

RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER

SYLLABUS FOR COMPETITIVE EXAMINATION FOR THE POST OF LECTURER IN PUBLIC ADMINISTRATION FOR COLLEGE EDUCATION DEPARTMENT

PAPER-I

1. **Basic Premises** : Meaning, Nature, Scope & Significance of Public Administration, Evolution of Public Administration as an independent discipline, Public & Private Administration, New Public Administration, New Public Management, Public Choice Theory, Good Governance, Globalization and its impact on Public Administration.
2. **Theories and Approaches** : **Classical-** Fayol, Gulick, Urwick, Mooney & Reiley. **Scientific Management-** F.W. Taylor and Associates. **Bureaucratic Theory-** Max Weber, Criticism and Post-Bureaucratic Organizations. **Human Relations-** Elton Mayo, M.P. Follet and Chester Barnard. Behavioural, Systems, Ecological Approaches.
3. **Principles of Organisation** : Hierarchy, Unity of Command, Span of Control, Coordination, Delegation, Supervision, Authority and Responsibility, Line and Staff and Auxiliary Agencies.
4. **Administrative Behaviour** : **Leadership-** Trait, Behavioural and Contingency Theories. **Communication-** Meaning, Models and Types. **Decision-Making-** Herbert Simon. **Motivation-** Maslow, Herzberg, McGregor, Clayton Alderfer.
5. **Comparative and Development Administration** : Evolution, Meaning, Nature, Scope and Significance of Comparative Administration, Contribution of F.W.Riggs, Features of Administrative systems of UK, USA and France. Concept and Features of Development Administration and Administrative Development, Development and Non- Development dichotomy, Role of N.G.O's in Development Administration.
6. **Human Resource Management**: Evolution of Civil Services, Bureaucracy and Civil Service, Classification, Recruitment, Training, Promotion, Career-Development, Code of Conduct and Discipline, Political Rights, Right to Strike.
7. **Financial Administration**: Meaning and Importance of Financial Administration, Budget-Concept, Significance, Role and Types.
8. **Public Policy**: Meaning and Significance and Types, Formulation, Implementation and Evaluation, Models of Policy making.
9. **Administrative Law**: Meaning, sources, significance, Administrative Law and Rule of Law, Delegated Legislation, Administrative Adjudication.

- 10. Research Methodology:** Meaning, Nature and Objectivity in Social Research, Scientific Method, Types of Social Research, Research Design, Hypothesis, Sources and Methods of Data Collection, Sampling.

Note :-

Pattern of Question Paper

- 1. Objective type paper**
- 2. Maximum Marks : 75**
- 3. Number of Questions : 150**
- 4. Duration of Paper : Three Hours**
- 5. All questions carry equal marks.**
- 6. There will be Negative Marking.**