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**Uttar Pradesh Public
Service Commission
(UPPCS Mains)**

Exam Syllabus

Optional Subjects
Public Administration (Pub-ad)

:: PAPER – I ::

Administrative Theory

I. Basic concept: Meaning, Scope and significance of Public Administration; Evaluation of Public Administration as discipline (New Public Admn., New Public Management and New Public Services), Public and Private Administration; its role in developed and developing societies; Ecology of Administration-Social Political, Economic and Culture.

II. Theories of Administration: Classical theory (Henri Fayol, Luther Gulick and others); Scientific management (Taylor and his associates); Bureaucratic theory (Max Weber and his critics); Human Relations theory (Elton Mayo and his colleagues); Systems approach (Chester Barnard).

III. Principles of Organisation: Hierarchy; Unity of Command, Span of Control, Power, Authority and Responsibility. Coordination; Communication, Supervision, Centralisation, Decentralisation and Delegation.

IV. Administrative Behaviour: Decision Making with special reference to the contribution of Herbert Simon, Theories of Communication, Morale, Motivation and Leadership.

V. Structure of Organisation: Chief Executive and his/her functions Line, Staff and Auxiliary Agencies, Departments, Corporation, Companies, Boards and Commissions, Headquarters and field relationship.

VI. Personnel Administration: Bureaucracy and Civil Services, Classification, Recruitment, Training, Career Development, Performance Appraisal, Promotion; Pay Structuring; Service conditions; Integrity and Discipline, Employer-Employee relations; Retirement benefits; Generalists and Specialists; Neutrality and Anonymity.

VII. Financial Administration: Concepts of Budget, Preparation, enactment and execution of the Budget; Performance Budgeting, Zero Base Budgeting, Accounts and Audit.

VIII. Accountability and Control: Concepts of Accountability and control, Control over Administration; Legislative, Executive, Judicial and Citizen control.

IX. Administrative Reforms: Concepts and processes, O & M, Work study and its techniques, Problems and prospects.

X. Administrative Law: Concepts and significance, Delegated Legislation, Meaning, types advantages, limitations and safeguards, Administrative Tribunals.

XI. Comparative and Development Administration: Meaning, nature and scope; Contribution of Fred Riggs with special reference to the Prismatic-Sala Model; Concepts Scope and significance of development Administration, Political, Economic and sociocultural context of Development Administration, Concepts of Administrative Development.

XII. Public Policy: Concepts and significance, Theories of public, public policy formulation, execution and evaluation.

:: PAPER - II ::

INDIAN ADMINISTRATION

- I. Evolution of Indian Administration:** Major Characteristics of Mauryan, Mughal and British Periods.
- II. Constitutional Setting:** Parliamentary Democracy; Federalism; Secularism, Socialism.
- III. Political Executive at the Union Level:** President, Prime Minister, Council of Ministers: Cabinet Committees.
- IV. Structure of control Administration:** Central Secretariat; Cabinet secretariat Ministries and Departments, Boards and Commissions, Field Organizations.
- V. Central- State Relations:** Legislative, Administrative and Financial.
- VI. Public Services:** All India, Central and State Services. Union and State Public Service Commissions: Training of Civil Servants.
- VII. Machinery for Planning:** Plan formulation at the national level; NITI Aayog, National Development Council, Planning Machinery at the State and District levels.
- VIII. Public Sector Undertakings:** Forms, Top-level Managements, control and Problems.
- IX. Control over Public Expenditure:** Parliamentary Control; Role of the Finance Ministry, Comptroller and Auditor General.
- X. Administration of Law and Order:** Role of Central and State Agencies in Maintenance of Law and Order.
- XI. State Administration:** Governor, Chief Minister, Council of Ministers, Chief Secretary, Secretariat; Directorates.
- XII. District Administration:** Role and importance, District Magistrate / Collector, Land Revenue, Law and Order and Developmental functions, District Rural Development Agency, Special Programmes of Rural Areas.
- XIII. Local Administration:** Panchayati Raj and Urban Local Government, Features, forms and problems, Autonomy of Local Bodies.
- XIV. Administration for Welfare:** Administration for the welfare of weaker sections with particular reference to Scheduled Castes, Scheduled Tribes; Programme for the welfare of Women.
- XV. Issue Areas in Indian Administration:** Relationship between political and permanent Executives, Generalists and Specialists in Administration, Integrity in Administration, People's Participation in Administration, Redressal of Citizen's Grievances; Lok Pal and Lok Ayuktas; Administration Reforms in India.

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