Syllabus for Common Entrance Test (2018): M.A. Public Administration

A. Subject Related 75 Questions all over the Syllabus:

(I) ELEMENTS OF PUBLIC ADMINISTRATION


Forms of Organizations: Formal and Informal, Department, Board, Corporation and Commission and Independent Regulatory Commission.

Chief Executive: Meaning, Types and Role. Line, Staff and Auxiliary Agencies. Public Relations: Meaning, Means and Significance.

Theories of Organization: Scientific Management Theory (F.W.Taylor), Classical (Henry Fayol, Luther Gulick, M.P. Follet, Mooney and Reiley.) and Bureaucratic (Max Weber).


Meaning and Significance of followings: I. Administrative Law. II. Delegated Legislation. III. Administrative Tribunal. IV. Public Policy.

(II) INDIAN ADMINISTRATION

British Legacies over Indian Administration. Features of Indian Administration. Role of Indian Administration in Socio-Economic Development. Fundamental Rights and Duties.


Civil Service in India: Role and Significance. Union Public Service Commission: Composition and Functions. Recruitment and Training of All India and Central Services.


Police Administration at District Level: Organisation and Functions. Role and Functions of Superintendent of Police. Other Functionaries and Sub-District Level: Sub-Divisional Magistrate, Block Development and Panchayat Officer, Tehsildar.

Accountability in Public Administration: Parliamentary, Executive and Judicial Control over Administration. Lok Pal and Lok Ayukta.


(III) LOCAL ADMINISTRATION: RURAL / URBAN

Local Government: Evolution, Meaning, Features and Significance. 73rd and 74th Constitution Amendment Acts.


Panchayati Raj Institutions: Composition, Functions, Sources of Income of Gram Panchayats, Panchayat Samities and Zila Parishads. District Planning Committee: Composition, Functions and Significance.


25 Questions of general Awareness Covering following areas:

- Current Affairs (National/International)
- Major Social/Economic/Political News
- Who’s Who/personalities
- Sports
- Books and Authors
- Awards and Honors
- Science – Inventions and Discoveries
- Popular Abbreviations
- Important Dates
- National/International Organizations