



Drishti IAS

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PUBLIC ADMINISTRATION (Optional Subject)

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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 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, etc. required in answer writing by adopting scientific approach.
- Use of only standard books and sources during model answer writing.
- Necessary interval between each test for proper preparation.

Test Code	Date	Syllabus	Test Code	Date	Syllabus
Test-1 OPT-PA-2401	17 December, 2023 (Sunday)	Chapter I – Introduction	Test-8 OPT-PA-2408	4 February, 2024 (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-2 OPT-PA-2402	24 December, 2023 (Sunday)	Chapter II – Administrative Thought	Test-9 OPT-PA-2409	9 June, 2024 (Sunday)	Full Length Paper I
Test-3 OPT-PA-2403	31 December, 2023 (Sunday)	Chapter III – Administrative Behaviour Chapter IV – Organisation Chapter VII – Comparative Administrative Chapter VII – Development Dynamics	Test-10 OPT-PA-2410	16 June, 2024 (Sunday)	Full Length Paper II
Test-4 OPT-PA-2404	7 January, 2024 (Sunday)	Chapter V – Accountability and Control Chapter VI – Administrative Law Chapter X – Public Policy	Test-11 OPT-PA-2411	23 June, 2024 (Sunday)	Full Length Paper I
Test-5 OPT-PA-2405	14 January, 2024 (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-12 OPT-PA-2412	30 June, 2024 (Sunday)	Full Length Paper II
Test-6 OPT-PA-2406	21 January, 2024 (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-13 OPT-PA-2413	14 July, 2024 (Sunday)	Full Length Paper I
Test-7 OPT-PA-2407	28 January, 2024 (Sunday)	Chapter III – Public Sector Undertakings Chapter V – Plan and Priorities Chapter IX – Financial Management Chapter XII – Financial Administration	Test-14 OPT-PA-2414		Full Length Paper II
			Test-15 OPT-PA-2415	28 July, 2024 (Sunday)	Full Length Paper I
			Test-16 OPT-PA-2416		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-2401	17 December, 2023 (Sunday)	Introduction: <ul style="list-style-type: none"> ● Public Administration <ul style="list-style-type: none"> ❖ Meaning ❖ Scope ❖ Significance ● Wilson's vision of Public Administration, Evolution of discipline and its present status; ● New Public Administration, Public Choice approach; ● Challenges of liberalization, Privatization, Globalization; ● Good Governance: <ul style="list-style-type: none"> ❖ Concept and Application; ● New Public Management
Test-2 OPT-PA-2402	24 December, 2023 (Sunday)	Administrative Thought: <ul style="list-style-type: none"> ● 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.)
Test-3 OPT-PA-2403	31 December, 2023 (Sunday)	Administrative Behavior: <ul style="list-style-type: none"> ● Process and techniques of decision-making; ● Communication; ● Morale; ● Motivation Theories, content, process and contemporary; ● Theories of Leadership <ul style="list-style-type: none"> ● Traditional ● Modern

**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 market debate;
- Impact of liberalization on administration in developing countries;
- Women and development, the self-help group Movement;

Test-4 OPT-PA-2404	7 January, 2024 (Sunday)	<p>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; ● Civil society; ● Citizen Charters; ● Right to Information; ● Social audit. <p>Administrative Law:</p> <ul style="list-style-type: none"> ● Meaning, scope and significance; ● Delegated legislation; ● Dicey on Administrative law; ● Administrative Tribunals. <p>Public Policy:</p> <ul style="list-style-type: none"> ● Models of policy-making and their critique; ● Processes of conceptualization, <ul style="list-style-type: none"> ❖ Planning, ❖ Implementation, ❖ Monitoring, ❖ Evaluation, review and their limitations; ● State theories and public policy formulation.
Test-5 OPT-PA-2405	14 January, 2024 (Sunday)	<p>Personnel Administration:</p> <ul style="list-style-type: none"> ● Importance of human resource development; <ul style="list-style-type: none"> ❖ 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>Techniques of Administrative Improvement:</p> <ul style="list-style-type: none"> ● Organization and methods, Work study and work management; ● e-governance and information technology; ● Management aid tools like network analysis, MIS, PERT, CPM. <p>Civil Services:</p> <ul style="list-style-type: none"> ● 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>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.
Test-6 OPT-PA-2406	21 January, 2024 (Sunday)	<p>Evolution of Indian Administration:</p> <ul style="list-style-type: none"> ● Kautilya Arthashastra; ● Mughal administration; ● Legacy of British rule in politics and administration, ● Indianization of Public services, ● Revenue administration, ● District Administration, ● Local Self-Government <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.

		<p>Union Government and Administration:</p> <ul style="list-style-type: none"> ● Executive, ● Parliament, ● Judiciary-structure, ● Functions, ● Work processes; ● Recent trends; ● Intra- governmental relations; ● Cabinet Secretariat; ● Prime Minister's Office; ● Central Secretariat; ● Ministries and Departments; ● Boards; ● Commissions; ● Attached offices; ● Field organizations. <p>State Government and Administration:</p> <ul style="list-style-type: none"> ● Union-State administrative, ● Legislative and financial relations; ● Role of the Finance Commission; ● Governor; ● Chief Minister; ● Council of Ministers; ● Chief Secretary ● State Secretariat; ● Directorates.
Test-7 OPT-PA-2407	28 January, 2024 (Sunday)	<p>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. <p>Plans and Priorities:</p> <ul style="list-style-type: none"> ● 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>Financial Management:</p> <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; ● Accounting techniques; ● Audit; ● Role of Controller General of Accounts and Comptroller and Auditor General of India.



		Financial Administration: <ul style="list-style-type: none"> ● Monetary and fiscal policies: <ul style="list-style-type: none"> ❖ Public borrowings and public debt, Budgets types and forms; ● Budgetary process; ● Financial accountability; ● Accounts and audit.
Test-8 OPT-PA-2408	4 February, 2024 (Sunday)	District Administration since Independence: <ul style="list-style-type: none"> ● Changing role of the Collector; ● Union-State-local relations; ● Imperatives of development management and law and order administration; ● District administration and Democratic decentralization. Rural Development: <ul style="list-style-type: none"> ● Institutions and agencies since Independence; ● Rural development programmes: Foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment. Urban Local Government: <ul style="list-style-type: none"> ● Municipal governance: Main features, Structures, Finance, Problem areas; ● 74th Constitutional Amendment; ● Global-local debate; ● New localism; ● Development dynamics, ● Politics and administration with special reference to city management. Law and Order Administration: <ul style="list-style-type: none"> ● British legacy; ● National Police Commission; ● Investigative agencies; ● Role of Central and State Agencies including para military forces in maintenance of law and order and countering insurgency and terrorism; ● Criminalization of politics and administration; ● Police-public relations; ● Reforms in Police.

		Significant issues in Indian Administration: <ul style="list-style-type: none"> ● Values in public service; ● Regulatory Commissions; ● National Human Rights Commission; ● Problems of administration in coalition regimes; ● Citizen administration interface; ● Corruption and administration; ● Disaster management.
Test-9 OPT-PA-2409	9 June, 2024 (Sunday)	Full Length Paper I
Test-10 OPT-PA-2410	16 June, 2024 (Sunday)	Full Length Paper II
Test-11 OPT-PA-2411	23 June, 2024 (Sunday)	Full Length Paper I
Test-12 OPT-PA-2412	30 June, 2024 (Sunday)	Full Length Paper II
Test-13 OPT-PA-2413	14 July, 2024 (Sunday)	Full Length Paper I
Test-14 OPT-PA-2414		Full Length Paper II
Test-15 OPT-PA-2415	28 July, 2024 (Sunday)	Full Length Paper I
Test-16 OPT-PA-2416		Full Length Paper II

UPSC (2023) & Drishti IAS Mains Test Series (Public Administration Optional) Comparative Analysis

Paper 1

Test Series (Code)	Question Code	Drishti IAS Test Series Question	UPSC Question Number	UPSC Question	Marks
PA-2312	2(a)	<ul style="list-style-type: none"> What is the basis for judicial control over administration .Elaborate. 	1.(d)	<ul style="list-style-type: none"> Judiciary is playing a more positive role in policy formulation ,not just in limiting government actions,but also in mandating them." 	10
PA-2312	6(c)	<ul style="list-style-type: none"> Discuss how Citizen's Charter has a bearing on the overall state of Public Administration and on the state of governance 	1(e)	<ul style="list-style-type: none"> Citizen charter's focus is on empowering citizens concerning public service delivery 	10
PA-2311	1(d)	<ul style="list-style-type: none"> Identify developments related to gender perspective in the evolution of organization theory in public administration. 	3(a)	<ul style="list-style-type: none"> Organisation theory is not a single theory with a loosely knit of many approaches to organisational analysis ,and it provides different answer to different situations". comment 	20
PA-2311	3(a)	<ul style="list-style-type: none"> The decision-making theory was an attempt to understand human behaviour in organization for establishing a link between behaviour and efficiency which was a failure of classical thinkers. Explain 	1(c)	<ul style="list-style-type: none"> The process of decisions is largely technique of narrowing choices.Explain. 	10
PA-2309	3(b)	<ul style="list-style-type: none"> M.P Follett's views on management were to solve the conflict between management and workers through integration rather than workers' representation. Comment 	2(a)	<ul style="list-style-type: none"> Follett firmly advocated for cultivating interdependence and collaboration among individuals as the key to resolving conflicts and establishing more harmonious and all encompassing social structures.Discuss. 	20
PA-2311	4(c)	<ul style="list-style-type: none"> The success of the PPP model requires that both public administration and business administration find a middle ground for collaboration by achieving a balance between the state's obligation for accountability and the business sector for accountability to performance. Critically analyse the statement. 	2(c)	<ul style="list-style-type: none"> Public private partnership have been justified in various ways over time that seek to privatize public services for the profit of private entities."Do you agree? 	

PA-2308	2(c)	<ul style="list-style-type: none"> Until the Official Secret Act is abolished, it will remain a roadblock in the effective implementation of the RTI Act 2005. Comment. 	3(c)	<ul style="list-style-type: none"> The backlash against right to information by the state hampered the citizen's right to know."Examine and point out the need to amend the RTI Act to provide protection to RTI activists. 	
PA-2313	3(c)	<ul style="list-style-type: none"> What is the relationship between "motivational factors" and 'job enrichment' as given in Herzberg's two-factor theory. What is their relevance in contemporary work motivation? 	4(b)	<ul style="list-style-type: none"> "Two factor theory entails certain factors in workplace resulting in job satisfaction ,while others,if absent ,lead to dissatisfaction."Discuss. 	
PA-2304	6(b)	<ul style="list-style-type: none"> The Principle of delegated legislation, is I think right, but I must emphasize that it is well for Parliament to keep a watchful and even jzealous eye on it at all stages- (Herbert Morrison). Analyze. 	4(c)	<ul style="list-style-type: none"> "Subordinate legislation has its drawbacks ;this does not negate the fact that it is also quite beneficial." 	15
PA-2307	7(c)	<ul style="list-style-type: none"> Monetary policy should remain accommodative to objectives of fiscal policy. Do you agree with the statement? Justify. 	5(d)	<ul style="list-style-type: none"> "Monetary policy and fiscal policy are different ;but both are used to regulate economy."Discuss. 	10
PA-2305	2(b)	<ul style="list-style-type: none"> Discuss Whitley Councils and its role in achieving harmony between employer-employee relationships 	5(e)	<ul style="list-style-type: none"> "Instead of conflicting,the employer-employee relationship should be one of mutual reliance."Explain. 	10
PA-2314	6(b)	<ul style="list-style-type: none"> Why is Zero Based Budgeting more popular than Performance based budgeting. How is Zero Based Budgeting being implemented in India. Discuss. 	6(c)	<ul style="list-style-type: none"> "Zero-based budgeting (ZBB) is based on programme efficiency rather than budget history. "In the light of this, examine the advantages of ZBB over traditional budget. 	15
PA-2305	6(c)	<ul style="list-style-type: none"> Information and Communication technology has had a transformative effect on the traditional structure of administration. Elaborate 	7(c)	<ul style="list-style-type: none"> "Information communication Technology (ICT) can harness the power of artificial intelligence (AI) to execute the policies more intelligently creating an efficient and effective government." Examine and identify the challenges. 	15
PA-2305	3(b)	<ul style="list-style-type: none"> Training not only promotes efficiency and skills it also broadens the outlook and aptitude of the trainees 	8(c)	<ul style="list-style-type: none"> Training is not a short affair ;rather it is a step-by-step process of developing skills,habits,knowledge and aptitude."Elucidate. 	15

PA-2309	7(b)	<ul style="list-style-type: none"> Discuss the challenges of career advancement in public personnel management in the post globalized era. 	7(b)	<ul style="list-style-type: none"> In career advancement ,civil servants are necessitated to political superiors and hence the phenomenon poses the challenges to civil service neutrality."Comment. 	15
PA-2303	7(a)	<ul style="list-style-type: none"> Comparative Public Administration adopted the “Ivory Tower” image in building the theory of public administration. Critically examine 	6(a)	<ul style="list-style-type: none"> "The studies in Comparative Public Administration (CPA) got momentum in 1980's and 1990's with a new objective and orientation than its previous counterparts."Critically examine. 	20
Paper 2					
Test Series (Code)	Question Code	Drishti IAS Test Series Question	UPSC Question Number	UPSC Question	Marks
PA-2306	5(b)	<ul style="list-style-type: none"> “The Rule of Law and maintenance of order is the science of governance”-Kautilya. Comment 	1(a)	<ul style="list-style-type: none"> Kautilya's Arthashastra is a theoretical work on state and statecraft."Comment 	10
PA-2302	1(b)	<ul style="list-style-type: none"> “A pure rational bureaucracy is a utopian concept”. Examine. 	1(b)	<ul style="list-style-type: none"> Critics sometimes argue that bureaucracy is an impediment to a nation's development.Analyse. 	10
PA-2306	1(d)	<ul style="list-style-type: none"> The role of the Finance Commission is being redefined due to the new architecture of fiscal federalism in India. Elucidate 	1(d)	<ul style="list-style-type: none"> Is it true that Finance Commission has been lending financial strength to the local bodies in India .Argue in favour of your response. 	10
PA-2306	7(a)	<ul style="list-style-type: none"> A strong political executive means a weak parliamentary democracy. Critically examine the statement. 	1(e)	<ul style="list-style-type: none"> Parliamentary democracy in India envisages elected head as real executive of a state."Discuss. 	10
PA-2312	7(b)	<ul style="list-style-type: none"> ‘In India the Cabinet form of government has transformed into the Prime Ministerial form of government.’ Comment. 	2(a)	<ul style="list-style-type: none"> Indian Prime Minister is more empowered than his British counterpart in the westminister model of democracy . Elucidate. 	20
PA-2308	5(c)	<ul style="list-style-type: none"> To make PRIs more effective structural reforms need to be carried out. Examine. 	2(b)	<ul style="list-style-type: none"> Post-amendment period Panchayats have become a platform of competitive politics ,but could not emerge as agency of planning and service delivery.Examine. 	20
PA-2308	5(d)	<ul style="list-style-type: none"> Role of digital infrastructure in promoting inclusive Financial development. Discuss. 	3(a)	<ul style="list-style-type: none"> India has significantly advanced in its development goals ,increased efficiency in the public sector and unlocked innovation in private sector by adopting approach of building digital public infrastructure.Elucidate. 	20

PA-2308	5(b)	● Indicative planning cannot be a substitute of development planning in India. Examine.	3(b)	● Attempts to prepare unified and holistic plans for the country are complex and full of challenges ".Discuss.	20
PA-2308	1(c)	● Evaluate the implementation of the Deen Dayal Antyodaya Yojana National Rural Livelihood Mission.	5(b)	● "Mission Antodaya strives to realize the vision of poverty - free India ."Examine.	10
PA-2305	6(b)	● Ethics in administration provides a frame for the accountability of administration. Discuss.	5(e)	● Do you agree that code of ethics and code of conduct for ministers would help in upholding higher standards of their constitutional and ethical conduct ?Explain.	10
PA-2308	5(e)	● Swachh Bharat Mission (Gramin) has become a people's Movement. Do you agree with the statement?	6(c)	● The Swachh Bharat Abhiyan is by far the most significant cleanliness campaign by the Government of India . Comment.	10
PA-2310	6(a)	● The theme of the Disaster Management Plan 2016 is Build Back Better (BBB) but there is conspicuous absence of any funding mechanism like DMMF/DMRF. Discuss.	7(c)	● Disasters can push the world's poorest deeper into poverty. Do you think that a comprehensive strategy to deal with such vulnerabilities is required ?	10
PA-2303	4(c)	● The success of the PPP model requires that both public administration and business administration find a middle ground for collaboration by achieving a balance between the state's obligation for accountability and the business sector for accountability to performance. Critically analyse the statement.	8(a)	● In the context of the Second Administrative Reforms Commission recommendations ,evaluate Public Private Partnership as a preferred mode of implementing infrastructural projects.	20
PA-2316	6(a)	● Critically assess the role of Dr. Shyama Prasad Mukherji RURBAN Mission in bridging rural-urban divide.	8(c)	● Shyama Prasad Mukherjee Rurban Mission is a cluster based approach of converging rural development efforts of different departments of the Government .Comment .	10