



DRISHTI IAS

# DRISHTI IAS MAINS TEST SERIES 2023

## PUBLIC ADMINISTRATION (Optional Subject)

Available in **English** only

**STARTING : 8<sup>TH</sup> JANUARY 2023**

**Total 16 Tests**

**8 Sectional Tests**

**8 Full Syllabus Tests**

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### Salient Features

- The language-style and nature of the questions are in line with the questions asked by the Union Public Service Commission and based on deep understanding and knowledge.
- The topics asked in the question are based on the important and relevant topics asked by the Union Public Service Commission which will be directly and indirectly helpful in the main examination.
- Simple and effective presentation of model answers with interdisciplinary and multidisciplinary approach.
- Emphasis on preparing better answers through illustrations, examples, graphic analysis, pie charts etc. required in answer writing by adopting scientific approach.
- Use of only standard books and sources during model answer writing.
- As far as possible adherence to the standards prescribed by the Union Public Service Commission in the evaluation process of answer sheets.
- Necessary interval between each test for proper preparation.
- Formulation of model answers within the word limit prescribed by the Union Public Service Commission.

Test Code	Date	Syllabus
Test-1 OPT-PA-2301	8 January, 2023 (Sunday)	Chapter I – Introduction
Test-2 OPT-PA-2302	15 January, 2023 (Sunday)	Chapter II – Administrative Thought
Test-3 OPT-PA-2303	29 January, 2023 (Sunday)	Chapter III – Administrative Behaviour Chapter IV – Organisation Chapter VII – Comparative Administrative Chapter VII – Development Dynamics
Test-4 OPT-PA-2304	12 February, 2023 (Sunday)	Chapter V – Accountability and Control Chapter VI – Administrative Law Chapter X – Public Policy
Test-5 OPT-PA-2305	26 February, 2023 (Sunday)	Chapter IX – Personnel Administration Chapter XI – Techniques of Administrative Improvement Chapter VIII – Civil Services (Paper II) Chapter X – Administrative Reforms since Independence (Paper II)
Test-6 OPT-PA-2306	12 March, 2023 (Sunday)	Chapter I – Evolution of Indian Administration (Paper II) Chapter II – Philosophical and Constitutional Framework of Government (Paper II) Chapter IV – Union Government and Administration Chapter VI – State government and Administration
Test-7 OPT-PA-2307	11 June, 2023 (Sunday)	Chapter III – Public Sector Undertakings Chapter V – Plan and Priorities Chapter IX – Financial Management Chapter XII – Financial Administration

Test Code	Date	Syllabus
Test-8 OPT-PA-2308	18 June, 2023 (Sunday)	Chapter VII – District Administration Since Independence Chapter XI – Rural Development Chapter XII – Urban Local Government Chapter XIII – Law and Order Administration Chapter XIV – Significant issues in Indian Administration
Test-9 OPT-PA-2309	25 June, 2023 (Sunday)	Full Length Paper I
Test-10 OPT-PA-2310	2 July, 2023 (Sunday)	Full Length Paper II
Test-11 OPT-PA-2311	9 July, 2023 (Sunday)	Full Length Paper I
Test-12 OPT-PA-2312	16 July, 2023 (Sunday)	Full Length Paper II
Test-13 OPT-PA-2313	13 August, 2023 (Sunday)	Full Length Paper I
Test-14 OPT-PA-2314		Full Length Paper II
Test-15 OPT-PA-2315	27 August, 2023 (Sunday)	Full Length Paper I
Test-16 OPT-PA-2316		Full Length Paper II

\*For detailed breakup of syllabus, kindly refer to the subsequent pages.



## Test Schedule

Test Code	Test Date	Subject
Test-1 OPT-PA-2301	8 January, 2023 (Sunday)	<b>Introduction:</b> <ul style="list-style-type: none"><li>● <b>Public Administration</b><ul style="list-style-type: none"><li>❖ Meaning ❖ Scope ❖ Significance</li></ul></li><li>● Wilson's vision of Public Administration, Evolution of discipline and its present status;</li><li>● New Public Administration, Public Choice approach;</li><li>● Challenges of liberalization, Privatization, Globalization;</li><li>● Good Governance:<ul style="list-style-type: none"><li>❖ Concept and Application;</li></ul></li><li>● New Public Management</li></ul>
Test-2 OPT-PA-2302	15 January, 2023 (Sunday)	<b>Administrative Thought:</b> <ul style="list-style-type: none"><li>● Scientific Management and Scientific Management movement;</li><li>● Classical Theory;</li><li>● Weber's bureaucratic model its critique and post-Weberian Developments;</li><li>● Dynamic Administration (Mary Parker Follett);</li><li>● Human Relations School (Elton Mayo and others);</li><li>● Functions of the Executive (C.I. Barnard);</li><li>● Simon's decision-making theory;</li><li>● Participative Management (R. Likert, C. Argyris, D. McGregor.)</li></ul>
Test-3 OPT-PA-2303	29 January, 2023 (Sunday)	<b>Administrative Behavior:</b> <ul style="list-style-type: none"><li>● Process and techniques of decision-making;</li><li>● Communication;</li><li>● Morale;</li><li>● Motivation Theories content, process and contemporary;</li><li>● Theories of Leadership<ul style="list-style-type: none"><li>● Traditional</li><li>● Modern</li></ul></li></ul>



#### ***Organizations :***

- Theories systems, Contingency;
- Structure and forms:
  - ❖ Ministries and Departments, Corporations, Companies;
- Headquarters and Field relationships;
- Regulatory Authorities;
- Public-Private Partnerships.
  - ❖ Boards and Commissions;
  - ❖ Ad hoc, advisory bodies;

#### ***Comparative Public Administration :***

- 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.

#### ***Development Dynamics:***

- Concept of development;
- Changing profile of development administration;
- ‘Anti-development thesis’;
- Bureaucracy and development;
- Strong state versus the market debate;
- Impact of liberalization on administration in developing countries;
- Women and development, the self-help group movement;

<p>Test-4 OPT-PA-2304</p>	<p>12 February, 2023 (Sunday)</p>	<p><b>Accountability and Control:</b></p> <ul style="list-style-type: none"> <li>● Concepts of accountability and control;</li> <li>● Legislative, Executive and judicial control over administration;</li> <li>● Citizen and Administration;</li> <li>● Role of media, Interest groups, Voluntary organizations;</li> <li>● Civil society;</li> <li>● Citizen's Charters;</li> <li>● Right to Information;</li> <li>● Social audit.</li> </ul> <p><b>Administrative Law:</b></p> <ul style="list-style-type: none"> <li>● Meaning, scope and significance;</li> <li>● Delegated legislation;</li> <li>● Dicey on Administrative law;</li> <li>● Administrative Tribunals.</li> </ul> <p><b>Public Policy:</b></p> <ul style="list-style-type: none"> <li>● Models of policy-making and their critique;</li> <li>● Processes of conceptualization, <ul style="list-style-type: none"> <li>❖ Planning, ❖ Implementation, ❖ Monitoring, ❖ Evaluation, review and their limitations;</li> </ul> </li> <li>● State theories and public policy formulation.</li> </ul>
<p>Test-5 OPT-PA-2305</p>	<p>26 February, 2023 (Sunday)</p>	<p><b>Personnel Administration:</b></p> <ul style="list-style-type: none"> <li>● Importance of human resource development; <ul style="list-style-type: none"> <li>❖ Recruitment, ❖ Training, ❖ Career advancement, ❖ Position classification,</li> <li>❖ Discipline, ❖ Performance appraisal, ❖ Promotion, ❖ Pray and service conditions;</li> </ul> </li> <li>● Employer- employee relations,</li> <li>● Grievance redressal mechanism;</li> <li>● Code of conduct;</li> <li>● Administrative ethics.</li> </ul>



		<p><b>Techniques of Administrative Improvement:</b></p> <ul style="list-style-type: none"><li>● Organization and methods, Work study and work management;</li><li>● e-governance and information technology;</li><li>● Management aid tools like network analysis, MIS, PERT, CPM.</li></ul> <p><b>Civil Services:</b></p> <ul style="list-style-type: none"><li>● Constitutional position;</li><li>● Structure, Recruitment, Training and capacity building;</li><li>● Good governance initiatives;</li><li>● Code of conduct and discipline;</li><li>● Staff associations;</li><li>● Political rights;</li><li>● Grievance redressal mechanism;</li><li>● Civil service neutrality;</li><li>● Civil service activism.</li></ul> <p><b>Administrative Reforms since Independence:</b></p> <ul style="list-style-type: none"><li>● Major concerns;</li><li>● Important Committees and Commissions;</li><li>● Reforms in financial management and human resource development;</li><li>● Problems of implementation.</li></ul>
Test-6 OPT-PA-2306	12 March, 2023 (Sunday)	<p><b>Evolution of Indian Administration:</b></p> <ul style="list-style-type: none"><li>● Kautilya Arthashastra;      ● Mughal administration;      ● Legacy of British rule in politics and administration,</li><li>● Indianization of Public services,      ● Revenue administration,      ● District Administration,</li><li>● Local self-Government</li></ul>

		<p><b>Philosophical and Constitutional framework of Government:</b></p> <ul style="list-style-type: none"> <li>● Salient features and value premises;</li> <li>● Bureaucracy and democracy;</li> <li>● Constitutionalism;</li> <li>● Political culture;</li> <li>● Bureaucracy and development.</li> </ul> <p><b>Union Government and Administration:</b></p> <ul style="list-style-type: none"> <li>● Executive, Parliament, Judiciary-structure, Functions,</li> <li>● Work processes; Recent trends; Intra- governmental relations;</li> <li>● Cabinet Secretariat; Prime Minister’s Office; Central Secretariat; Ministries and Departments;</li> <li>● Boards; Commissions; Attached offices; Field organizations.</li> </ul> <p><b>State Government and Administration:</b></p> <ul style="list-style-type: none"> <li>● Union-State administrative, Legislative and financial relations; Role of the Finance Commission;</li> <li>● Governor; Chief Minister; Council of Ministers;</li> <li>● Chief Secretary State Secretariat; Directorates.</li> </ul>
<p>Test-7 OPT-PA-2307</p>	<p>11 June, 2023 (Sunday)</p>	<p><b>Public Sector Undertakings:</b></p> <ul style="list-style-type: none"> <li>● Public sector in modern India; Forms of Public Sector Undertakings;</li> <li>● Problems of autonomy, Accountability and control;</li> <li>● Impact of liberalization and privatization.</li> </ul> <p><b>Plans and Priorities:</b></p> <ul style="list-style-type: none"> <li>● Machinery of planning;</li> <li>● Role, composition and functions of the Planning Commission and the National Development Council;</li> <li>● ‘Indicative’ planning;</li> <li>● Process of plan formulation at Union and State levels;</li> <li>● Constitutional Amendments (1992) and decentralized planning for economic development and social justice.</li> </ul>

		<p><b>Financial Management:</b></p> <ul style="list-style-type: none"> <li>● Budget as a political instrument;</li> <li>● Parliamentary control of public expenditure;</li> <li>● Role of finance ministry in monetary and fiscal area;</li> <li>● Accounting techniques;</li> <li>● Audit;</li> <li>● Role of Controller General of Accounts and Comptroller and Auditor General of India.</li> </ul> <p><b>Financial Administration:</b></p> <ul style="list-style-type: none"> <li>● Monetary and fiscal policies: <ul style="list-style-type: none"> <li>❖ Public borrowings and public debt Budgets types and forms;</li> </ul> </li> <li>● Budgetary process;</li> <li>● Financial accountability;</li> <li>● Accounts and audit.</li> </ul>
<p>Test-8 OPT-PA-2308</p>	<p>18 June, 2023 (Sunday)</p>	<p><b>District Administration since Independence:</b></p> <ul style="list-style-type: none"> <li>● Changing role of the Collector;</li> <li>● Union-State-local relations;</li> <li>● Imperatives of development management and law and order administration;</li> <li>● District administration and Democratic decentralization.</li> </ul> <p><b>Rural Development:</b></p> <ul style="list-style-type: none"> <li>● Institutions and agencies since Independence;</li> <li>● Rural development programmes: Foci and strategies; Decentralization and Panchayati Raj; 73<sup>rd</sup> Constitutional amendment.</li> </ul> <p><b>Urban Local Government:</b></p> <ul style="list-style-type: none"> <li>● Municipal governance: Main features, Structures, Finance, Problem areas;</li> <li>● 74th Constitutional Amendment;</li> <li>● Global-local debate;</li> <li>● New localism;</li> <li>● Development dynamics,</li> <li>● Politics and administration with special reference to city management.</li> </ul>



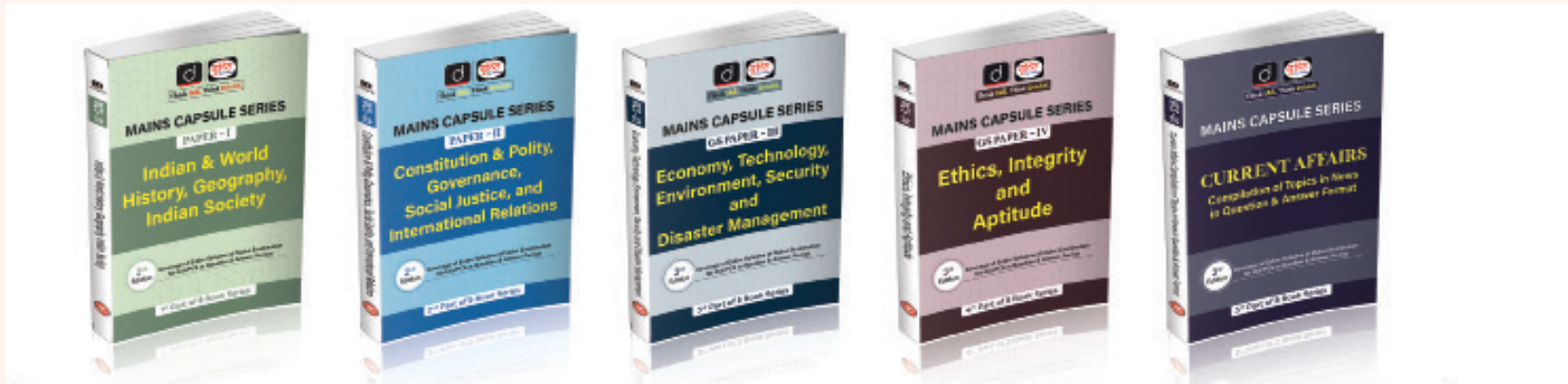


		<p><b>Law and Order Administration:</b></p> <ul style="list-style-type: none"><li>● British legacy;</li><li>● National Police Commission;</li><li>● Investigative agencies;</li><li>● Role of Central and State Agencies including para military forces in maintenance of law and order and countering insurgency and terrorism;</li><li>● Criminalization of politics and administration;</li><li>● Police-public relations;</li><li>● Reforms in Police.</li></ul> <p><b>Significant issues in Indian Administration:</b></p> <ul style="list-style-type: none"><li>● Values in public service;</li><li>● Regulatory Commissions;</li><li>● National Human Rights Commission;</li><li>● Problems of administration in coalition regimes;</li><li>● Citizen administration interface;</li><li>● Corruption and administration;</li><li>● Disaster management.</li></ul>
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