



**IAS MAIN MOCK TEST SERIES PROGRAMME : PUBLIC ADMINISTRATION -2009**  
**- ANSWER WRITING EVALUATION PROGRAMME**

**WHY Mock Tests? – These special design IAS Main Test Series serve the following ends:**

- Understanding your current state preparedness and required action plans
- Understanding actual requirement of the UPSC in the different marks types questions ( 60 Marks , 30 Marks , 20 marks , 15 marks , 2 marks )
- Exposure to near actual competitive examination & Examination skills development
- Framing your mind towards actual pattern, toughness and timing of the actual entrance examination.
- Judging yourself vis-a-vis the competition and corrective measure

**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.

<b>EVALUATION INDICATORS</b>	<b>QUESTION No.</b> <input style="width: 30px; height: 20px;" type="text"/> <b>Score ( 1 – 5 )</b>
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 corrective measure).

**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

**SCHEDULE & CONTENT**

Number of Mock Tests : 10

Fee : Rs 5000

**PUBLIC ADMINISTRATION MAIN 2009**

TEST No.	Date of Dispatch *	Sections Covered	Topics covered
Test 1	24 June 2009	Paper I Topics ( 1– 4)	<p><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.</p> <p><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 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> <p><b>4. Organisations:</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>
Test 2	8 July 2009	Paper I Topics (5 – 8 )	<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	22 July 2009	Paper I Topics ( 9-12)	<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	3 Aug 2009	Paper II Topics ( 1- 4 )	<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	13 Aug 2009	<p><b>Paper II</b></p> <p><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	24 August 2008	<p><b>Paper II</b></p> <p><b>Topics ( 5-8 )</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 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>

<b>Test 7</b>	<b>2 Sept 2009</b>	<b>FULL LENGTH MOCK TEST- I</b>	[ Morning Session : 9 AM to 12 PM ]  <b>Complete syllabus of Paper I</b>
<b>Test 8</b>		<b>FULL LENGTH MOCK TEST- I</b>	[ Evening Session : 2 PM to 5 PM ]  <b>Complete Syllabus of Paper II</b>
<b>Test 9</b>	<b>16 Sept 2009</b>	<b>FULL LENGTH MOCK TEST- II</b>	[ Morning Session : 9 AM to 12 PM ]  <b>Complete syllabus of Paper I</b>
<b>Test 10</b>		<b>FULL LENGTH MOCK TEST-II</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; It takes 3 - 4 days to reach its destination.
2. Checked answer sheet with next Question paper of the Mock Test will be sent above date of dispatch respectively.

VISION IAS

[www.visionias.cfsites.org](http://www.visionias.cfsites.org)

**-THE TEAM VISION IAS**

[www.visionias.wordpress.com](http://www.visionias.wordpress.com)

Ajay Kr. Singh Niranjana, B.Tech. IIT Roorkee

Co-Founder & Consultant ~ 09650617807 , 09968029039

Email : [ajay\\_uor@yahoo.com](mailto:ajay_uor@yahoo.com)