



## IAS Prelim Mock Tests Programme (IPMTP)

- THE TEAM **VISION IAS**

### Features:

- Special design Mock Tests with consideration of negative Marking pattern and actual requirement of UPSC
- Explanatory notes for Mock Tests Questions with proper source and reference
- Effective Online Support (Email & Chat) for removing all types of doubts and answering for specific questions
- Talking to our Experts for continuous guidance, feedback and support

### WHY Mock Tests? – These special design Test Series serve the following ends:

- Understanding your current state preparedness and required action plans
- Judging yourself vis-a-vis the competition and corrective measure
- Development of a proper understanding of nature of questions against negative marking pattern
- Exposure to near actual competitive examination & Examination skills development
- Framing your mind towards actual pattern, toughness, Negative marking pattern and timing of the actual entrance examination.

**Fees:** Rs 3500

## **PUBLIC ADMINISTRATION PRELIM (15 TESTS): 2008**

### **CONTENT & SCHEDULE**

Test NO.	Test Code	Chapter Covered	Topics covered
1.	IPMTP/PAD/T-1	<b>Introduction to public Administration</b>	i). Meaning , Scope & significance ii). Evolution & Status of Discipline iii). Comparative Public Administration iv) Development Administration v). New Public Administration vi). New Public Management vii). State vs. Market Debate viii). Public Administration & Private Administration
2.	IPMTP/PAD/T-2	<b>Basic concepts &amp; Principles</b>	i). Organization ii). Hierarchy iii). Unity of Command iv). Span of Control v). Authority and responsibility vi). Coordination vii). Centralization & Decentralization viii). Delegation ix). Supervision x). Line & Staff
3.	IPMTP/PAD/T-3	<b>Theories of Administration</b>	i). Scientific Management theory ii). Bureaucracy theory iii). Classical theory iv). Contribution of M P Follett v). Ideas of Chester Barnard vi). Human Relationship theory vii). Behavioral theory viii). system theory

4.	IPMTP/PAD/T-4	<b>Administrative behavior</b>	<ul style="list-style-type: none"> <li>i). Decision Making ( Simon)</li> <li>ii). Communication and control</li> <li>iii). Leadership</li> <li>iv). Motivation <ul style="list-style-type: none"> <li>- Contribution of Maslow</li> <li>- Contribution of Herberz</li> </ul> </li> </ul>
5	IPMTP/PAD/T-5	<b>Accountability and Control</b>  +  <b>Financial Administration</b>	<p style="text-align: right;"><b>Accountability and Control</b></p> <ul style="list-style-type: none"> <li>i). Concept of Accountability and Control <ul style="list-style-type: none"> <li>- Legislative Control</li> <li>- Executive control</li> <li>- Judicial Control</li> </ul> </li> <li>ii). Citizen and Administration <ul style="list-style-type: none"> <li>- People Participation</li> <li>- Right to information</li> <li>- Civil Society</li> </ul> </li> </ul> <p style="text-align: right;"><b>Financial Administration</b></p> <ul style="list-style-type: none"> <li>i). Concept and form of Budget</li> <li>ii). Formulation of Budget</li> <li>iii). Enactment of Budget</li> <li>iv). Execution of Budget</li> <li>v). Account and Audit</li> <li>vi). Deficit Financing</li> <li>vii). Public Debt</li> </ul>
6	IPMTP/PAD/T-6	<b>Administration system</b>  +  <b>Personnel Administration</b>  +  <b>Civil Services of India</b>	<p style="text-align: right;"><b>Administration system</b></p> <ul style="list-style-type: none"> <li>i). Administrative system of USA</li> <li>ii). Administrative system of UK</li> <li>iii). Administrative system of Japan</li> <li>iv). Administrative system of France</li> </ul> <p style="text-align: right;"><b>Personnel Administration</b></p> <ul style="list-style-type: none"> <li>i). Role of civil services in developing society</li> <li>ii). The position Classification</li> <li>iii). Recruitment &amp; Training</li> <li>iv). Promotion</li> <li>v). Pay and Service condition</li> <li>vi).Relation with political Executive</li> <li>vii). Administrative Ethics</li> </ul> <p style="text-align: right;"><b>Civil Services of India</b></p> <ul style="list-style-type: none"> <li>i). All India Service</li> <li>ii).Central Service</li> <li>iii). Union Public Service Commission</li> <li>iv).Training of civil Servant</li> <li>v). Generalist vs specialist</li> <li>vi). Minister and Civil Servant Relation</li> </ul>
7	IPMTP/PAD/T-7	<b>Union Govt. &amp; Administration part-I</b>	<ul style="list-style-type: none"> <li>i). British Legacy</li> <li>ii). Constitutional Context</li> <li>iii). The President</li> <li>iv). The Prime Minister &amp; Council of Ministers</li> <li>v). Central Secretariat</li> <li>vi). Cabinet Secretariat</li> <li>vii). PMO</li> </ul>
8	IPMTP/PAD/T-8	<b>Union Govt. &amp; Administration part – II</b>	<ul style="list-style-type: none"> <li>i). Planning Commission</li> <li>ii).Finance commission</li> <li>iii).Election Commission of India</li> <li>iv).Comptroller and Auditor General</li> <li>vi). Public sector undertaking</li> </ul>

9	IPMTP/PAD/T-9	<b>State Govt. &amp; Administration</b> + <b>District Administration</b> + <b>Local Govt. in India</b>	i). The Governor ii). The Chief Minister iii). Secretariat vi). The Chief Secretary v). Directorate vi). District Collector vii). Rural Local Government viii). Urban Local Government
10.	IPMTP/PAD/T-10	<b>Semi composite Test</b> <b>( Administration concepts )</b>	All the topics of ♦ <b>An Introduction of Public Administration</b> ♦ <b>Theory of Administration</b> ♦ <b>Basic concepts and principles</b> ♦ <b>Administrative Behavior</b> ♦ <b>Accountability &amp; Control</b> ♦ <b>Administrative system</b> ♦ <b>Personal Administration</b> ♦ <b>Financial Administration</b>
11.	IPMTP/PAD/T-11	<b>Semi composite Test</b> <b>( Indian Administration )</b>	All the topics of ♦ <b>Union Govt. &amp; Administration part</b> ♦ <b>State Govt. and Administration</b> ♦ <b>District Administration</b> ♦ <b>Local Govt. in India</b> ♦ <b>Civil Services of India</b>
12.	IPMTP/PAD/T-12	<b>COMPLETE TEST – I</b>	COMPLETE SYLLABUS OF PUB. ADMN. PRE.
13	IPMTP/PAD/T-13	<b>COMPLETE TEST – II</b>	COMPLETE SYLLABUS OF PUB. ADMN. PRE.
14	IPMTP/PAD/T-14	<b>COMPLETE TEST - III</b>	COMPLETE SYLLABUS OF PUB. ADMN. PRE.
15	IPMTP/PAD/T-15	<b>COMPLETE TEST – IV</b>	COMPLETE SYLLABUS OF PUB. ADMN. PRE.

**NOTE:**

1. For any change of the schedule & information, Please visit Vision IAS website: [www.visionias.cfsites.org](http://www.visionias.cfsites.org)
2. For in-depth Micro and Macro analysis of any topics & Sections , Question pattern & Trend Analysis on the basis statistics as well as expert Guidance & experience, Please contact at : [ajay\\_uor@yahoo.com](mailto:ajay_uor@yahoo.com)

**REGISTRATION OPEN**

**DATE OF IAS (P) MOCK TESTS: PUBLIC ADMINISTRATION – 2008**

**DAY: SUNDAY**

January 2008		13	20	27		
February 2008	3	10	17	24		
March 2008	2	9	16	23	30	
April 2008	6	12	20	27		
May 2008	4					

**Dispatch Mode:** Printed Question Papers through **Airmail or Speed** post and PDF format Question Papers through email. From the date of joining of **IPMTP**, the schedule of 15 Mock Tests will be fixed in these **Dates** which is mentioned in the above table.

## QUESTIONS PATTERN & TREND ANALYSIS – PUBLIC ADMINISTRATION IAS PRELIM

		<i>Numbers of Questions Asked</i>							
	<b>CHAPER</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006 May</b>	<b>2006 June</b>	<b>2007</b>
<b>1</b>	Introduction to public Administration	15	12	9	12	7	12	7	9
<b>2</b>	Basic concepts & Principles	7	10	11	11	12	6	9	11
<b>3</b>	Theories of Administration	14	11	15	23	20	15	16	17
<b>4</b>	Administrative Behaviour	12	12	9	6	12	9	11	17
<b>5</b>	Accountability and Control	10	7	10	7	5	5	7	5
<b>8</b>	Administrative Systems :	8	10	11	9	7	11	7	8
<b>7</b>	Personnel Administration :	7	7	9	6	5	1	3	4
<b>8</b>	Financial Administration	8	11	12	11	12	7	9	6
<b>9</b>	Union Government and Administration in India	19	17	8	14	10	30	22	25
<b>10</b>	Civil Services in India	3	7	11	6	10	14	14	9
<b>11</b>	State and District Administration	8	9	5	4	4	4	8	4
<b>12</b>	Local Government	9	7	10	11	16	6	7	5
	<b>Total</b>	120	120	120	120	120	120	120	120

### **CURRENT AFFAIR NOTES** (For Members of IAS Prelim Mock Tests Programme)

**Dispatch Time: Third week of April 2008**

**Source:** *The Hindu, The Economic Times, Frontline, Yojana, Economic Survey-2008, Indian Year Book-2008*