



SIVARAJAVEL IAS ACADEMY
AN IDEAL INSTITUTE FOR CIVIL SERVICE EXAMS

“The price of
GREATNESS is
RESPONSIBILITY”

— Winston Churchill



PUBLIC ADMINISTRATION

Test Series cum Mentorship Programme 2024



DAILY
ANSWER WRITING



ACCURATE
EVALUATION



PERSONALIZED
MENTORSHIP

- ❖ Total 50 Tests : 46 Sectional Tests & 4 Full Test
- ❖ Elaborate Test Discussion ❖ Pre-Test Orientation
- ❖ Model Answer (soft copy) ❖ Easy Access to Mentor

**BATCH
STARS**

24



JUNE 2024
Time : 5 PM



PROGRAMME
FEE

₹ 6,000/-

For Admissions, Contact

www.sivarajavelias.com

962636 4444 | 962636 9899

HOW THE TEST WILL BE CONDUCTED ?



Test Duration : 45 minutes

No of Questions per Test : 5

Discussion : 1 to 1.5 hours

Orientation : 30 to 45 minutes

Paper Evaluation : 3rd Day after each Test

PROGRAMME FEATURES



Complete syllabus coverage of Paper I & II through every day practice.

A Pre-Test Orientation session after each Test.

A UPSC simulated and scientific evaluation of answers and practical suggestions to improve the quality of the answers.

Emphasis on interlinking Paper I & II during every step of the process.



“ IN **THEORY**, THEORY AND PRACTICE ARE THE SAME. IN **PRACTICE**, THEY ARE NOT.

-ALBERT EINSTEIN

TEST SCHEDULE

S. No	Date	Day	Syllabus	Detailed Topics
1	24-06-2024	Monday	Paper I	<ul style="list-style-type: none">✓ Meaning, scope, and significance of Public Administration✓ Wilson's vision of Public Administration✓ Evolution of the discipline and its present status
2	25-06-2024	Tuesday	Paper I	<ul style="list-style-type: none">✓ New Public Administration✓ Public Choice Approach✓ Challenges of liberalization, Privatisation, Globalisation✓ Good Governance: concept and Application✓ New Public Management
3	26-06-2024	Wednesday	Paper II	<p style="text-align: center;">Public Sector Undertakings</p> <ul style="list-style-type: none">✓ Public sector in modern India✓ Forms of Public Sector Undertakings✓ Problems of autonomy, accountability and control✓ Impact of liberalization and privatization
4	27-06-2024	Thursday	Paper I	<p style="text-align: center;">Administrative Thought</p> <ul style="list-style-type: none">✓ Scientific Management and Scientific Management movement✓ Classical Theory✓ Weber's bureaucratic model its critique and post-Weberian Developments
5	28-06-2024	Friday	Paper I	<p style="text-align: center;">Administrative Thought</p> <ul style="list-style-type: none">✓ Dynamic Administration (Mary Parker Follett)✓ Human Relations School (Elton Mayo and others)✓ Functions of the Executive (C.I. Barnard)
6	01-07-2024	Monday	Paper I	<p style="text-align: center;">Administrative Thought</p> <ul style="list-style-type: none">✓ Simon's decision-making theory✓ Participative Management (R. Likert, C. Argyris, D. McGregor)
7	02-07-2024	Tuesday	Paper I	<p style="text-align: center;">Administrative Behaviour</p> <ul style="list-style-type: none">✓ Process and techniques of decision-making✓ Communication✓ Morale
8	03-07-2024	Wednesday	Paper I	<p style="text-align: center;">Administrative Behaviour</p> <ul style="list-style-type: none">✓ Motivation Theories content, process and contemporary✓ Theories of Leadership✓ Traditional and Modern
9	04-07-2024	Thursday	Paper I	<p style="text-align: center;">Organisations</p> <ul style="list-style-type: none">✓ Theories systems, contingency✓ Structure and forms: Ministries and Departments, Corporations, Companies✓ Boards and Commissions

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10	05-07-2024	Friday	Paper I	<p style="text-align: center;">Organisations</p> <ul style="list-style-type: none"> ✓ Ad hoc, and advisory bodies ✓ Headquarters and Field relationships ✓ Regulatory Authorities ✓ Public-Private Partnerships
11	08-07-2024	Monday	Paper I	<p style="text-align: center;">Accountability and Control</p> <ul style="list-style-type: none"> ✓ Concepts of accountability and control ✓ Legislative, Executive and Judicial control over administration ✓ Citizen and Administration ✓ Role of media, interest groups, voluntary organizations
12	09-07-2024	Tuesday	Paper I	<p style="text-align: center;">Accountability and Control</p> <ul style="list-style-type: none"> ✓ Civil society ✓ Citizen's Charters ✓ Right to Information ✓ Social audit
13	10-07-2024	Wednesday	Paper I	<p style="text-align: center;">Administrative Law</p> <ul style="list-style-type: none"> ✓ Meaning, scope and significance ✓ Dicey on Administrative law ✓ Delegated legislation ✓ Administrative Tribunals
14	11-07-2024	Thursday	Paper II	<p style="text-align: center;">Law and Order Administration</p> <ul style="list-style-type: none"> ✓ British legacy ✓ National Police Commission ✓ Investigative agencies ✓ Role of Central and State Agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism
15	12-07-2024	Friday	Paper II	<p style="text-align: center;">Law and Order Administration</p> <ul style="list-style-type: none"> ✓ Criminalization of politics and administration ✓ Police-public relations ✓ Reforms in Police
16	15-07-2024	Monday	Paper I	<p style="text-align: center;">Comparative Public Administration</p> <ul style="list-style-type: none"> ✓ Historical and sociological factors affecting administrative systems ✓ Administration and politics in different countries
17	16-07-2024	Tuesday	Paper I	<p style="text-align: center;">Comparative Public Administration</p> <ul style="list-style-type: none"> ✓ Current status of Comparative Public Administration ✓ Ecology and administration ✓ Riggsian models and their critique
18	17-07-2024	Wednesday	Paper II	<p style="text-align: center;">Rural Development</p> <ul style="list-style-type: none"> ✓ Institutions and agencies since Independence ✓ Rural development programmes ✓ Foci and strategies
19	18-07-2024	Thursday	Paper II	<p style="text-align: center;">Rural Development</p> <ul style="list-style-type: none"> ✓ Decentralization and Panchayati Raj ✓ 73rd Constitutional amendment.
20	19-07-2024	Friday	Paper II	<p style="text-align: center;">Urban Local Government</p> <ul style="list-style-type: none"> ✓ Municipal governance: main features, structures, finance and problem areas ✓ 74th Constitutional Amendment

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21	22-07-2024	Monday	Paper II	<p>Urban Local Government</p> <ul style="list-style-type: none"> ✓ Global-local debate; New localism ✓ Development dynamics, politics and administration with special reference to city management
22	23-07-2024	Tuesday	Paper I	<p>Personnel Administration</p> <ul style="list-style-type: none"> ✓ Importance of human resource development; Recruitment, training ✓ Career advancement ✓ Position classification ✓ Discipline, performance appraisal ✓ Promotion, pay and service conditions
23	24-07-2024	Wednesday	Paper I	<p>Personnel Administration</p> <ul style="list-style-type: none"> ✓ Promotion, pay and service conditions ✓ Employer-employee relations, ✓ Grievance redressal mechanism ✓ Code of conduct ✓ Administrative ethics
24	25-07-2024	Thursday	Paper II	<p>Civil Services</p> <ul style="list-style-type: none"> ✓ Constitutional position ✓ Structure, recruitment, training and capacity building ✓ Good governance initiatives
25	26-07-2024	Friday	Paper II	<p>Civil Services</p> <ul style="list-style-type: none"> ✓ Code of conduct and discipline ✓ Staff associations ✓ Political rights ✓ Grievance redressal mechanism ✓ Civil service neutrality ✓ Civil service activism
26	29-07-2024	Monday	Paper II	<p>Evolution of Indian Administration</p> <ul style="list-style-type: none"> ✓ Kautilya Arthashastra ✓ Mughal administration
27	30-07-2024	Tuesday	Paper II	<p>Evolution of Indian Administration</p> <ul style="list-style-type: none"> ✓ Legacy of British rule in politics and administration ✓ Indianization of Public services, revenue administration, district administration, local self Government
28	31-07-2024	Wednesday	Paper II	<p>Philosophical and Constitutional framework of Government</p> <ul style="list-style-type: none"> ✓ Salient features and value premises ✓ Constitutionalism; Political culture ✓ Bureaucracy and democracy ✓ Bureaucracy and development
29	01-08-2024	Thursday	Paper II	<p>Union Government and Administration</p> <ul style="list-style-type: none"> ✓ Executive, Parliament, Judiciary -structure, functions, work processes; ✓ Recent trends ✓ Intra-governmental relations
30	02-08-2024	Friday	Paper II	<p>Union Government and Administration</p> <ul style="list-style-type: none"> ✓ Cabinet Secretariat ✓ Prime Minister's Office ✓ Central Secretariat ✓ Ministries and Departments ✓ Boards ✓ Commissions ✓ Attached offices ✓ Field organizations

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31	05-08-2024	Monday	Paper II	State Government and Administration <ul style="list-style-type: none"> ✓ Union-State administrative, legislative, and financial relations ✓ Role of the Finance Commission ✓ Governor
32	06-08-2024	Tuesday	Paper II	State Government and Administration <ul style="list-style-type: none"> ✓ Chief Minister ✓ Council of Ministers; ✓ Chief Secretary ✓ State Secretariat ✓ Directorates
33	07-08-2024	Wednesday	Paper I	Development Dynamics <ul style="list-style-type: none"> ✓ Concept of development ✓ Changing profile of development administration ✓ 'Anti-development thesis'
34	08-08-2024	Thursday	Paper I	Development Dynamics <ul style="list-style-type: none"> ✓ Bureaucracy and development ✓ Strong state versus the market debate ✓ Impact of liberalization on administration in developing countries ✓ Women and development of the self-help group movement.
35	09-08-2024	Friday	Paper II	District Administration since Independence <ul style="list-style-type: none"> ✓ Changing role of the Collector ✓ Union-State-local relations
36	12-08-2024	Monday	Paper II	District Administration since Independence <ul style="list-style-type: none"> ✓ Imperatives of development management and law and order administration ✓ District administration and democratic decentralization
37	13-08-2024	Tuesday	Paper I Paper II	Financial Administration <ul style="list-style-type: none"> ✓ Monetary and fiscal policies Financial Management <ul style="list-style-type: none"> ✓ Budget as a political instrument ✓ Parliamentary control of public expenditure ✓ Role of finance ministry in monetary and fiscal area
38	14-08-2024	Wednesday	Paper II	Financial Management <ul style="list-style-type: none"> ✓ Accounting techniques ✓ Audit ✓ Role of Controller General of Accounts and Comptroller and Auditor General of India.
39	15-08-2024	Thursday	Paper I	Plans and Priorities <ul style="list-style-type: none"> ✓ The machinery of planning ✓ Role, composition, and functions of the Planning Commission and the National Development Council ✓ 'Indicative' planning
40	16-08-2024	Friday	Paper I	Plans and Priorities <ul style="list-style-type: none"> ✓ Process of plan formulation at Union and State levels ✓ Constitutional Amendments (1992) and decentralized planning for economic development and social justice

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41	19-08-2024	Monday	Paper I	<p>Public Policy</p> <ul style="list-style-type: none"> ✓ Models of policymaking and their critique
42	20-08-2024	Tuesday	Paper I	<p>Public Policy</p> <ul style="list-style-type: none"> ✓ Processes of conceptualization, planning, implementation, monitoring, evaluation and review, and their limitations ✓ State theories and public policy formulation
43	21-08-2024	Wednesday	Paper I	<p>Techniques of Administrative Improvement</p> <ul style="list-style-type: none"> ✓ Organisation and methods ✓ Work study and work management ✓ e-governance and information technology ✓ Management aid tools like network analysis ✓ MIS, PERT, CPM
44	22-08-2024	Thursday	Paper II	<p>Administrative Reforms since Independence</p> <ul style="list-style-type: none"> ✓ Major concerns ✓ Important Committees and Commissions ✓ Reforms in financial management and human resource development ✓ Problems of implementation
45	23-08-2024	Friday	Paper II	<p>Significant issues in Indian Administration</p> <ul style="list-style-type: none"> ✓ Values in public service ✓ Regulatory Commissions ✓ National Human Rights Commission
46	26-08-2024	Monday	Paper II	<p>Significant issues in Indian Administration</p> <ul style="list-style-type: none"> ✓ Problems of administration in coalition regimes ✓ Citizen administration interface ✓ Corruption and administration ✓ Disaster management
47	27-08-2024	Tuesday	Paper I	Full Test
48	30-08-2024	Friday	Paper I	Full Test
49	03-09-2024	Tuesday	Paper II	Full Test
50	06-09-2024	Friday	Paper II	Full Test

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