

# **RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER**

## **SYLLABUS FOR EXAMINATION FOR THE POST OF LECTURER (SCHOOL EDUCATION) PUBLIC ADMINISTRATION**

### **PAPER – II**

#### **Part- I Senior Secondary Level**

- Meaning, Nature, Scope and Importance of Public Administration.  
Public and Private Administration, Evolution of Public Administration as an Independent Discipline.  
Public Administration and its relationship with Political Science, Economics, Sociology, 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 and Line & Staff.
- Constitutional context of Indian Administration, Union Executive: President, Prime Minister and the Council of Ministers.  
Public Policy Process: Formulation, Implementation, Monitoring and Evaluation.  
Financial Administration: Budget- Meaning, Types and Significance. Formulation, Presentation and Implementation of Budget.  
Personnel Administration: Recruitment- Meaning, Methods and problems, Training: Objectives, Types and Problems.
- Administration at Central and State Level: Central Secretariat, Cabinet Secretariat, State Secretariat, Executive Department and Role of Chief Secretary.  
Administration at Division and District Level: Role of Divisional Commissioner, District Collector and District Magistrate, Administration at Sub-Division and Tehsil Level.
- Local-Self Government in India: 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendment Act.  
Urban Local-Self Government: Municipal Corporation, Municipal Council, and Municipalities.  
Rural Local-Self Government: Panchayati Raj Institutions in Rajasthan- Zila Parishad, Panchayat Samiti, Gram Panchayat and Gram Sabha.

#### **Part- II Graduation Level**

- Theories of Administration: Scientific Management, Bureaucratic Model, Classical Theory, Human Relations Theory.  
Administrative Behaviour; Decision-Making, Communication, Leadership and Motivation.

- Union Ministries of Home Affairs, Finance, Personnel, Public Grievances and Pensions.  
Administrative Institutions & Regulatory Authorities in India: NITI Aayog, Finance Commission, Election Commission, Union Public Service Commission, Telecom Regulatory Authority of India (TRAI) and Insurance Regulatory and Development Authority of India (IRDAI).  
State Executive: Governor, Chief Minister and the Council of Ministers-Functions, Powers and Role.
- Comparative Public Administration: Meaning, Nature, Scope and Significance, Salient features of Administrative Systems of U.K, USA and France.
- Issues in Indian Administration: Minister- Civil Servant Relationship, Generalist and Specialist, Neutrality, Anonymity, Integrity and Ethics in Civil Service, e-Governance and Right to Information.
- Control and Accountability of Administration: Legislative, Executive, Judicial and Popular Control, Lokpal and Lokayukta.

### **Part- III Post Graduation Level**

- New Public Administration (Minnowbrook 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: System, Behavioural and Ecological.
- Concept of Development Administration, Administrative Development and Sustainable Development. Role of NGO's in Development.
- Major form of Public Sector Undertakings: Department, Corporation and Company. Corporate Social Responsibility (CSR).
- Administrative Reforms in India: Recommendations of Second Administrative Reforms Commission with special reference to the Reports on Personnel Administration, Ethics in Administration, Citizen-Centric Administration.

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

#### **I. Educational Psychology**

- Concept, scope and functions of educational psychology.
- Physical, cognitive, social, emotional and moral developmental characteristics of adolescent learner and its implication for teaching-learning.
- Behavioural, cognitive and constructivist principles of learning and its implication for senior secondary students.
- Concept of mental health & adjustment and adjustment mechanism.
- Emotional intelligence and its implication in teaching learning.

## **II Pedagogy and Teaching Learning Material (Instructional Strategies for Adolescent Learner)**

- Communication skills and its use.
- Teaching models- advance organizer, concept attainment, information processing, inquiry training.
- Preparation and use of teaching-learning material during teaching.
- Cooperative learning.

## **III Use of Computers and Information Technology in Teaching Learning**

- Concept of ICT, hardware and software.
- System approach.
- Computer assisted learning, computer aided instruction.

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For the competitive examination for the post of School Lecturer:-

1. The question paper will carry maximum 300 marks.
2. Duration of question paper will be **Three Hours**.
3. The question paper will carry 150 questions of multiple choices.
4. 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.
5. Paper shall include following subjects :-
  - (i) Knowledge of Subject Concerned: Senior Secondary Level
  - (ii) Knowledge of Subject Concerned: Graduation Level.
  - (iii) Knowledge of Subject Concerned: Post Graduation Level.
  - (iv) Educational Psychology, Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning.

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