

Maharashtra Public Service Commission

Civil Services Exam – Mains Optional

Public Administration

(Code No : 206)

Paper - I

Standard : Degree

Total Marks : 200

Nature of Paper : Conventional Type

Duration : 3 Hours

- Note:**
- 1) Answers to this paper must be written either in English or in Marathi.
 - 2) This paper will test the candidate's ability to comprehend, to analyse, to interpret, to criticise and to appraise the subject matter related to the topics/sub topics mentioned below.
 - 3) It is expected from candidates to study the latest and recent developments and happenings pertaining to the topics/sub topics mentioned below.

Section - A (Marks - 50)

1) Introduction :

- .01) Meaning, Scope and Significance of Public Administration, Public and Private Administration, Evolution of the discipline and its present status.
- .02) New Public Administration. Public choice approach and New Public Management perspective. Good Governance, e-Governance- concept and application.

2) Theories of Administration : Nature and typologies; Scientific Management (Taylor), Classical Theory (Fayol, Urwick, Gulick), Bureaucratic Theory. (Weber's model and its critique, post-Weberian developments.) Ideas of Mary Parker Follett and (C.I. Barnard) Human Relations School (Elton Mayo and others). Behavioral Approach to Organisational Analysis. Participative Management; (McGregor, Likert). The Systems Approach; Open and Closed Systems. Rigg's Prismatic - Sala, Bazar, Canteen Model.

3) Public organisations : Meaning and Definitions, Typologies of Political Executive and their functions. Forms of Public organisations : Ministries and Departments : Corporations; Companies, Boards and Commissions; Ad hoc and Advisory bodies. Headquarters and Field relationships. Principles of Organisation.

Section – B (Marks - 50)

4) Administrative Behaviour : Decision making with special reference to Herbert Simon, Theories of Leadership, Communication, Morale, Motivation (Maslow and Herzberg.)

5) Accountability and Control :

- .01) Concepts of Accountability and Control; Legislative Executive and Judicial Control over Administration. Citizen and Administration, Role of civil society, People's participation.
- .02) Right to information. Administrative corruption, Machinery for redressal of citizens' grievances. Citizens Charter.

6) Administrative Law : Meaning and Significance. Delegated Legislation: Types, Advantages, Limitations, Safeguards, and Administrative Tribunals: limitations and

methods of ensuring effectiveness.

Section - C (Marks - 50)

- 7) Office Administration :** Meaning, Nature, Importance and Functions of Office Administration.
- .01)** Elements of Office Administration, Planning, Decision-Making, Co-ordination, Communication.
- .02)** Office Procedure and Method, Office Orders, Notes, Filing, Indexing, Reporting, Disposal of cases.
- .03)** Working of Office Administration, Rules and Regulation, Codes, Manuals, Discipline, Confidential Report.
- .04)** Administrative Reforms – Meaning, Process, Obstacles, Techniques of Administrative Improvements, O & M, Work Study, Case Study, Survey, Reforms since Independence. Reports of the Administrative Reforms Commission.
- 8) Comparative Public Administration :** Meaning, Nature and Scope. Models of Comparative Public Administration - Bureaucratic and Ecological.
- 9) Development Administration:**
- .01) Development Administration :** Meaning and Features, Scope and Significance, Public Administration as a tool for Development
- .02)** Bureaucracy and Development, Changing role of Bureaucracy in development
- .03)** Role of Various Agencies in Development - Voluntary Agencies, Co-operative Institutions.
- .04)** Peoples Participation and Development - Peoples Participation - Meaning and Concept, New Schemes and Programmes for People's Self Development and Empowerment, Public Relation, Pressure Groups.

Section – D (Marks - 50)

- 10) Public Policy :** Relevance of Policy making in Public Administration. Model of Policy-making, Sectoral Policies (e.g. Energy, Industries, Education and Transport, Health Policies) Process of Policy formulation, problems of implementation, feedback and evaluation.
- 11) Personnel Administration:** Objectives of Personnel Administration. Importance of Human Resource Development. Recruitment, Training, Career Development, Position Classification, Discipline, Performance Appraisal, Promotion, Pay and Service Conditions; Employer- Employee relations, grievance redressal mechanism integrity and code of conduct. Neutrality, committed Civil Service.
- 12) Financial Administration :**
- .01)** Meaning, Importance and Agencies, Monetary and fiscal policies. Resource mobilisation, Taxation policies, Tax and Non-Tax sources. Public Borrowings and Public Debt.
- .02)** Concepts and Types of Budget. Preparation, Enactment and Execution of the Budget. Deficit financing, Performance Budgeting. Legislative Control, Accounts and Audit. Role and Functions of Finance Commission.

Paper - II

Standard : Degree

Total Marks : 200

Nature of Paper : Conventional Type

Duration : 3 Hours

- Note:**
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interpret, to criticise and to appraise the subject matter related to the topics/sub topics mentioned below.

- 3) It is expected from candidates to study the latest and recent developments and happenings pertaining to the topics/sub topics mentioned below.

Section – A (Marks : 50)

1) Evolution of Indian Administration :

- .01)** Basic Premises, Evolution of Indian Administration, Administration of Ancient India, Administration of Medieval India, Administration of Modern India(from British Period)
- .02)** Characteristics, Salient features of Indian Administration.

2) Constitutional framework : value premises of the Constitution, Parliamentary democracy, federalism, Planning. Human Rights: National Human Rights Commission, Landmark Constitutional Amendments and Judgments, Fundamental Rights, Directives Principle of State Policy, Fundamental duties.

3) Union Government and Administration : President, Prime Minister, Council of Ministers, Cabinet committees, Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and Departments, Advisory Bodies, Boards and Commissions, Field Organizations, Parliament (Lok Sabha and Rajya Sabha), Union Judiciary.

Section – B (Marks : 50)

4) State Government and Administration (With Special Reference to Maharashtra) – Formation and Reorganisation of Maharashtra State, Governor, Chief Minister, Council of Ministers, Chief Secretary, State Secretariat, Directorates, Legislative Assembly, Legislative Council, State Judiciary, Sherrif of Mumbai.

5) District Administration - Evolution of District Administration, Changing role of the District Collector : Law and Order, Relationship with functional Departments. District Administration and the Panchayati Raj Institutions. Role and Functions of the Sub-Divisional Officer.

6) Rural and Urban Local Government:

- .01) Rural Local Government,** Composition, Powers and Functions of Zilla Parishad, Panchayat Samiti and Gram Panchayat. Peculiarities of Panchayat Raj Institutions of Maharashtra, Status Report of Panchayat Raj Institutions and its Performance Appraisal. Main features of 73rd Constitutional Amendments. Problems of implementation. Major rural development programmes and their management.
- .02) Urban Local Government,** Composition and Functions of Municipal Corporations, Municipal Councils and Cantonment Boards, Main features of 74th Constitutional Amendments: Problems of implementation. Major urban development programmes and their management.

Section – C (Marks : 50)

7) Public Sector : Forms of Public Undertakings, their contribution to the economy; problems of autonomy and accountability. Changing role of the Public Sector in the context of liberalisation.

8) Public Services : All India Services, Constitutional position, role and functions. Central Services : nature and functions. Union Public Service Commission. State Services and the Maharashtra State Public Service Commission. Training in the changing context of governance - Yashda, Lal Bahadur Shastri Academy of Administration, Sardar Vallabhbai Patel National Police Academy.

9) Control over Public Expenditure : Parliamentary Control, Estimates Committee, Public

Accounts Committee, Committee on Public Undertakings, Office of the Comptroller and Auditor General of India, Role of the Finance Ministry in monetary and Fiscal policy, Composition and function of Accountant General, Maharashtra.

10) Machinery for Planning :

- .01) Development Strategy and Planning - Role of Planning in Development.
- .02) Planning Commission, National Development Council, State Planning Commission, District Planning and Development Council.

Section - D (Marks : 50)

- 11) Administration of Law and Order :** Role of Central and State Agencies in maintenance of law and order. Criminalisation of Politics. Central Reserve Force, Border Security Force, State Reserve Police Force.
- 12) Welfare Administration :** Reservation Policy and Social Justice. Machinery for Welfare Administration at the National and State levels. Central Social Welfare Board and the State Social Welfare Boards. Special organizations for the welfare of the Scheduled Castes and Scheduled Tribes. Welfare Programmes for women and children. National Commission on Women, Problems of Child Labour. Role of civil society. Non-Government Organisations.
- 13) Major issues in Indian Administration:** Problems of Central-State Government Relations; Relationship between political and permanent Executives. Values in Public Service and Administrative Culture. Lok Pal and Lok Ayuktas. Development and Environmental issues. Impact of information Technology on Public Administration. Indian Administration and New Economic Policy and Liberalisation, Privatisation and Globalisation Perspective, Disaster Management; Population Explosion.
