

WE TEACH



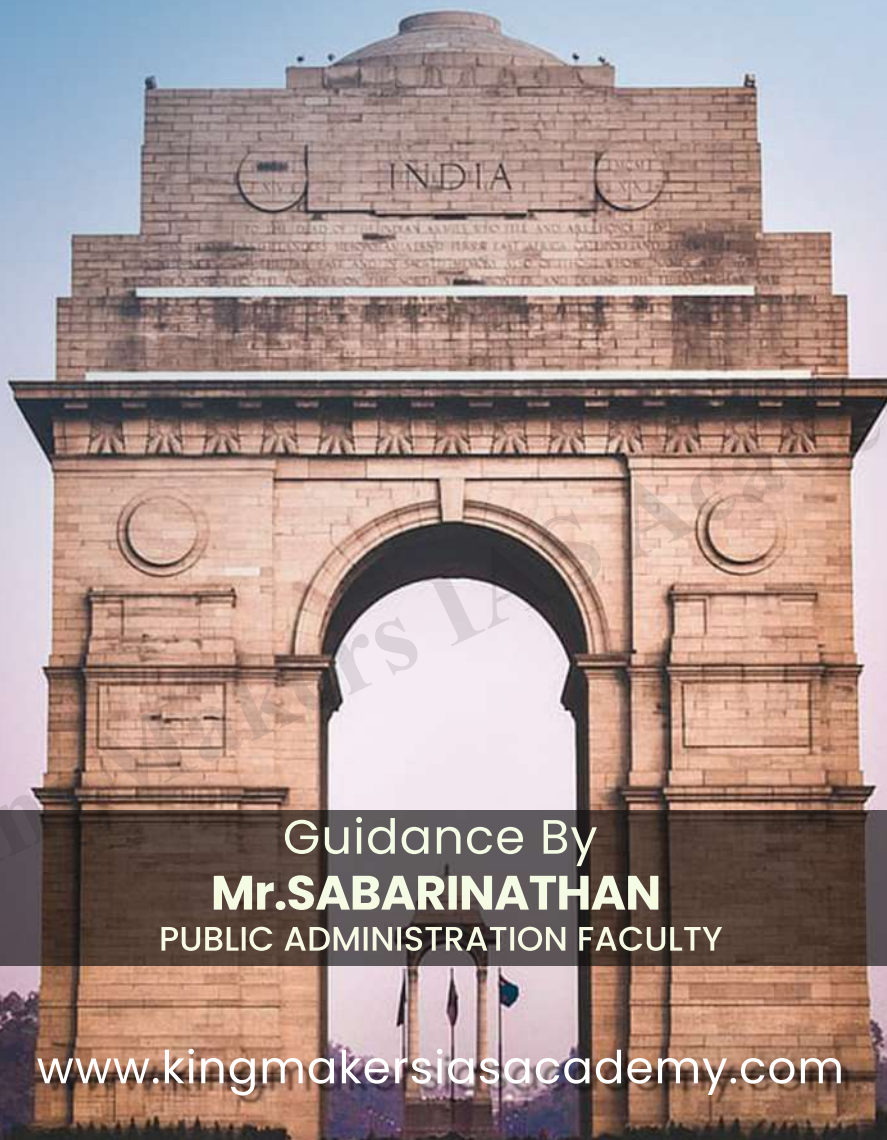
YOU REACH

PUBLIC ADMINISTRATION

OPTIONAL TEST SERIES-2025

STARTS ON: JUNE 21, 2025

8 TESTS | 4 SECTIONAL TEST + 4 FULL LENGTH TEST



Guidance By
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APPROACH AND STRATEGY

Our approach is grounded in simplicity, practicality, and precision, enabling aspirants to grasp the true demands of the UPSC examination. By continuously innovating, we ensure that the preparation process remains adaptable and personalized. We tailor our guidance based on each aspirant's core strengths, time availability, access to resources, and the specific expectations of the Civil Services Exam. Through our interactive learning methods—including expert consultations via email and phone—we provide ongoing mentorship that sharpens performance and ensures focused progress in the right direction.



FLEXIBILITY

We also offer our students the flexibility of personalized scheduling, allowing them to reschedule their tests according to their individual study plans for the examination.

SECTIONAL TEST

FULL LENGTH TEST

TOTAL NUMBER OF TEST

4

4

8

FEES : RS. 7500/-

STARTS ON: JUNE 21, 2025



METHODOLOGY

Methodology for evaluation of Answer sheet: Our expert will evaluate aspirant's

EVALUATION INDICATORS
1. Contextual Competence
2. Content Competence
3. Language Competence
4. Introduction Competence
5. Structure - Presentation Competence
6. Conclusion Competence



NOTE

- » Question cum answer booklet, approach - answer - analysis of mock test papers will be provided in PDF format For Online students.
- » Supplementary material/Reference material/Support material will be provided in PDF format.
- » Information related test discussions will be notified on telegram Group.

PUBLIC ADMINISTRATION TEST SCHEDULE

 Test No.	 Date	 Units and Topics covered
Test 1	June 21,2025	<p>INTRODUCTION</p> <p>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.</p> <p>2. ADMINISTRATIVE THOUGHT</p> <p>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.)</p> <p>3. ADMINISTRATIVE BEHAVIOUR</p> <p>Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern.</p> <p>4. ORGANISATIONS</p> <p>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.</p> <p>5. ADMINISTRATIVE LAW</p> <p>Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.</p>
Test 2	June 28,2025	<p>6. COMPARATIVE PUBLIC ADMINISTRATION</p> <p>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.</p> <p>7. DEVELOPMENT DYNAMICS</p> <p>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</p> <p>8. PERSONNEL ADMINISTRATION</p> <p>Importance of human resource development; Recruitment, training, career advancement, position Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.</p>

		<p>classification, discipline, performance appraisal, promotion, pay and service conditions; employer-employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.</p> <p>9. PUBLIC POLICY</p> <p>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</p> <p>10. TECHNIQUES OF ADMINISTRATIVE IMPROVEMENT</p> <p>Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.</p> <p>11. FINANCIAL ADMINISTRATION:</p> <p>Monetary and fiscal policies: Public borrowings and public debt Budgets types and forms; Budgetary process; Financial accountability; Accounts and audit.</p>
Test 3	July 05,2025	<p>INDIAN ADMINISTRATION</p> <p>EVOLUTION OF INDIAN ADMINISTRATION:</p> <p>Kautilya Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district Administration, local self Government</p> <p>2. PHILOSOPHICAL AND CONSTITUTIONAL FRAMEWORK OF GOVERNMENT</p> <p>Sallent features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.</p> <p>3. PUBLIC SECTOR UNDERTAKINGS</p> <p>Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.</p> <p>4. UNION GOVERNMENT AND ADMINISTRATION</p> <p>Executive, Parliament, Judiciary-structure, functions, work processes; Recent trends; Intra-governmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.</p> <p>5. PLANS AND PRIORITIES</p> <p>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</p>

		<p>6. STATE GOVERNMENT AND ADMINISTRATION</p> <p>Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates</p> <p>7. DISTRICT ADMINISTRATION SINCE INDEPENDENCE</p> <p>Changing role of the Collector; Union-State-local relations; Imperatives of development management and Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply law and order administration; District administration and democratic decentralization</p>
Test 4	July 12,2025	<p>8. CIVIL SERVICES</p> <p>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.</p> <p>9. FINANCIAL MANAGEMENT</p> <p>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.</p> <p>10. ADMINISTRATIVE REFORMS SINCE INDEPENDENCE</p> <p>Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.</p> <p>11. RURAL DEVELOPMENT</p> <p>Institutions and agencies since Independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.</p> <p>12. URBAN LOCAL GOVERNMENT</p> <p>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.</p> <p>13. LAW AND ORDER ADMINISTRATION</p> <p>British legacy; National Police Commission; Investigative agencies; Role of Central and State Agencies including para military forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.</p> <p>14. SIGNIFICANT ISSUES IN INDIAN ADMINISTRATION</p> <p>Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen administration interface; Corruption and administration; Disaster management.</p>

Test 5	July 19,2025	Paper I (Full Length Test)
Test 6	July 26,2025	Paper II (Full Length Test)
Test 7	August 02,2025	Paper I (Full Length Test)
Test 8	August 02,2025	Paper II (Full Length Test)