

HOW TO WRITE BEST ANSWER?

What does an Examiner look in your Answer?

- YOUR ADMINISTRATIVE ABILITY?
- YOUR ANALYTICAL ABILITY?
- STRUCTURE & PRESENTATION OF ANSWER (Alignment Competence, Context Competence, Content Competence, Language Competence, Introduction Competence, Structure – Presentations Competence, Conclusion Competence)?
- YOUR KNOWLEDGE BASE AND CONCEPTUAL UNDERSTANDING

Why aspirants do not score well in their Mains Examination?

What can be the Probable Reason ?

JOIN OUR DISTANCE LEARNING PROGRAMME IMMEDIATELY, WE ALSO PROVIDE MODEL ANSWERS OF TEST PAPERS.

EFFECTIVE ANSWER WRITING EVALUATION PROGRAMME

**PUNJAB PCS MAIN EXAM 2012
PUBLIC ADMINISTRATION(OPTIONAL SUBJECT)
TEST SERIES(20 TESTS)**

You will get:

Study Plan-I

- Mock Test Papers & answer booklet
- Study material (**Model answers**)
- Evaluated Answer sheet by experts with proper comments & guidance.

The pattern of PSC Mains exam is very dynamic and unpredictable. Therefore Mock Test papers should be designed based on latest pattern of PPSC.

FEE:6000/-

Helpline : 08607570992,09728926678

PUBLIC ADMINISTRATION PAPER – I

TEST-1

10-1-2013 (can be rescheduled according your study plan)

Administrative Theory

1. 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.

2. 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).

3. Administrative Behaviour:

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

4. 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.

5. Accountability and control:

Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.

6. Administrative Law:

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

TEST-2

17-1-2013

7. 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.

8. Development Dynamics:

Concept of development; Changing profile of development administration; 'Antidevelopment 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.

9. 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.

10. 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.

11. 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.

12. Financial Administration:

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

TEST-3	FULLTEST	20-1-2013
TEST-4	FULLTEST	22-1-2013
TEST-5	FULLTEST	24-1-2013
TEST-6	FULLTEST	26-4-2013
TEST-7	FULLTEST	28-4-2013
TEST-8	FULLTEST	30-4-2013
TEST-9	FULLTEST	1-2-2013
TEST-10	FULLTEST	2-2-2013

- This test series is scheduled according to PPSC MAIN EXAM DATE FEB 2013. Aspirants can reschedule test date based on their plan.

- **NOTE:**

1. Question Papers of the Mock Test & answer sheet will be dispatched through air mail/courier/speedpost/by hand before the date of Mock Test .
2. Evaluated answer sheet with proper Comments, Feedback & Guidelines & next Question paper of the Mock Test will be sent on scheduled dates of dispatch respectively. We will also provide answer format / synopsis of Mock test papers.
3. You are advised to return the answer booklet at the earliest, so that our expert can evaluate in time. The evaluated answer booklet will be returned with the successive test.
4. Date of dispatch can be rescheduled on the demand of the candidate

PUBLIC ADMINISTRATION PAPER – II

TEST-1 10-1-2013 (can be rescheduled according your study plan)

Indian Administration :

1. 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.

2. Philosophical and Constitutional framework of Government:

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

3. Public Sector Undertakings:

Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.

4. 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.

5. 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.

6. 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.

7. 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-2

17-12013

8. 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.

9. Financial Management:

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.

10. Administrative Reforms since Independence:

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

11. Rural Development:

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

12. Urban Local Government:

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.

13. 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.

14. Significant issues in Indian Administration :

Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration; inter—face; Corruption and administration Disaster management.

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