

UPSC - BALS

GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET, HYDERABAD

Autonomous

DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER II / MODULE - 1 (Credits)

BASICS OF PUBLIC ADMINISTRATION - I

SYLLABUS

UNIT-1 NATURE OF PUBLIC ADMINISTRATION

1. Meaning and Importance of Public Administration

Meaning of Administration and Public Administration, Definitions Nature - Integral view and Managerial view, Scope - POSDCORB view, Subject Matter view Importance of Public Administration in modern society, Importance of Public Administration in Developing Societies.

2. State and Evolution of Public Administration

Origin of the State - Administrative Organizations, Evolution of Modern Administration - Stages in the Evolution of Public Administration, Politics Administration Dichotomy, Principles of Administration, Era of Challenge, Crisis of Identity, Public Policy Perspective, Governance, E-governance.

UNIT-II RELATIONSHIP WITH OTHER SOCIAL SCIENCES

(20 HRS)

3. Public Administration and Law

Meaning, Definition of Law - Relationship of Public Administration with Law

4. Public Administration and Political Science

Meaning, Definition of Political Science, Dichotomy - Woodrow Wilson's Views, Interdependence.

5. Public Administration and Economics .

Meaning, Definition of Economics - Relationship of Public Administration with Economics.

6. Public Administration and Psychology

Meaning, Definition of Psychology - Relationship of Public Administration with Psychology

7. Public Administration and Sociology Meaning, Definition of Sociology -

Relationship of Public Administration with Sociology

UNIT= II ORIENTAL AND CLASSICAL APPROACHES

8. Oriental Approach: Kautilya.

9. Classical Approach : Henry Fayol, Luther Gullick and Lyndall Urwick

Introduction and Contribution of Henry Fayol - Activities of an Industrial Undertaking, Elements of Administration, 14 Principles of Administration; Criticism; Introduction of Luther Gullick and Lyndall Urwicks Views on Organization and Structure; Principles of Organization - Gullick and Urwick; Bases of Departmental Organization - 4 p's; Critical Evaluation

10. Scientific Management Approach: F.W.Taylor

Introduction, Meaning of Scientific Management, Principles, Techniques of Scientific Management, Criticism.

11. Bureaucratic Approach : Max Weber and Karl Marx Introduction of Max Weber Meaning Definition of Bureaucracy, factors responsible for the rise of Bureaucracy Weber's Views on Authority - Traditional Authority, Charismatic Authority, Legal Rational Authority Characteristics of Bureaucracy; Criticism: Introduction of Karl Marx; Karl Marx's Views on Bureaucracy.

UNIT-IV HUMAN RELATIONS AND BEHAVIOURAL APPROACHES

12. Human Relation Approach : Elton Mayo

Introduction of Elton Mayo - Initial Experiments, Hawthorne studies - Experiments - Illumination Experiment, Relay Assembly Test Room Experiment, Human Attitudes and Sentiments, Social Organization/Bank Wiring Experiment;

13. Chester Barnard and Herbert Simon's Decision-Making Theory

Introduction of Chester Barnard, Formal and Informal Organizations, Contribution - Satisfaction Equilibrium, Theory of Authority, Executive Functions: Criticism; Summary.

Introduction of Simon, Simon's views on Classical Approach, Simon's Concept of Decision-Making, Stages of Decision-Making, Ends and Means, Rationality in Decision-Making; Criticism.

14. Socio Psychological Approach: Abraham Maslow.

McGregor

Introduction, Maslow's Hierarchy of Needs - Physiological Needs, Security Needs, Social Needs, Esteem Needs, Self Actualization Needs; Criticism, Douglas Mc. Gregor's Theory-X and Theory-Y.

Managerial Assumption about Theory X and Theory-Y: Criticism, Summary

UNIT-V ECOLOGICAL AND SOCIAL JUSTICE APPROACHES

15 Administrative Ecology : F.W. Riggs

Introduction Meaning of Ecological Approach.

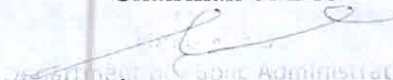
Agraria-Industria Model: Fused-Prismatic Diffracted Model.

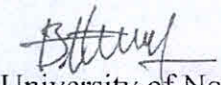
Characteristics.

16.Social Justice Approach: B.R. Ambedkar

17.Jyothi Rao Phule

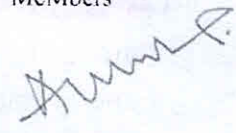
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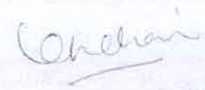

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DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER - I / MODULE - II (5 Credits)

DEVELOPMENT DYNAMICS AND EMERGING TRENDS - II

SYLLABUS

UNIT - I COMPARATIVE AND DEVELOPMENT ADMINISTRATION

1. Comparative Administration

Introduction, Origin, Definition, Scope, Significance of Comparative Public Administration, Conclusion.

2. Development Administration

Introduction, Meaning and Definitions, Concept of Development Administration, Attributes/Features of Development Administration, Scope of Development Administration, Challenges to Development Administration, Conclusion.

UNIT - II EMERGING TRENDS-

4. New Public Administration - Minnowbrook - I

Introduction - Rise and Growth of New Public Administration; The First MinnowBrook Conference- Goals/themes, Criticism.

5. New Public Administration - Minnowbrook - II

The Second MinnowBrook Conference - Features, Similarities and Dissimilarities between land II

UNIT-III MARKET THEORIES

7 Public Choice Approach

Introduction, The Background - Theoretical Traditions, Main Features or Recommendations of Public Choice Theory

8. New Public Management

Introduction, Evolution, New Public Management - Components, Salient Features, NPM as Neo Taylorism, Entrepreneurial Government, Conclusion.

UNIT - IV EMERGING TRENDS

9. Public Policy and Governance

Public Policy - Introduction, Meaning, Characteristics of Public Policy Make, Growing Importance of Public Policy. Governance Introduction, Meaning Features of Good Governance,

10. Role of Public Services in the Emergence and Development of New State of Telangana

UNIT-V EMERGING TRENDS - III

11. Present Status of Public Administration in the context of Globalization


Introduction, Meaning of Globalization, Ideological Perspectives Implications for Public Administration, Changing Role of Public Administration,

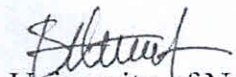
12. Post Modern Public Administration

Introduction, Origin, Meaning and Concepts in Post Modernism, Post Modern Public Administration

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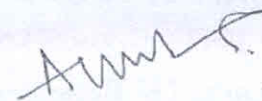
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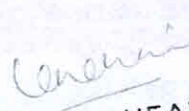

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DEPARTMENT OF PUBLIC
ADMINISTRATION

SEMESTER - III/MODULE - III - 4
credits

UNION ADMINISTRATION

SYLLABUS

(90 Hrs)

UNIT-I HISTORICAL BACKGROUND

(20 hrs)

1. Evolution of Indian Administration

Evolution of Indian Administration. Salient features of Ancient Indian Administration, Salient features of Mauryan Administration and Mughal Administration during Medieval Indian Administration, Important features of British Period Administration.

2. Indian Administration after Independence; continuity and change

3. Indian Constitutional Moorings and Administrations.

4. salient features of indian constitution

UNIT-II UNION ADMINISTRATION - STRUCTURE AND PROCESSES (20 hrs)

1. Political Executive at Central Level

President - Election, Removal, Powers and Functions. Prime Minister - Constitutional status, Powers and Functions. Council of Ministers - Composition, Powers and Functions.

2. Central Secretariat and Other Offices

Central Secretariat - Evolution, Meaning, Structure and Functions. Cabinet Secretariat - Evolution, Structure, functions, Role of the Cabinet Secretary, Cabinet Committees, Prime Minister's Office.

3. legislative and executive : structure and functions

UNIT - III CENTRE-STATE RELATIONS

1. Centre-State Administrative relations, finance commission
2. Central Personnel Agencies.
3. All India Services.

UNIT - IV CONSTITUTIONAL AND OTHER NATIONAL BODIES

1. Union Public Service Commission.
2. Election Commission, Comptroller and Auditor General of India (C&AG).
3. NITI Aayog.

4. parliamentary financial committees

UNIT V PUBLIC ENTERPRISES IN INDIA

1. Forms of Public Enterprises - Department, Corporation government , holding Company.

2. Performance and Disinvestment.

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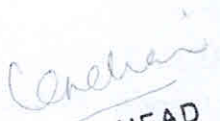

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DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER - IV/MODULE - IV-5credit

STATE ADMINISTRATION AND EMERGING ISSUES
SYLLABUS

(90 Hrs)

(20 hrs)

UNIT - I STATE ADMINISTRATION - STRUCTURE AND PROCESSES

1. Administrative History of Telangana.
2. Political Executive at State Level - Governor and Chief Minister.
3. Council of ministers

(20 hrs)

UNIT - II STATE ADMINISTRATIVE MECHANISM

1. State Secretariats and Directorates.
2. Local Governance and District Administration in telangana
3. Telangana panchayat act-2018

UNIT - III EMERGING ISSUES

1. Administrative Reforms - Need and Importance
2. II Administrative Reforms Commission - Features and Recommendations.
3. Telangana state planning board

(15 hrs)

UNIT - IV TECHNOLOGY AND INTEGRITY IN GOVERNMENT

1. E-Government
2. Values and Ethics in Administration
3. T.S-bpass

UNIT-V CONTROL OVER ADMINISTRATION


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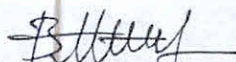
1. Redressal of Citizen grievances
transparency Accountability
and Right to Information Act.

2. Administrative Accountability
Legislative and Judiciary Control.

3. Lok ayukta

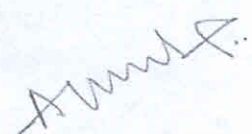
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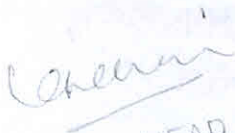

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BA II Year – Semester III

SEC - 1: Public Office Administration

Unit I: Introduction

- a) Office Administration: Meaning, Scope & Importance of Office
- b) Changing Nature of Public Office
- c) Basic Principles of Office Organization

Unit II: Office Organization and Management

- a) Office Planning
- b) Office Accommodation and Lay-out
- c) Office Environment

References:

- Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi. ,
Sudhir Andrews (2008) Front Office Management and Operations, Tata McGraw Hill Publishing Co. Ltd, India.
Balachandran V. (2009) Office Management, Tata McGraw Hill Publishing Co. Ltd, India.
Bhatia R.C. (2005) Principles of Office Management, Lotus Press, Delhi.
Gopala Krishnan and Sundaresan, M. (2000) Materials Management: An Integrated Approach, Prentice Hall, India
Sharma, R.K. and Others (1991) Office Management, Kalyani Publishers, New Delhi
Niraj Kumar (2013) Modern Office Management, New Royal Book Company. Lucknow.
Chopra, R.K. (2008) Modern Office and Its Management, Himalaya Publishing House, Hyderabad.

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BA II Year – Semester III

SEC - 2: Office Processes

Unit I: Office Filing System

- a) Forms: Management and Control
- b) Filing System and Classification
- c) Management of Office Records

Unit II: Office Communication

- a) Periodical Reports
- b) Office Communication; Correspondence
- c) Inventory Control; Office Stationery

References:

- Pillai R.S.N. (2010) Office Management, S.Chand, New Delhi.
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BA II Year – Semester IV

SEC 3 - Semester-IV: Technology and Office Administration (SEC)

Unit I: Introduction to Technology

- a) Introduction to ICT
- b) Management by Office Computerization
- c) Internet and Intranet

Unit II: Trends in Office Administration

- a) Office Automation
- b) Back Office Operations and Front Office Delivery
- c) Paperless Office

SEC 4 - Semester-IV: Techniques of Office Administration

Unit I: Techniques

- a) Work Study, Work Measurement, Work Simplification
- b) Management by Objectives
- c) Office Supervision

Unit II: Issues in Office Administration

- a) Social System and Public Office Administration
- b) Staff Welfare
- c) Office Management in Government: Issues

Expected Outcomes

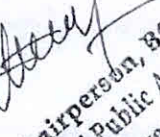
After study of the course, the learner is expected:

- Understand the meaning and related concepts of Office and office management;
- Explain the filing and record management
- Identify the issues and challenges in functioning of public office.


References


- Satyanarayana J, (2006) e-Government, PHI, New Delhi.
Kooiman, J (ed) (1993) Modern Governance: New Government – Society Interactions, Sage Publications, London.
Bhatnagar, S.C. (2004) e-Government: From Vision to Implementation, Sage, New Delhi.
Bhatnagar, S.C. (2004) The Role and Responsibility of Government in ICT for Development, Sage, New Delhi.
Singhal, A and Evertt, Rogers (1990) India's Information Revolution, Sage Publications, New York.


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DEPARTMENT OF PUBLIC ADMINISTRATION
SEMESTER - V/ MODULE-V (4 Credits)
MANAGEMENT OF RESOURCES - III A
SYLLABUS

90 Hrs

UNIT I NATURE OF HUMAN RESOURCE MANAGEMENT

23 Hrs

1. Human Resource Management - Types of Resources - Meaning and Definition of Human Resources - Concept of Personnel Management - Human Resource Management - Nature, Scope and significance of Human Resource Management.
2. Human Resource Planning - Concept of Human Resource Planning, Importance of Human Resource Planning, Human Resource Planning Process.

UNIT II - RECRUITMENT AND PROMOTION 24 HRS

3. Job Analysis, Job Description - Concept of Job Analysis, uses of job Analysis, Job Description - Introduction, uses of Job Description.
4. Recruitment - Meaning and Definition, Methods of Recruitment - Direct and Indirect Recruitment - Merits and Demerits of Direct Recruitment, Merits and Demerits of Indirect Recruitment, Process of Recruitment, Recruitment System in India - Union Public Service Commission.
5. Promotion - Meaning, Principles of Promotion - Seniority Principle, Merit Principle, Advantages and Disadvantages of Seniority and Merit Principle, Promotion System in India; Pay - Components, Principles of Pay and Pay Commissions, Wage.

UNIT III HUMAN RESOURCE DEVELOPMENT 23 Hrs

6. Employee Capacity Building Strategies, Training - Concept of Human Resource Development, Employee Capacity Building Strategies - Training : Meaning, Definition, Aims or Objectives of Training, types of Training, Techniques or Methods of Training, Training in India, Education.
7. Performance and Competency Mapping System - Concept of Performance Appraisal, Objectives of Performance Appraisal, Process of Performance Appraisal, Methods of Performance Appraisal, Concept and Models of Competency Mapping System - Concept, input process output Models.

8. Total Quality Management - Meaning and Definition of total quality management. Evolution of the concept of Total Quality Management, Elements of Total Quality Management.

UNIT IV EMERGING TRENDS

20 Hrs

9. Redressal of Employee Grievances - Meaning and History of Grievances Redressal Whitley Councils in UK, Grievances Redressal Mechanism in India - Joint Consultative Machinery and Procedure.

UNIT V RIGHTSIZING, OUTSOURCING AND CONSULTANCIES

20 hrs

10. Rightsizing, Outsourcing and Consultancies - Meaning of Rightsizing, Need for Rightsizing, Voluntary Retirement scheme, Meaning and Definition of Outsourcing, Advantages and Disadvantages of Outsourcing; Consultancies - Meaning, Types of Consultancies, Management Consultancy.

11. Interpersonal skills

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SEMESTER VI/ MODULE - VI (4 Credits)
FINANCIAL MANAGEMENT AND MATERIAL RESOURCES MANAGEMENT - IIB
SYLLABUS

CHAPTER I FINANCIAL MANAGEMENT

90 Hrs

23 Hrs

1. **Financial Management**: Meaning, Definition, Scope of Financial Management.

2. Importance of Financial Management

CHAPTER II BUDGET

24 Hrs

3. **Concept of Budget**, Principles of Budget, Types of Budget - Annual Budget or Long term Budget, Single and Plural Budget, Surplus, Deficit or Balanced Budget, Cash and Revenue Budget, Departmental Budget and Programme Budget

4. **Preparation of Budget**, Agencies, Stages or Process in the preparation of Budget,

5. **Enactment of Budget and Execution of Budget** - Collection of Taxes, Treasury Management, Accounting and Auditing.

CHAPTER III FINANCIAL INSTITUTIONS 24 Hrs

6. **Organization and Functions of Finance Ministry**. 7. Union-State Financial Relations; Finance Commission - Composition and Functions of Finance Commission.

8. **Parliamentary Financial Committees**: Organization and Functions of Public Accounts Committee, Estimates Committee and Public undertakings Committee, Summary.

9. **Comptroller and Auditor General of India** - Appointment and Term, Independence - Provisions, Duties and Powers of Comptroller and Auditor General, Summary.

CHAPTER - IV MATERIAL MANAGEMENT 23 Hrs

10. **Material Management:** Meaning, Definition, Scope and Importance of Materials Management, Summary.

11. **Procurement** - Meaning and Definition, Basic Principles of Procurement, Methods of Procurement, Summary.

CHAPTER-V STORAGE AND DISTRIBUTION

20 hrs

12. **Storage and Distribution** - Meaning of Storage, Types of Stores, Godowns and Warehouses, Purpose of Warehousing, Types of Warehouses. Distribution - Release of Raw Materials. Release of Finished Goods, Summary.

13. **Inventory control and management**

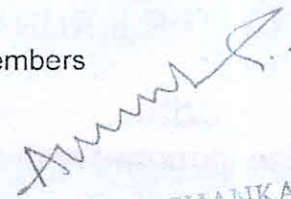
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DEPARTMENT OF PUBLIC ADMINISTRATION
SEMESTER - V/ MODULE -V (3 Credits)
RURAL LOCAL GOVERNANCE IN INDIA - IVA (ELECTIVE - IA)
SYLLABUS

80 Hrs

CHAPTER I INTRODUCTION

20 Hrs

1. **Democratic Decentralization** - Concept, Evolution and Significance; Local Government - Meaning of Local Government, Scope of Local Government, Importance of Local Government, Summary.
2. **Evolution of Local Government in India** - Ancient India, Medieval India, British Period, Balwanth Rai Mehta Committee
3. **Ashok Mehta Committee and other committees** - L.M. Singhvi Committee, Rao Committee, Sarkaria Commission.

CHAPTER II RURAL LOCAL GOVERNANCE 20Hrs

4. Third Generation Panchayats - Structures, Functions, Summary.
5. **Constitutional Status of Rural Local Government - 73rd Constitutional Amendment Act** - Salient features of the Act, with Schedule - Implementation, Summary.

CHAPTER III LOCAL ORGANISATIONS FOR RURAL DEVELOPMENT 20 Hrs

6. Panchayati Raj: Patterns, Functions and Performance. 7. **Finances of Panchayati Raj Institutions - State Finance Commission.**

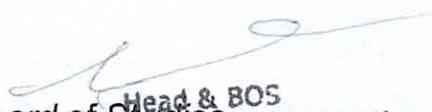
CHAPTER IV RURAL DEVELOPMENT, STRATEGIES AND SERVICES 20 Hrs

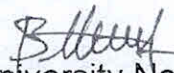
6. **Rural Development : Strategies ,Programes And Issues.**
7. **Cooperatives : Structure, Functions And Performance.**

CHAPTER V BASIC SERVICES AND WELFARE MEASURES IN RURAL AREAS

8. Basic Services And Welfare Measures in Rural Areas

9. state Control over Local Governments - Legislative Control - Means of Legislative Control, Administrative Control - Means of Administrative Control, Financial Control- Means of Financial Control, Judicial Control - Means of Judicial Control, Summary.



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DEPARTMENT OF PUBLIC ADMINISTRATION

SEMESTER - VI/MODULE-VI (3 Credits)

**URBAN LOCAL GOVERNANCE IN INDIA - IVB (ELECTIVE IB)
SYLLABUS**

CHAPTER 1 LOCAL ORGANISATIONS FOR URBAN DEVELOPMENT

1. Evolution of Urban Local Bodies - Phase I: Ancient & Medieval Period, Phase II : British Period, Phase III : Post Independence Period, Pattern, functions and Performance, Summary.

2. Constitutional Status of Urban Local Government - Features of 74th Constitutional Amendment Act - Salient features of the Act. Xith Schedule Implementation, Summary.

CHAPTER II STRATEGIES FOR URBAN DEVELOPMENT 20Hrs

3. Urban Development : Started program and Issues

4. Finances Of Urban Local Governments

CHAPTER III URBAN SERVICES

5. Basic Services And Welfare Measures In Urban Areas

6. Urban Development Authorities And Parastatals

7. Sustainable Development And Future Of Local Governance

CHAPTER IV AGENCIES AND PROGRAMES FOR RURAL AND URBAN SECTOR 20 Hrs

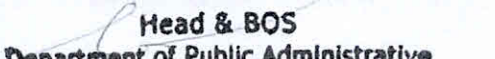
8. Development Planning, District Planning Committee

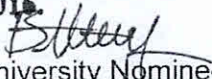
9. Special Agencies For Rural And Urban Development

CHAPTER V VOLUNTARY AGENCIES FOR RURAL AND URBAN DEVELOPMENT


10. Voluntary Agencies For Rural And Urban
Development


11. Elimination of Poverty Initiatives in Rural And
Urban Areas


Head & BOS
Department of Public Administrative
Board of Studies
GDC (W) Begumpet, (Autonomous)
Hyderabad-500 016.
Chairman BOS


University Nominee
Chairperson, BOS
Department of Public Administration
Osmania University, Hyd-7.

Members


Dr. A. SHANKAR KUMAR,
Assistant Professor,
Dept. of Public Administration
Govt. Degree College, Malkajgiri, R.R. Dist.


HEAD
Department of Public Administration
Dr. B.R. Ambedkar Open University
Jubilee Hills, Hyderabad - 500033

BA III Year Course-II: Indian Constitution and Administration (GE)

BA Semester-V: Indian Constitution and Administration

Course Objective the Constitution of India defines the basic objectives and functioning of the government. It has provisions for bringing about social change and defining the relationship between individual citizen and the state. It lays out certain ideals that form the basis of the kind of country that we as a citizen aspire to live in. An in-depth analysis of various basic areas of constitution is the main objective of this inter disciplinary course. This helps the students to strengthen their understanding of Indian constitution and functioning of government.

Module 1: Indian Constitution

- Nature of the Constitution Salient features – Preamble
- President, prime minister, council of ministers
- Distinctive features of Indian Federation
- Legislative, Administrative and Financial relations between the Union and the States

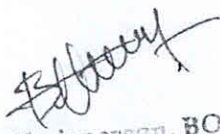
Module II: State Government


- Governor, Chief Minister and Council of Ministers
- Secretariat and Directorates
- Changing Nature of District Administration and the role of District Collector
- Decentralization experiments of India 73rd and 74th amendments act.

References:

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Krishna K.Tummala (1996), Public Administration in India, Allied Publishers Limited.
Kuldeep Mathur (2019), Recasting Public Administration in India: Reform, Rhetoric, and Neoliberalism, Oxford University Press
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Ramesh K Arora, Rajni Goyal (2018), Indian Public Administration: Institutions and Issues, New Age International Publishers.
S.R.Maheswari (2004), Indian Administration, Orient Longman Publishers Limited.
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BA III Year

Good Governance (GE-2)

Module I


- a) Meaning and Definitions of Governance
- b) The state, Market and Civil society
- c) Concepts of Good Governance
- d) Citizen Charter and Social Audit

Module-II

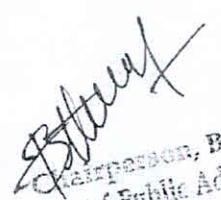
- a) Rule of Law and Human Rights
- b) Accountability
- c) Participation
- d) Openness and Transparency


References:

- Bell, S., and Hindmoor, A. (2009) Rethinking Governance: The Centrality of the State in Modern Society, Cambridge: Cambridge University
- Bell, Stephen and Andrew Hindmoor. (2009) Rethinking Governance: The Centrality of the State in Modern Society. Cambridge: CUP.
- Bevir, Mark (2009), Key Concepts in Governance, Sage, London.
- Bevir, Mark, ed. (2010) The Sage Handbook of Governance. Thousand Oaks, CA: Sage
- Bovaird, Tony and Elke Löffler, eds. (2009) Public Management and Governance, Routledge.
- Farazmand, Ali and Jack Pinkowski, eds. (2006) Handbook of Globalization, Governance, and Public Administration. London: CRC/Taylor & Francis.
- Hajer, Maarten, and Hendrik Wagenaar (2003) "Introduction." In Deliberative Policy Analysis: Kjaer, A (2004) Governance. Cambridge, UK: Polity Press.
- Kooiman, Jan ed. (1993) Modern Governance: New Government-Society Interactions. London: Sage.


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P.A. - Officers



UNION PUBLIC SERVICE COMMISSION

EXAMINATION NOTICE NO. 04/2021-CSP

DATE: 04/03/2021

(LAST DATE FOR RECEIPT OF APPLICATIONS: 24/03/2021) of CIVIL SERVICES EXAMINATION, 2021

(The Commission's Website: www.upsc.gov.in)

IMPORTANT

1. **CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:** All candidates (male/female/transgender) are requested to carefully read the Rules of Civil Services Examination notified by the Government (Department of Personnel and Training) and this Notice of Examination derived from these Rules. The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview/Personality Test.
2. **HOW TO APPLY:**

Candidates are required to apply Online by using the website <https://upsconline.nic.in> Detailed instructions for filling up online applications are available on the above mentioned website. Brief Instructions for filling up the "Online Application Form" given in Appendix-IIA.

 - 2.1 Candidate should have details of one Photo ID Card viz. Aadhaar Card/Voter Card/PAN Card/Passport/Driving Licence/Any other Photo ID Card issued by the State/Central Government. The details of this Photo ID Card will have to be provided by the candidate while filling up the online application form. The candidates will have to upload a scanned copy of the Photo ID whose details have been provided in the online application by him/her. This Photo ID Card will be used for all future referencing and the candidate is advised to carry this Photo ID Card while appearing for Examination/Personality Test.
 - 2.2 The facility of withdrawal of Application is available for those candidates who do not want to appear for Civil Services (Preliminary) Examination. In this regard, Instructions are mentioned in Appendix IIB of this Examination Notice
3. **LAST DATE FOR RECEIPT OF APPLICATIONS :**

The online Applications can be filled up to 24th March, 2021 till 6:00 PM. The eligible candidates shall be issued an e-Admit Card three weeks before the commencement of the examination. The e-Admit Card will be made available in the UPSC website [<https://upsconline.nic.in>] for downloading by candidates. No Admit Card will be sent by post.
4. **PENALTY FOR WRONG ANSWERS:**

Candidates should note that there will be penalty (negative marking) for wrong answers marked by a candidate in the Objective Type Question Papers.
5. **FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:**

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near gate 'C' of its campus in person or over Telephone No. 011-23385271/011-23381125/011-23098543 on working days between 10.00 hrs and 17.00 hrs.

6. MOBILE PHONES BANNED:

- (a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

7. Candidates are advised not to bring any valuable/costly items to the venue of the examination, as safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

F. No. 1/13/2020-E.I(B) : Preliminary Examination of the Civil Services Examination for recruitment to the Services and Posts mentioned below will be held by the Union Public Service Commission on 27th June, 2021 in accordance with the Rules published by the Department of Personnel & Training in the Gazette of India Extraordinary dated 4th March, 2021. All candidates must carefully read the Civil Services Examination-2021 Rules together with all the Appendices along with the Annexures thereof and this Examination Notice derived from the CSE Rules, 2021 in entirety for gaining awareness of the current Rules and Regulations as changes may have been incorporated since the previous Examination Rules.

- (i) Indian Administrative Service
- (ii) Indian Foreign Service
- (iii) Indian Police Service
- (iv) Indian Audit and Accounts Service, Group 'A'
- (v) Indian Civil Accounts Service, Group 'A'
- (vi) Indian Corporate Law Service, Group 'A'
- (vii) Indian Defence Accounts Service, Group 'A'
- (viii) Indian Defence Estates Service, Group 'A'
- (ix) Indian Information Service, Junior Grade Group 'A'
- (x) Indian Postal Service, Group 'A'
- (xi) Indian P&T Accounts and Finance Service, Group 'A'
- (xii) Indian Railway Protection Force Service, Group 'A'
- (xiii) Indian Revenue Service (Customs & Indirect Taxes) Group 'A'
- (xiv) Indian Revenue Service (Income Tax) Group 'A'
- (xv) Indian Trade Service, Group 'A' (Grade III)
- (xvi) Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade)
- (xvii) Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service (DANICS), Group 'B'
- (xviii) Delhi, Andaman and Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar

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9. Psychological problem of social integration :

The concept of social integration. The problem of caste, class, religion and language conflicts and prejudice. Nature and manifestation of prejudice between the ingroup and outgroup. Casual factors of such conflicts and prejudices. Psychological strategies for handling the conflicts and prejudices. Measures to achieve social integration.

10. Application of Psychology in Information Technology and Mass Media :

The present scenario of information technology and the mass media boom and the role of psychologists. Selection and training of Psychology professionals to work in the field of IT and mass media. Distance learning through IT and mass media. Entrepreneurship through e-commerce. Multilevel marketing. Impact of TV and fostering value through IT and mass media. Psychological consequences of recent developments in Information Technology.

11. Psychology and Economic development :

Achievement motivation and economic development. Characteristics of entrepreneurial behaviour. Motivating and Training people for entrepreneurship and economic development; Consumer rights and consumer awareness, Government policies for promotion of entrepreneurship among youth including women entrepreneurs.

12. Application of Psychology to environment and related fields :

Environmental Psychology effects of noise, pollution and crowding. Population Psychology : Psychological consequence of population explosion and high population density. Motivating for small family norms. Impact of rapid scientific and technological growth on degradation of environment.

13. Application of psychology in other fields :

(a) Military Psychology

Devising psychological tests for defence personnel for use in selection, Training, counseling; training psychologists to work , with defence personnel in promoting positive health; Human engineering in defence.

(b) Sports Psychology

Psychological interventions in improving performance of athletes and sports. Persons participating in Individual and Team Games.

(c) Media influences on pro and anti-social behaviour.

(d) Psychology of Terrorism.

14. Psychology of Gender :

Issues of discrimination, Management of diversity; Glass ceiling effect, Self-fulfilling prophesy, Women and Indian society.

PUBLIC ADMINISTRATION

PAPER-I

Administration Theory

1. Introduction :

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

Meaning, scope and significance of Public Administration, Wilson's vision of Public Administration, Evolution of the discipline and its present status. New Public Administration, Public Choice approach; Challenges of liberalization, Privatisation, Globalisation; Good Governance: concept and application; New Public Management.

2. Administrative Thought :

Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor.)

3. Administrative Behaviour :

Process and techniques of decision-making; Communication; Morale; Motivation Theories content, process and contemporary; Theories of Leadership: Traditional and Modern:

4. Organisations :

Theories systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies; Boards and Commissions; Ad hoc, and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public-Private Partnerships.

5. Accountability and Control :

Concepts of accountability and control; Legislative, Executive and judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.

6. Administrative Law :

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

7. Comparative Public Administration :

Historical and sociological factors affecting administrative systems; Administration and politics in different countries; Current status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique.

8. Development Dynamics :

Concept of development; Changing profile of development administration; 'Anti-development thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalisation on administration in developing countries; Women and development the self-help group movement.

9. Personnel Administration :

Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions; employer-employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.

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10. Public Policy :

Models of policy-making and their critique; Processes of conceptualisation, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation.

11. Techniques of Administrative Improvement :

Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

12. Financial Administration :

Monetary and fiscal policies: Public borrowings and public debt Budgets types and forms; Budgetary process; Financial accountability; Accounts and audit.

PAPER-II

Indian Administration

1. Evolution of Indian Administration :

Kautilya Arthashastra; Mughal administration; Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district Administration, local self Government.

2. Philosophical and Constitutional framework of Government :

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

3. Public Sector Undertakings :

Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.

4. Union Government and Administration :

Executive, Parliament, Judiciary-structure, functions, work processes; Recent trends; Intra-governmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

5. Plans and Priorities :

Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; 'Indicative' planning; Process of plan formulation at Union and State levels; Constitutional Amendments (1992) and decentralized planning for economic development and social justice.

6. State Government and Administration :

Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.

7. District Administration since Independence :

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Changing role of the Collector; Union-State-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

8. Civil Services :

Constitutional position; Structure, recruitment, training and capacity building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism.

9. Financial Management :

Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.

10. Administrative Reforms since Independence :

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

11. Rural Development :

Institutions and agencies since Independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.

12. Urban Local Government :

Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Global-local debate; New localism; Development dynamics, politics and administration with special reference to city management.

13. Law and Order Administration:

British legacy; National Police Commission; Investigative agencies; Role of Central and State Agencies including para military forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.

14. Significant issues in Indian Administration:

Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen administration interface; Corruption and administration; Disaster management.

SOCIOLOGY

PAPER- I

FUNDAMENTALS OF SOCIOLOGY

1. Sociology - The Discipline:

- (a) Modernity and social changes in Europe and emergence of Sociology.
- (b) Scope of the subject and comparison with other social sciences.

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