



Under the Guidance of Ajay Kumar Singh ( B.Tech. IIT Roorkee , Director & Founder : Vision IAS )

# INTERACTIVE DISTANCE LEARNING: MAIN TEST SERIES PROGRAMME 2011

Expert Guidance, Feedback & Telephonic Discussion

ANSWER WRITING EVALUATION PROGRAMME

## PUBLIC ADMINISTRATION MAINS TEST SERIES 2011: MODULE I (10 MOCK TESTS)

**FOCUS:** Answer writing skill development, Structure & presentation of answer, How to present facts, information & knowledge in the answer, Understanding actual requirement ( key words , Context & Content) of the UPSC in the different marks types questions ( 60 Marks , 30 Marks , 20 marks ) and which questions should be attempted for good score (strategy & approach) , Understanding your current state preparedness & required action plans and Framing your mind towards actual pattern, toughness and timing of the actual UPSC Examination.

**Criteria for assessment of candidate performance in the written IAS exam as per UPSC instruction:**

*“The main Examination is intended to assess the overall intellectual traits and depth of understanding of candidates rather than merely the range of their information and memory”.*

- Union Public Service Commission (UPSC)

**Methodology for evaluation of Answer sheet:** Our expert will evaluate answer sheet on following indicators and experience in the field UPSC.

EVALUATION INDICATORS	QUESTION No. <input type="checkbox"/> Score ( 1 – 5 ) <input type="checkbox"/>
1. Alignment Competence	
2. Context Competence	
3. Content Competence	
4. Language Competence	
5. Introduction Competence	
6. Structure – Presentations Competence	
7. Conclusion Competence	
<b>MARKS</b>	

**Score: Scale: 1- 5**

- 5 – Outstanding
- 4 – Excellent
- 3 – Good
- 2 – Average
- 1 - Poor

**NOTE: 1.** Total Marks in the question has been given on proper consideration of weightage of every evaluation indicators based on types of the questions and UPSC experience of the expert.

**2.** The score of every indicator for any question will highlight candidate’s competence performance (for understanding of the level of quality of the question and required action plans).

**3.** Effective feedback and comments has been marked by expert.

## Basic understanding of following Designed Competences:

- ◆ **Alignment Competence:**
  - Writing the answer according to the actual requirement of the questions
  - Focus on Key words & Tail words effectively ( *Elucidate – Explain, Comment, Examine, Critically examine, Discuss, Analyze, Illustrate, Review, Argue, Justify etc.*)
- ◆ **Context Competence:**
  - Contextual understanding of the Questions
  - Present relevant information, choice of words and proper statement
- ◆ **Content Competence :**
  - Content of the answer in the contextual framework
- ◆ **Language Competence :**
  - Optional Subject Specific Language not used general words in the optional paper ( but In General Studies language should be simple and clear )
  - Appropriate words at proper place
  - Word limits
- ◆ **Structure – Presentation Competence:**
  - Proper systematization in the structure of the answer
  - Proper consideration of priority and focus of given ideas.
  - Logical structure of sentence and their connectivity
  - proper visibility of idea through facts, data, diagram, figure, illustration according to the requirement of the question
- ◆ **Introduction – Conclusion Competence:**
  - Impressive beginning and Ending of the answer
  - Give your opinion only when asked for it.
  - Incorporate your opinion from different perspective in a balance manner

## PUBLIC ADMINISTRATION MAINS TEST SERIES 2011: MODULE I (10 MOCK TESTS)

Number of Mock Tests : 10

Fee : Rs 6000

Nature : **Flexible** - *Date of dispatch / Mock Test can be rescheduled on the demand of the aspirants.*  
- *You can stretch Main Test Series Programme 2011 till 25 Sept 2011(Last Mock Test).*

What you will get:

- Mock Test Papers & answer sheet ( 10 Tests )
- Evaluated Answer Booklet by experts with proper feedback, comments & guidance.
- Answer format ( Synopsis ) of Mock Test paper

### SCHEDULE & CONTENT

TEST No.	Date of Mock Test *	Sections Covered	Topics covered
Test 1	10 October 2010	<b>Paper I</b> <b>Topics ( 1– 3)</b>	<b>1.Introduction:</b> 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, Globalization; Good Governance: concept and application; New Public Management. <b>2.Administrative Thought:</b> 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

			<p>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><b>3. Administrative Behaviour:</b> Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.</p>
Test 2	31 October 2010	<p><b>Paper I</b></p> <p><b>Topics ( 4 – 8 )</b></p>	<p><b>4. Organizations:</b> 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><b>5.Accountability and control:</b> 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.</p> <p><b>6. Administrative Law:</b> Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.</p> <p><b>7. Comparative Public Administration:</b> 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><b>8.Development Dynamics:</b> 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>
Test 3	21 November 2010	<p><b>Paper I</b></p> <p><b>Topics ( 9-12)</b></p>	<p><b>9.Personnel Administration:</b> 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.</p> <p><b>10.Public Policy:</b> 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><b>11.Techniques of Administrative Improvement:</b> Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.</p> <p><b>12. Financial Administration:</b> Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.</p>

Test 4	12 December 2010	<p style="text-align: center;"><b>Paper II</b></p> <p style="text-align: center;"><b>Topics ( 1- 4 )</b></p>	<p><b>1. Evolution of Indian Administration:</b> Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.</p> <p><b>2. Philosophical and Constitutional framework of government:</b> Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.</p> <p><b>3. Public Sector Undertakings:</b> Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.</p> <p><b>4.Plans and Priorities:</b> 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>
Test 5	2 January 2011	<p style="text-align: center;"><b>Paper II</b></p> <p style="text-align: center;"><b>Topics (5-9 )</b></p>	<p><b>5.Union Government and Administration:</b> 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.</p> <p><b>6.State Government and Administration:</b> 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><b>7. District Administration since Independence:</b> Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.</p> <p><b>8.Urban Local Government: Municipal governance:</b> 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><b>9.Civil Services:</b> 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>
Test 6	23 Jan 2011	<p style="text-align: center;"><b>Paper II</b></p> <p style="text-align: center;"><b>Topics (10-14 )</b></p>	<p><b>10.Financial Management:</b> 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><b>11. Administrative Reforms since Independence:</b> Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.</p> <p><b>12.Law and Order Administration:</b> British legacy; National Police Commission; Investigative agencies; Role of central and state</p>

			<p>agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalization of politics and administration; Police-public relations; Reforms in Police.</p> <p><b>13. Significant issues in Indian Administration:</b> 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> <p><b>14. Rural Development:</b> Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.</p>
Test 7	26 June 2011	<b>FULL LENGTH MOCK TEST- 1</b>	<b>Complete syllabus of Paper I</b>
Test 8	17 July 2011	<b>FULL LENGTH MOCK TEST- 2</b>	<b>Complete syllabus of Paper II</b>
Test 9	28 August 2011	<b>FULL LENGTH MOCK TEST- 3</b>	[ Morning Session : 9 AM to 12 PM ] <b>Complete syllabus of Paper I</b>
Test 10		<b>FULL LENGTH MOCK TEST- 4</b>	[ Evening Session : 2 PM to 5 PM ] <b>Complete Syllabus of Paper II</b>

**NOTE:**

1. Question Papers of the Mock Test & answer sheet will be dispatched through air mail before the date of Mock Test (4 days); it will take 2-3 days to reach its destination.
2. Next Mock test paper & Answer Booklet will be dispatched with evaluated Answer Booklet with proper Comments, Feedback & Guidelines & Synopsis / Answer format of previous mock test paper.
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

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- **Public Administration IAS Mains: Useful Resource** (Key Books, Study material , Question Trend Analysis & Strategy – Guidelines) Link at: <http://wp.me/p49IH-1dm>
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