

MPAT 2019
University of Rajasthan, Jaipur
Subject : Public Administration

Sec. A

Public Administration : Meaning, Nature and Scope, Public and Private Administration, New Public Administration, New Public Management & New Public Service. Principles of Organization, Hierarchy, Span of Control, Unity of Command, Delegation, Centralisation & Decentralization, Coordination, Supervision, Line & Staff Agencies.

Administrative Thinkers : Kautilya, Max Weber, F.W. Taylor, Henry Fayol, Gulick & Urwick, M.P. Follet, Elton Mayo, Chester Barnard, Herbert Simon, Mc Gregor, Abraham Maslow & Chris Argyris.

Theories and Models of Comparative Public Administration. Contribution of Fred W. Riggs & Ferrel Heady. Salient Features of Administrative System of U.K. USA and India.

Sec. B

Development Administration : Meaning, Nature and Scope. Concept of Development Administration. Development Administration and Traditional Administration, Characteristics of Administration in Developed and Developing Countries.

Constitutional context of Indian Administration. General Organization of the Union Government : Ministries and Departments, Cabinet Secretariat, Central Secretariat & P.M.O.

Administration at State Level : Organization of Departments & Directorates, Secretariat & Chief Secretary.

Personnel Administration : Classification of Services, U.P.S.C., Recruitment, Training & Promotion. Financial Administration : Budget - Meaning, Formulation and Enactment, Role of Ministry of Finance, Niti Ayog, Audit and Accounts & Comptroller and Auditor General.

Sec. C

Research Methodology : Research methods in Social Sciences, Scientific Methods, Research Design, Hypothesis, Types of Research, Sampling, Tools of Data Collection, Report Writing

Structure of District Administration, Role of District Collector, Local Government -Rural and Urban, Structure, Function and role, Finance : State Local Relations.

Social and Economic Administration : The concept of Social Welfare, Social Justice and Social Change. Public Policy : Concept, Significance and Public Policy Process.

The Concept of Liberalization, Privatization and Globalization - The New Economic Policy & Neo Liberalism. Concept of Good Governance & Administrative Reforms in India.

 