

2018-19

Public Administration (U.G.)  
SYLLABUS

Scheme:

Two Papers	Max. Marks	Mini Pass Marks	Time
Paper-I	100	36	3 Hours
Paper-II	100	36	3 Hours
Total	200	72	6 Hours

Note: Each paper shall consist of two parts

Part-I would contain 10 compulsory short answer questions of 4 marks each to be answered in 50 words.

Total Marks: 40

Part-II divided into three sections-each section contains 2 descriptive type question of 20 marks each. The candidates are required to attempt three questions selecting one question from each section.

Total Marks 60

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अकादमिक-प्रथम

*last 10 years*

**B.A. Part II Paper I (Social Welfare and Administrative in India)**

**Section- A**

Administrative institutions in a social welfare state. Administrative state and social justice, social welfare legislation, Administrative machinery of social welfare at centre level.

Organization of Government: Legislature its role and reasons of decline in modern times. Executive: Types and Relationship with legislature. Judiciary: Functions and role with special reference to the power of the Judicial review, Judicial Activism.

**Section-B**

Role of Democratic Administration, dealing with major social sectors Health, education, Rural Development. Role of NITI Aayog in sustainable development.

Pressure groups and Political parties- Organization & Functioning, interaction with each other in context of social welfare setup.

Organization and administrative working of finance Commission, Election Commission and the administration of elections in India.

**Section- C**

Organization and working of following Institutions-

- (i) University Grant Commission
- (ii) UPSC
- (iii) NHRC
- (iv) National Commission for SC/ST.
- (v) National Commission for minorities.
- (vi) Ministry of Social Justice.

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## B.A. Part II Paper- II (State Administration in India)

### Section- A

Present status of State Administration in India General background of state Administration in India centre- state relation special reference to the state of Rajasthan.

The office of Governor- Power, Functions Role Sand Importance of the office. Relationship with the Council of Ministers. *The office of chief Minister - powers, functions, Role and position, Relationship with councils of ministers and Governor.*

Organization and working of the State secretariat, chief secretary its role and significance in state Administration. Organization and working of the Department of Home, Finance and Department of Treasuries & Accounts, Agriculture in Rajasthan.

### Section-B

Organization and working of the following Boards etc.

- (i) Revenue Board
- (ii) Department Forest
- (iii) Directorate of Education
- (iv) Rajasthan State Electricity- Companies
- (v) Disaster- Management & Environment Protection Board

### Section- C

Personnel Administration: Role of State Civil Service in Rajasthan (RAS, RPS) organization and working of the Rajasthan Public Service Commission Training of State Civil Service, Organization and functions of state training institutes in Rajasthan. History of Administrative reforms in Rajasthan. Rajasthan Civil Service- Recruitment promotion, Police Administration: Organization and Working of Police at State District Level, Appellate Tribunals. District Administration organization of District Collector Functions and Positions SDO Tehsildar and Patwaris.

### Books Recommended

1. Mohan Mukherji, (ed.): Administrative Innovations in Rajasthan
2. Mohan Mukerji : Known Story of a Chief Secretary during Emergency
3. V.D. Sharma : Through Two Systems
4. Ravindra Sharma: Rajya Prashashan
5. Ramesh Arora and Geeta Chaturvedi : Rajya Prashashan
6. Surendra Kataria : Rajya Prashashan
7. Chandra Moli Singh : Rajasthan me Rajya Prashasha

*Sharma*

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*Amal*  
प्रभारी अधिकारी  
उत्तममिक-प्रथम