

# **Syllabus for the Recruitment Test for the post of Assistant Professor (College Cadre) in the subject of**

## **PUBLIC ADMINISTRATION**

### **1. Theory of UGC NET Public Administration**

- Public Administration – Meaning, Nature and Scope, Public and Private Administration, New Public Administration, New Public Management.
- Administrative Thinkers – Kautilya, Woodrow Wilson, Max Weber, F. W. Taylor, Henri Fayol, M. P. Follet, Elton Mayo, C.I. Barnard, Herbert Simon, D. H. McGregor, Abraham Maslow, Herzberg, Chris Argyris and F.W. Riggs Luther Gulick and L. Urwick.
- Theories – Classical, Human Relations, Bureaucratic, Public Choice.
- Approaches to the study of Public Administration – Scientific Management, Behavioural Systems, Structural – Functional, Decision-making, Public Policy and Marxian.
- Organisation – Bases of Organisation, Formal and Informal, Principles of Organisation – Hierarchy, Span of Control, Unity of Command, Delegation, Decentralisation and Coordination; Line – Staff Agencies.
- Leadership, Motivation and Communication.

### **2. Comparative UGC NET Public Administration**

- Comparative Public Administration – Nature and Scope.
- Theories and Models of Comparative Public Administration – Contributions of Fred Riggs, Montgomery and Ferrel Heady.
- A Comparative Study of the Administration, Institutions and Processes in U.K., U.S.A. and India.
- Various Control Mechanisms over Administration in U.K. U.S.A. and India.
- Citizen and Administration – Machinery for redressal of citizen's grievances in U.K., U.S.A. and India.

### **3. Development Administration**

- Development Administration – Meaning, Nature and Scope, Concept of Development Administration; Development Administration and Traditional Administration; Characteristics of Administration in Developed and Developing Countries.
- Public and Private Sectors and their Administration.
- Planning – Projects and Plan Formulation, Plan Implementation and Evaluation.
- Bureaucracy and Development Administration – Role of Bureaucracy in Plan Formulation and its Implementation.
- Development Administration – Interactions among Bureaucrats, Politicians, Technocrats, Social Scientists, Educationists and Journalists. People's Participation in Development.
- International Aid and Technical Assistance programs – IMF, IBRD, WTO.

### **4. Indian Administration**

- Administrative Legacies at the time of Independence – Civil Services; District and Revenue Administration.
- Organisation of Government at the Central Level – Organisation of Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O.
- Organisation of Government at the State Level – Secretariat, Role of Chief Secretary, Organisation of Ministries, Departments and Directorates.
- Personnel Administration – Classification of Services, Recruitment, Recruitment Agencies – U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations, Employer – Employee Relations.
- Financial Administration – Budget, Enactment of Budget, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor – General.
- Plans – Five – Year Plans, Formulation of Plans, Planning Commission, National Development Council, Plan Implementation.
- Centre State Relations – Legislative, Administrative and Financial, Finance Commission.
- Control over Administration – Legislative, Executive and Judicial Control, Transparency, Accountability and Administrative Responsiveness.

- District Administration – Organisation of District Administration, Role of District Collector in Development, Local Government – Rural and Urban, Panchayati Raj Institutions and their Role in Development.
- Citizen and Administration – Lokpal and Lokayukta.
- Delegated Legislation and Administrative Adjudication.
- Administrative Reforms in India since Independence.

## **5. Research Methodology**

- Types of Research.
- Identification of Problem and Preparation of Research Design.
- Research Methods in Social Sciences.
- Hypothesis.
- Sampling – Various Sampling Procedures.
- Tools of Data Collection – Questionnaire, Interview, Content Analysis.
- Processing of Data.
- Measures of Central Tendency – Mean, Mode and Median.
- Report Writing.

## **6. Social and Economic Administration**

- Meaning, Nature and Scope of Social Welfare and Social Justice.
- Central Social Welfare Board and State Social Welfare Boards.
- Major Social Sectors – Health and Education.
- Industrial Policy Resolutions and Growth of Public Sector in India.
- Public Sector – Features, Problems of Management, Accountability and Autonomy.
- New Economic Policy – Liberalisation, Privatisation and Globalisation.

## **7. Local Governments — Rural and Urban**

- Meaning, Nature and Scope of Local Governments.
- Major Features and Structure of Local Government in U.K., U.S.A., France and India.
- 73rd and 74th Constitutional Amendments in India.
- Functions and Role of Local Governments in India.
- State – Local Relations in India.