 2nd ARC Class - 1

2nd ARC Class - 1 (4 Hrs)

🕞 TEST 06

- 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.

Unit-VI: 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
- 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-VIII : Rural Development

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

TEST 07

• Unit-IX :Urban Local Development

- Municipal governance: main features, structures, finance and problem areas.
- ► 74th Constitutional Amendment.
- Global-Local debate.
- Development Dynamics, Politics and Administration with special reference to city management.
- ► New Localism.

Unit-X :Civil Services

- Constitutional position.
- Structure, recruitment, training and capacitybuilding.
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- 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.

2nd ARC Class - 2

2nd ARC Class - 2 (4 Hrs)

TEST 08

Mock 1: Paper - I

(D) TEST 09

Mock 2: Paper - II

TEST 10

Mock 3: Paper - I

TEST 11

Mock 4: Paper - II

🛗 **11** JANUARY, 2020

- 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.

🛗 **18** JANUARY, 2020

AFTER PRELIMS

AFTER PRELIMS

AFTER PRELIMS

🛗 AFTER PRELIMS





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.
