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Public Administration Syllabus for Uttarakhand State
Civil Services Main Exam-2011

PUBLIC ADMINISTRATION
PAPER-I
ADMINISTRATIVE THEORY

- I. **Basic Premises:**
Meaning, scope and significance of Public Administration; Evolution of Public Administration as a discipline; Private and Public Administration; Public Administration as an art and a science; Its role in developed and developing societies; Ecology of administration-social, political, economic and cultural; New Public Administration.
- II. **Theories of Organisation:**
Scientific management (Taylor and his associates); Bureaucratic theory (Max Weber); Classical theory (Henri Fayol, Luther Gulick and others); Human Relations theory (Elton Mayo and his colleagues); Systems approach (Chester Barnard).
- III. **Principles of Organization:**
Hierarchy; Unity of Command; Power, Authority and Responsibility; Co-ordination; Span of Control; Supervision; Centralisation and Decentralisation; delegation.
- IV. **Administrative Behavior:**
Decision-making with special reference to the contribution of Herbert Simon; Theories of Communication, Morale, Motivation (Maslow and Herzberg) and Leadership.
- V. **Structure of Organisation:**
Chief Executive and his/her functions; Line Staff and auxiliary agencies; Departments; Corporations; Companies; Boards and Commissions; Head quarters and field relationship.
- VI. **Personnel Administration:**
Bureaucracy and Civil Services; Classification Recruitment; Training Career development; Performance appraisal; Promotion; Pay structuring; Service conditions; Integrity and Discipline; Employer-employee relations; Retirement benefits; Generalists and Specialists; Neutrality and Anonymity.
- VII. **Financial Administration:**
Concept of Budget; Preparation and execution of the Budget; Performance Budgeting; Legislative control; Accounts and Audit.
- VIII. **Accountability and Control:**
Concept of Accountability and Control; Legislative, Executive and Judicial control over Administration; Citizens control over Administration.
- IX. **Administrative Reforms:**
Concept and processes of Administrative Reforms; O&M; Work study and its techniques; Problems and Prospects.
- X. **Administrative Law:**
Concept and significance of Administrative Law; Delegation: Meaning, types, advantages, limitations and safeguards; Administrative Tribunals.
- XI. **Comparative and Development Administration:**
Meaning, nature and scope of Comparative Public Administration; Contribution of Fred Riggs with special reference to the Prismatic-Sala model; Concept, scope and significance of Development Administration; Political, Economic and Socio-cultural context of Development Administration; Concept of Administrative Development.
- XII. **Public Policy:**
Concept and significance of Policy and Policy-making in Public Administration; Processes of formulation and implementation.

PAPER-II
INDIAN ADMINISTRATION

- I. **Evolution of Indian Administration:**
Kautilya's view; Major landmarks of Mughal and British periods.
- II. **Constitutional Setting:**
Parliamentary democracy; Federalism; Planning; Socialism.
- III. **Political Executive at the Union Level:**
President; Prime Minister; Council of Ministers; Cabinet Committees.
- IV. **Structure of Central Administration:**
Secretariat; Cabinet Secretariat; Ministries and Departments; Boards and commissions
Field Organisation.
- V. **Center-State Relations:**
Legislative, Administrative, Planning and Financial.
- VI. **Public Service:**
All India, Central and State Services, Union and State Public Service Commissions
Training of civil servants.
- VII. **Machinery for Planning:**
Plan formulation at the national level; National Development Council; Planning
Commission; Planning Machinery at the State and District Levels.
- VIII. **Public Sector Undertaking:**
Forms; Top-level Management; control and problems.
- IX. **Control of Public Expenditure:**
Parliamentary Control; Role of the Finance Ministry; controller & Auditor General.
- X. **Administration of Law and Order:**
Role of Central and State agencies in Maintenance of Law and Order.
- XI. **State Administration:**
Governor; Chief Minister; Council of Ministers; Chief Secretary; Secretariat, Directorates.
- XII. **District Administration:**
Role and importance; District Magistrate, Land Revenue; Law and Order, and Development
functions; District Rural Development Agency; Special Programmes for Rural Areas.
- XIII. **Local Administration:**
Panchayati Raj and Urban Local Government: features, forms and problems; Autonomy of
local bodies.
- XIV. **Administration for Welfare:**
Administration for the welfare of weaker sections with particular reference to Scheduled
Castes, Scheduled Tribes; Programmes for the welfare of Women.
- XV. **Issue Areas in Indian Administration:**
Relationship between political and permanent executives; Generalists and Specialists in
Administration; Integrity in Administration; People's participation in Administration;
Redressal of Citizens, Grievances; Lok Pal and Lok Ayuktas; Administrative Reforms in
India.