Syllabus for PG entrance examination

Subject-public Administration

1. Public Administration- Meaning, Nature, Scope and Importance, Distinction between Public and Private Administration, Principles of organizations, Growth of Public Administration as a discipline, Public Administration and other Social Sciences

2. Organization- Meaning and Importance, Theories (Mechanistic and Human-relations), Principles of Organization, Structures of Organization- Chief Executive, Line, Staff and Auxiliary agencies.


4. Constitution of India- Features, Preamble, fundamental rights and Duties, Directive principles of state policy, Parliament, President, Prime Minister. Council of ministers, the Supreme Court.


6. Civil Services in India- All India services, Central services and State Services, Union Public Service Commission, Central Secretariat, Cabinet Secretary. State Administration-State Secretariat, Chief Secretary, District Administration, Role, Powers and Functions of Deputy Commissioner.


10. Administrative powers, Responsibilities and Control over Administration—Sources and Forms of Administrative powers, Rule of Law, Administrative Law, Delegated legislation, Administrative adjudication, Control over administration—Legislative, Executive and Judicial Control. Role of media and Civil Society.

**Reference:**

4. Elements of Public Administration—BL Fadia & Kuldeep Fadia.
6. Modern Constitution—Herman Finer.
8. Select Modern Governments—V.D. Mahajan.
10. Indian Constitutions—M.E. Pylee.
11. Indian Administration—S.R. Maheshwari.
12. Indian Administration—Hoshijar Singh.
13. Indian Administration—Vishnood Bushan & Vidya Bhagavan.
15. Local Self Governments in India—S.R. Maheshwari.
16. Local Governments—B.C. Roy.
17. Administrative Thinkers—D. Ravindra Prasad and Shivaling Prasad.

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*References*