

**Mohan Lal Sukhadia University, Udaipur**  
**SYLLABUS FOR SCREENING TEST FOR THE POST OF**  
**ASSISTANT PROFESSOR**  
**PUBLIC ADMINISTRATION**

1. **Public Administration** : Meaning, nature, scope & significance. New Public Administration, New Public Management.
2. **Theories and Approaches** : Classical, Human Relations, Bureaucratic & Public Choice, Scientific Management, Behavioural, Systems and Structural-Functional.
3. **Principles** : Hierarchy, Span of Control, Unity of command, Delegation, Coordination Leadership, Decision Making, Communication, Morale & Motivation.
4. **Administrative Thinkers** : Kautilya, C.I. Barnard, Herbert Simon, Chris Argyris, Fred Riggs, Warren G. Bennis, Y.Dror.
5. **Comparative and Development Administration** : Meaning, Nature, Scope and Importance of Comparative Public Administration. Features of Administrative Systems of USA, UK, France & China, Concept of Development Administration, Concept and Components of Administrative Development, Development and Non Development dichotomy.
6. **Personnel Administration** : Manpower Planning & HRD, Classification, Recruitment - Techniques, Training Methods, Promotion, Career Development, Performance Appraisal, Discipline & Morale, Employees Associations.
7. **Indian Administration** : Administrative Legacies, Secretariat System and Principal Ministries in Union Government, Planning Commission, National Development Council, Finance Commission, Secretariat of State Government, Chief Secretary, District Administration.
8. **Issue areas in Indian Administration** : Legislative, Judicial and Popular Control over Administration, Lokpal and Lokayukta, Generalist v/s specialist, Minister-Civil servant relationship, Representative, Responsive and Committed bureaucracy.
9. **Financial Administration in India** : Budget Preparation, enactment and execution, Role of Ministry of Finance, Parliamentary Control over Finance, Role of C & AG, Performance and Zero based Budgeting in India.
10. **New dimensions in Public Administration and Global Concerns** : Concept of Good Governance, Citizens Charter, Right to Information, E.Governance, Role of Civil Society, Human Rights.
11. **Local Administration : Rural and Urban** : Meaning, Nature and scope of Local Administration, 73rd and 74th Constitutional Amendments, Functions, Role and challenges before Local Administration in India, State-Local Relations, State Finance Commissions.

Note:- Pattern of Question Paper

1. Objective type paper
2. Maximum Marks :100
3. Number of Questions : 100
4. Duration of Paper : Two Hours
5. All questions carry equal marks
6. There will be Negative Marking

