RAJASTHAN PUBLIC SERVICE COMMISSION,
AJMER
SYLLABUS FOR EXAMINATION FOR THE POST OF LECTURER IN
PUBLIC ADMINISTRATION
(SCHOOL EDUCATION)
PAPER-II

1. Knowledge of Subject concerned : Senior Secondary Level

- Public and Private Administration, Evolution of Public Administration as an independent discipline.
- Public Administration and its relationship with Political Science, Economics, Law and Psychology
- Concept of Organisation, Formal and Informal Organisation
- Principles of Public Administration : Hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Delegation, Supervision, Line and Staff.
- Constitutional context of Indian Administration : Preamble and other basic premises, Union Executive : The President, The Prime Minister and The Council of Ministers.
- Financial Administration: Concept of Budget, types, Budget preparation, Enactment and implementation of Budget.
- Personnel Administration: Recruitment : Meaning, methods and problems, Training : Need, Objectives, Types and Problems.
- Administration at Central and State Level : Central Secretariat, Cabinet Secretariat, State Secretariat and role of Chief Secretary.
- Administration at Division and District Level : Role of Divisional Commissioner and District Collector, Administration at sub – division and Tehsil level
- Structure and Functions of Panchayati Raj Institutions in Rajasthan : Zila Parishad, Panchayat Samiti, Gram Panchayat and Gram Sabha.
2. **Knowledge of Subject concerned : Graduation Level**

- Theories of Administration: Scientific Management, Bureaucratic model, Classical Theory, Human relations theory.
- Ministries at Central Level: Ministry of Home Affairs, Finance, Personnel Public Grievances and Pensions.
- Issues in Indian Administration: Minister Civil Servant Relationship, Generalist v/s Specialist, Integrity & Ethics in Indian Administration, E-Governance, People’s Participation, RTI and Citizen Charter.
- Control & Accountability of Administration: Legislative, Executive, Judicial and Popular Control, Lokpal and Lokayukta.
- Concept of Welfare State and Administrative State.
- Role of Political Parties & Pressure Groups and their interaction.
- Indian Judicial System: Supreme Court, High Courts, Sub-ordinate Judiciary, Judicial Activism and Public interest litigation.
- Initiatives of Administrative reforms in Rajasthan with special reference to Shiv Charan Mathur Commission.
3. **Knowledge of Subject concerned : PG Level**

- New Public Administration (Minowbrook Conference I,II and III), New Public Management
- Impact of Liberalization, Privatization and Globalization on Public Administration
- Concept of Good Governance & Kautilya’s ideas on Good Governance.
- Approaches to the study of Comparative Public Administration : Systems, Behavioural and Ecological
- Concept of Neutrality and Anonymity in Administration
- Concept of Development Administration, Administrative Development and Sustainable Development. Role of NGO’s in Development.
- Performance of Public Enterprises in India : Concept of Maharatna, Navratna and Miniratna and MOU, Corporate Social Responsibility
- Recommendations of II Administrative Reforms Commission related to Personnel Administration, Ethics in Administration, State and District Administration.

**Part – IV (Educational Psychology, Pedagogy, Teaching Learning Material, Use of computers and Information Technology in Teaching Learning)**

1. Importance of Psychology in Teaching-Learning :
   - Learner,
   - Teacher,
   - Teaching-learning process,
   - School effectiveness.

2. Development of Learner
   - Cognitive, Physical, Social, Emotional and Moral development patterns and characteristics among adolescent learner.

3. Teaching – Learning :
   - Concept, Behavioural, Cognitive and constructivist principles of learning and its implication for senior secondary students.
   - Learning characteristics of adolescent and its implication for teaching.
4. Managing Adolescent Learner:
   - Concept of mental health and adjustment problems.
   - Emotional Intelligence and its implication for mental health of adolescent.
   - Use of guidance techniques for nurturing mental health of adolescent.

5. Instructional Strategies for Adolescent Learner:
   - Communication skills and its use.
   - Preparation and use of teaching-learning material during teaching.
   - Different teaching approaches:
     Teaching models- Advance organizer, Scientific enquiry, Information, processing, cooperative learning.
   - Constructivist principles based Teaching.

6. ICT Pedagogy Integration:
   - Concept of ICT.
   - Concept of hardware and software.
   - System approach to instruction.
   - Computer assisted learning.
   - Computer aided instruction.
   - Factors facilitating ICT pedagogy integration.

   Paper – II Subject Concerned

   **Duration : 3 Hour**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject</th>
<th>No. of Questions</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Knowledge of Subject Concerned : Senior Secondary Level</td>
<td>55</td>
<td>110</td>
</tr>
<tr>
<td>2</td>
<td>Knowledge of Subject Concerned : Graduation Level</td>
<td>55</td>
<td>110</td>
</tr>
<tr>
<td>3</td>
<td>Knowledge of Subject Concerned : Post Graduation Level</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>Educational Psychology, Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning.</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>150</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

**Note :**
1 All the question in the Paper shall be Multiple Choice Type Question.
2 Negative marking shall be applicable in the evaluation of answers. For every wrong answer one-third of the marks prescribed for that particular question shall be deducted.
   Explanation : Wrong answer shall mean an incorrect answer or multiple answer.