



INTERACTIVE PUBLIC ADMINISTRATION PRE MOCK TESTS PROGRAM 2010

WHAT YOU WILL GET:

- Online Test Series (1 to 20 Mock Tests) at www.visioniasonline.com
- PDF Format Mock Tests via Email (1 to 15 Mock Tests)
- Printed Format Mock Tests (16 to 20 Mock Tests) via air mail and PDF Format Mock Tests (16 to 20 Mock Tests) via Email
- Proper Expert Support & Guidance (Interaction: online & telephonic conversation) for solution of all your problems.

Note: *Login & Password for online tests will be sent via email after registration of Interactive Test Series Programme 2010.*

Fees: Rs 4000

INTERACTIVE PUBLIC ADMINISTRATION PRELIM (20 TESTS): 2010 CONTENT & SCHEDULE

Test NO.	Test Code / Date of Test	Chapter Covered	Topics covered
1.	Dec 13 , 2009 IPMTP/PAD/T-1	Introduction to public Administration	<ul style="list-style-type: none"> ▪ Meaning , Scope & significance ▪ Evolution & Status of Discipline ▪ Comparative Public Administration ▪ Development Administration ▪ New Public Administration ▪ New Public Management ▪ State vs. Market Debate ▪ Public Administration & Private Administration
2.	Dec 20 , 2009 IPMTP/PAD/T-2	Basic concepts & Principles	<ul style="list-style-type: none"> ▪ Organization ▪ Hierarchy ▪ Unity of Command ▪ Span of Control ▪ Authority and responsibility ▪ Coordination ▪ Centralization & Decentralization ▪ Delegation ▪ Supervision ▪ Line & Staff
3	Dec 22 , 2009 IPMTP/PAD/T-3	COMPOSITE TEST – I	<p style="text-align: center;">Introduction to public Administration + Basic concepts & Principles</p>

4.	Dec 27 , 2009 IPMTP/PAD/T-4	Theories of Administration (TEST : I)	<ul style="list-style-type: none"> ▪ Scientific Management theory ▪ Bureaucracy theory ▪ Classical theory ▪ Contribution of M P Follett ▪ Ideas of Chester Barnard ▪ Human Relationship theory ▪ Behavioral theory ▪ system theory
5.	Jan 3 , 2010 IPMTP/PAD/T-5	Theories of Administration (TEST : II)	<ul style="list-style-type: none"> ▪ Scientific Management theory ▪ Bureaucracy theory ▪ Classical theory ▪ Contribution of M P Follett ▪ Ideas of Chester Barnard ▪ Human Relationship theory ▪ Behavioral theory ▪ system theory
6.	Jan 10 , 2010 IPMTP/PAD/T-6	Administrative behavior	<ul style="list-style-type: none"> ▪ Decision Making (Simon) ▪ Communication and control ▪ Leadership ▪ Motivation
7.	Jan 17 , 2010 IPMTP/PAD/T-7	COMPOSITE TEST – II	Theories of Administration + Administrative behavior
8.	Jan 24 , 2010 IPMTP/PAD/T-8	Personnel Administration + Civil Services of India	<ul style="list-style-type: none"> ▪ Role of Civil Service in developing societies ▪ Position classification ,Recruitment, Training, Promotion ▪ Pay and Service conditions. ▪ Relations with the Political Executive ▪ Administrative Ethics <p style="text-align: center;">+</p> <ul style="list-style-type: none"> ▪ Recruitment to All India and Central Services ▪ Union Public Service Commission ▪ Training of Civil Servants. Generalists and Specialists ▪ Minister-Civil Servant relationship
9.	Jan 31, 2010 IPMTP/PAD/T-9	Accountability and Control + Financial Administration	<ul style="list-style-type: none"> ▪ Concept of Accountability and Control : Legislative Control , Executive control , Judicial Control ▪ Citizen and Administration : People Participation , Right to information & Civil Society <p style="text-align: center;">+</p> <ul style="list-style-type: none"> ▪ Budget: Concepts and forms. Formulation and execution of budget ▪ deficit financing and public debt, Accounts and Audit
10.	Feb 7 , 2010 IPMTP/PAD/T-10	Administration system	<ul style="list-style-type: none"> ▪ Administrative system of USA ▪ Administrative system of UK ▪ Administrative system of Japan ▪ Administrative system of France

11.	Feb 14 , 2010 IPMTP/PAD/T-11	COMPOSITE TEST – III	<ul style="list-style-type: none"> ▪ Introduction of Public Administration ▪ Basic concepts and principles ▪ Theory of Administration ▪ Administrative Behavior ▪ Administrative system ▪ Accountability & Control ▪ Personal Administration ▪ Financial Administration ▪ Civil Service of India
12.	Feb 21 , 2010 IPMTP/PAD/T-12	Union Government & Administration in India PART – I	<ul style="list-style-type: none"> ▪ British Legacy ▪ Constitutional Context ▪ The President ▪ The Prime Minister & Council of Ministers ▪ Central Secretariat ▪ Cabinet Secretariat ▪ PMO
13.	Feb 28 , 2010 IPMTP/PAD/T-13	Union Government & Administration in India PART – II	<ul style="list-style-type: none"> ▪ Planning Commission ▪ Finance commission ▪ Election Commission of India ▪ Comptroller and Auditor General ▪ Public sector undertaking
14.	March 7 , 2010 IPMTP/PAD/T-14	State Administration + District Administration + Local Government	<ul style="list-style-type: none"> ▪ The Governor ▪ The Chief Minister ▪ Secretariat ▪ The Chief Secretary ▪ Directorate ▪ District Collector ▪ Rural Local Government ▪ Urban Local Government
15.	March 14 , 2010 IPMTP/PAD/T-15	COMPOSITE TEST – IV	<ul style="list-style-type: none"> ◆ Union Government & Administration in India ◆ State Administration ◆ District Administration ◆ Local Government
16	March 21 , 2010 IPMTP/PAD/T-16	FULL LENGTH TEST – I	COMPLETE SYLLABUS
17.	March 28, 2010 IPMTP/PAD/T-17	FULL LENGTH TEST- II	COMPLETE SYLLABUS

18	April 4, 2010 IPMTP/PAD/T-18	FULL LENGTH TEST – III	COMPLETE SYLLABUS
19	April 11, 2010 IPMTP/PAD/T-19	FULL LENGTH TEST - IV	COMPLETE SYLLABUS
20	April 18 , 2010 IPMTP/PAD/T-20	FULL LENGTH TEST - V	COMPLETE SYLLABUS

KEY REFERENCE BOOKS FOR PUBLIC ADMINISTRATION IAS PRELIM

- New Horizons Of Public Administration - Mohit Bhattacharya
- Public Administration & Public Affair by Nicholas Henry
- Administrative thinker by Prasad & Prasad
- Public Administration by Laxmikant
- Indian Administration by R. K. Arora & Rajni Goyal
- Organisation Behavior by Stephen P Robbins

NOTE: for any doubts & questions regarding preparation of Public Administration Prelims & Mains exam (Strategy with Action Plans , Time management , Key books & study material , Expert Support & Guidelines etc) , Pl mail us at : ajay_uor@yahoo.com