

STATE ELIGIBILITY TEST FOR TELANGANA & ANDHRA PRADESH STATES
(SET - TS & AP) -2014

Code No.: **21**

Subject: **PUBLIC ADMINISTRATION**

PAPER -II & PAPER -III

SYLLABUS

PAPER - II

1. Theory of Public Administration

Public Administration — Meaning, Nature and Scope, Public and Private Administration, New Public Administration, New Public Management.

Administrative Thinkers — Kautilya, Woodrow Wilson, Gulick and Urwick, Max Weber, F. W. Taylor, Henri Fayol, M. P. Follet, Elton Mayo, C.I. Barnard, Herbert Simon, D. H. McGregor, Abraham Maslow, Herzberg, Chris Argyris and Fred Riggs.

Theories — Classical, Human Relations, Bureaucratic, Public Choice and Principal Agent relationship.

Approaches to the study of Public Administration — Scientific Management, Behavioural Systems, Structural-Functional, Decision-making, Public Policy and Marxian.

Organisation — Bases of Organisation, Formal and Informal, Principles of Organisation — Hierarchy, Span of Control, Unity of Command, Delegation, Decentralisation and Coordination ; Line-Staff Agencies.

Leadership, Motivation and Communication.

2. Comparative Public Administration

Comparative Public Administration — Nature and Scope.

Theories and Models of Comparative Public Administration — Contributions of Fred Riggs, Montgomery and Ferrel Heady.

A comparative Study of the Administration, Institutions and Processes in U.K., U.S.A., and India.

Various Control Mechanisms over Administration in U.K. U.S.A. and India.

Citizen and Administration — Machinery for redressal of citizen's grievances in U.K., U.S.A. and India.

3. Development Administration

Development Administration — Meaning, Nature and Scope, Concept of Development Administration ; Development Administration and Traditional Administration ; Characteristics of Administration in Developed and Developing Countries.

Public and Private Sectors and their Administration.

Planning — Projects and Plan Formulation, Plan Implementation and Evaluation.

Bureaucracy and Development Administration — Role of Bureaucracy in Plan Formulation and its Implementation.

Development Administration — Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists. People's Participation in Development.

International Aid and Technical Assistance programmes — IMF, IBRD, WTO.

4. Indian Administration

Administrative Legacies at the time of Independence — Civil Services ; District and Revenue Administration.

Organisation of Government at the Central level — Organisation of Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O.

Organisation of Government at the State level — Secretariat, Role of Chief Secretary, Organisation of Ministries, Departments and Directorates.

Personnel Administration — Classification of Services, Recruitment, Recruitment Agencies — U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations, Employer-Employee Relations.

Financial Administration — Budget, Enactment of Budget, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor-General.

Plans — Five-Year Plans, Formulation of Plans, Planning Commission, National Development Council, Plan Implementation.

Centre-State Relations — Legislative, Administrative and Financial, Finance Commission.

Control over Administration — Legislative, Executive and Judicial Control, Transparency, Accountability and Administrative Responsiveness.

District Administration — Organisation of District Administration, Role of District Collector in Development, Local Government — Rural and Urban, Panchayati Raj Institutions and their Role in Development.

Citizen and Administration — Lokpal and Lokayukta.

Delegated Legislation and Administrative Adjudication.

Administrative Reforms in India since Independence.

5. Research Methodology

Types of Research

Identification of Problem and Preparation of Research Design.

Research Methods in Social Sciences.

Hypothesis.

Sampling — Various Sampling Procedures.

Tools of Data Collection — Questionnaire, Interview, Content Analysis.

Processing of Data.

Measures of Central Tendency — Mean, Mode and Median.

Report Writing.

6. Social and Economic Administration

Meaning, Nature and Scope of Social Welfare and Social Justice.

Central Social Welfare Board and State Social Welfare Boards.

Major Social Sectors — Health and Education.

Industrial Policy Resolutions and Growth of Public Sector in India.

Public Sector — Features, Problems of Management, Accountability and Autonomy.

New Economic Policy — Liberalisation, Privatisation and Globalisation.

7. Local Governments — Rural and Urban

Meaning, Nature and Scope of Local Governments

Major Features and Structure of Local Government in U.K., U.S.A., France and India

73rd and 74th Constitutional Amendments in India

Functions and Role of Local Governments in India

State-Local Relations in India

PAPER - III (A)

Unit - I

Public Administration — Meaning, Nature and Scope, Public and Private Administration, New Public Administration, New Public Management.

Unit - II

Organisation — Bases of Organisation — Formal and Informal, Principles of Organisation, Hierarchy, Span of Control, Unity of Command, Delegation, Decentralisation, Co-ordination and Line & Staff Agencies.

Unit - III

Administrative Thinkers — Kautilya, Woodrow Wilson, Luther Gullick and Lyndall Urwick, Max Weber, F. W. Taylor, Henry Fayol, M.P. Follet, Elton Mayo, Chester Barnard, Herbert Simon, D.H. McGregor, Abraham Maslow, Frederick Herzberg and Chris Argyris.

Unit - IV

Theories and Models of Comparative Public Administration — Contributions of Fred Riggs, Montgomery and Ferrel Heady.

A Comparative Study of the Administration, Institutions and Processes in U.K., U.S.A. and India.

Unit - V

Development Administration — Meaning, Nature and Scope, Concept of Development Administration, Development Administration and Traditional Administration, Characteristics of Administration in Developed and Developing Countries.

Bureaucracy and Development Administration.

Unit - VI

Indian Administration — Organisation of the Union Government — Central Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O.

Organisation of the State Government — Secretariat, Role of Chief Secretary, Organisation of Departments and Directorates.

Unit - VII

Personnel Administration — Classification of Services, Recruitment, Recruitment Agencies — U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations, Employer-Employee Relations.

Financial Administration — Budget — Meaning, Preparation and Enactment, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor-General.

Unit - VIII

Research Methodology — Research Methods in Social Sciences.

Types of Research, Sampling, Tools of Data Collection.

Unit - IX

Structure of District Administration, Role of District Collector, Local Government — Rural and Urban : Structure, Functions and Role, Finances ; State-Local Relations.

Unit - X

Social and Economic Administration — The Concept of Social Welfare, Social Justices and Social Change.

The Concepts of Liberalisation, Privatisation and Globalisation — The New Economic Policy.

Role of Voluntary and Non-governmental Agencies in Socio-economic Development.

PAPER - III (B)

Unit - I

Public Policy — Meaning, Types and Significance.

Approaches to Public Policy.

Institutional Arrangements for Policy-making.

Policy-making Process, Policy Implementation, Policy Education, Policy Monitoring and Evaluation.

Policy Analysis.

Unit - II

Concepts of Social Welfare, Social Justice and Social Change.

Organisational Structure for Social Justice Administration — Central Social Welfare Board, State Social Welfare Boards, Role of N.G.O.s and Voluntary Organisations, State Departments of Social Welfare and the Union Ministry of Social Justice and Empowerment, Reservation Policy.

Major Social Sectors — Health and Education.

Unit - III

Economic Policy in India since Independence.

Concept of Mixed Economy.

Industrial Policy Resolutions and Growth of Public Enterprises in India.

Public Enterprises — Features, Problems of Management, Accountability and Autonomy.

Liberalisation, Privatisation and Globalisation, Disinvestment Policy — The New Economic Policy.

Unit - IV

Local Self-Government — Meaning, Nature and Scope.

73rd and 74th Constitutional Amendments in India.

Organisation and Functions.

Finances.

State and Local Government Relations.

Challenges before the Local Self-Government.

Unit - V

Concept of Rural Development, Approaches to Rural Development, Community Development, Area Development, Integrated Rural Development, Centralization and Decentralization, Role of Cooperatives.

Process of Urbanization, Urban Development Infrastructure, Housing, Water Supply, Sewerage, Environment, Transport.

Master Plan, National Capital Region, Development Authorities, Slums.