ALS ONLIVE

Public Administration Optional

AJAY SRIVASTAVA
Programme Director

ALS ONLIVE

About ALS ONLIVE

by **Jojo Mathew, Manish K Gautam & Other Experts**

Underpinning this offering by ALS Onlive is a group of gifted communicators - expert and enthusiastic teachers, who are dedicated to making their classes both academically rigorous and immensely enjoyable.

We have been loftily nurturing our pupils and seeing them crack the Civil Services Examination with poise. There is a rationale why around 20 percent of seats are secured annually by our alumni. We offer a rich and rewarding mix of courses, creative teaching methodology and maximal academic exposure in an inspirational environment. It all adds up to a winning combination of innovation and tradition: the best of both worlds.

The plenary alternative learning technology that is employed in the classes is based on the concept of lateral thinking. It is formulated to promote creativity, critical thinking and effortless learning. The sessions are supplemented with learning aids and exhaustive study material that result in timely completion of the courses while offering comprehensive coverage and an unwavering foundation.

Nothing that is worth knowing can be taught. It can only be learned. Take the oath to enlist.

Jojo Mathew

- An accomplished educationist and motivator.
- Have earned wide recognition as a teacher and mentor for the past 22 years.
- Has a unique ability to command multiple academic disciplines of General Studies.
- His insights has been instrumental in inculcating critical thinking and analytical ability in students.
- He has made effective use of technology to take quality coaching for civil services exam to the remotest parts of India.

Manish K Gautam

- Enthusiasm incarnated as a mentor for Civil Services, handling substantial portion of GS Syllabus through, engaging & thought provoking sessions for development of critical power of assimilation in students.
- The guide who can make the journey intriguing and invigorating with a firm foot at the core of subjects and branching enough to offer the shade in this draining, battle till success.

ALS ONLIVE

DELIVERING 20% SELECTIONS CONSISTENTLY

ALS ONLIVE
Embark on a Voyage of Learning

PUBLIC ADMINISTRATION (OPTIONAL)

By Ajay Srivastava

Public Administration Optional Online Course is an advanced and comprehensive programme designed for Civil services Mains that blends the theoretical dimensions of Paper I with the applied aspects of Paper II. It has been crafted keeping in mind the increasing relevance and influence of the discipline in the rapidly changing societal environment. During the recent times, the subject has attained great significance in the overall scheme of examination. The challenge of preparing for Public Administration brings the opportunity of building skills and capacities which may go a long way. It not only powerfully impacts performance in other areas of written exam but also influences your personality to grow up to be an extra-ordinary human being and a Civil servant too.

PROGRAMME HIGHLIGHTS

- ONE STOP SOLUTION FOR IAS ASPIRANTS
- Meticulous blend of well crafted video content for static portion while live interactive classes for the dynamic component of entire PUBLIC ADMINISTRATION SYLLABUS
- Half an hour doubt clearing interactive session through web-chat after live classes
- Downloadable reading material for every class.

TOP NOTCH SUPPORT AND FLEXIBILITY

- Dedicated Student Helpdesk to swiftly resolve technical and academic issues.
- Choice of taking tests either online or offline at ALS Shalimar Place, Delhi/ALS VSAT centres across India.
- 50% fee waiver on joining any future course at ALS Shalimar Place, Delhi/ALS VSAT centres.
- Option of joining the face to face programme at ALS Shalimar Place, Delhi or VSAT centres across India on payment of difference fee during the course period.

RIGOROUS AND REGULAR ASSESSMENT WITH DEEP ANALYTICS

- UPSC compatible regular tests are integral part of this course.
- Video explanations of important and conceptual questions by frontline faculties.
- Personalised and concrete evaluation and feedback of mains answer-scripts submitted online.

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Emphasis will be on the development of thorough understanding of the subject matter rather than simply cramming the facts and figures.

SYLLABUS

PAPER-I

Administration Theory

1. Introduction :

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 Modem:

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, pray and service conditions; employer-employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.

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 :

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.

Master Planner

Public Administration Online Course

UNITS	FACULTY	NO. OF CLASS	HOURS
FOUNDATION	AJ	04	10
INTRODUCTION	AJ/PS	10	25
ADMINISTRATIVE THOUGHT	AJ	10	25
ADMINISTRATIVE BEHAVIOUR	GF	04	10
DEVELOPMENT DYNAMICS	AJ	03	7.5
COMPARATIVE P.A.	AJ	02	05
EVOLUTION OF I.A.	AJ/PS	04	10
PHIL. & CONT. FRM.	AJ/PS	03	7.5
UGA & ORGN.	AJ/PS	08	20
STATE GOVT. & ADMN	PS	05	12.5
PLAN & PRIORITIES	AJ	02	05
PUBLIC SEC. & ORGN.	AJ	02	05
ACC/CONTROL & S. I.	PS	04	10
PERS. ADMN & CIVIL SER.	PS	05	12.5
FIN. ADMN. & MNGT.	AJ	04	10
ADMNV. LAW	PS	01	2.5
PUBLIC POLICY	AJ	02	05
TECH. OF ADMV. IMP.	SS	00	00
DISTRICT ADMN.	AJ	02	05
RURAL DEVELOPMENT	AJ	02	05
URBAN LOCAL GOVT	AJ	02	05
ADMV. REFORMS	AJ	01	2.5
TOTAL		80	200

ALS ONLIVE TEAM: AJ- Ajay Srivastava, PS-Pankaj Singh

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About Civil Services Examination

The Indian Civil Service was the elite higher civil service of the British Empire in India between 1858 and 1947. Lord Warren Hastings laid the foundation of civil service and Charles Cornwallis reformed, modernised and rationalised it. Hence, Charles Cornwallis is known as the 'Father of Civil Service in India'. Its members ruled more than 300 million Indians and were ultimately responsible for overseeing all government activities in the 250 districts that comprised British India. The present modern civil service was formed after the partition of India in 1947. It was Sardar Patel's vision that the Civil Services should strengthen cohesion and national unity.

The Civil Services Examination (CSE) is a nationwide competitive examination conducted by the Union Public Service Commission for recruitment to various Civil Services of the Government of India, including the Indian Administrative Service (IAS), Indian Foreign Service (IFS), Indian Police Service (IPS) among others. It is conducted in two phases - a preliminary examination consisting of two objective-type papers (general studies and aptitude test), and a main examination consisting of nine papers of conventional (essay) type, followed by a personality test (interview).

From 2011 onwards, the preliminary examination, now popularly known as the Civil Services Aptitude Test (CSAT) (officially it is still called General Studies Paper-1 and Paper-2), intends to focus on analytical abilities and understanding, rather than the ability to memorize. The new pattern includes two papers of two hours duration and 200 marks each. Both papers have multiple choice objective type questions only.

Paper I tests the candidate's knowledge on current events, history of India and Indian national movement, Indian and world geography, Indian polity and governance, economic and social development, environmental ecology, biodiversity & climate change and general science.

Paper II tests the candidate's proficiency in comprehension, interpersonal and communication skills, logical reasoning, analytical ability, decision making and problem solving ability, basic numeracy, data interpretation, and general mental ability.

The main examination is a written examination consisting of nine papers, two qualifying and seven for ranking purpose. Candidates who pass the qualifying papers are ranked according to marks obtained in the remaining 7 Papers. A selected number of candidates are called for Interview or a Personality Test at the Commission's discretion.

There are four papers of 'General Studies', of 250 marks each, which comprises of Indian heritage, history and culture, Geography of India and the world, Indian Polity, constitution and governance, Social Issues, International relations, Indian economic development, Biodiversity and environment, security and disaster management as well as ethics, integrity and aptitude.

There is also a separate essay paper where the candidates are asked to write to large essays from choices of topics given based on General Studies itself.

The candidate will have to answer 2 papers of 250 marks each from a subject chosen from a list of Optional Subjects. Two qualifying papers are of Indian Language and English.

The overwhelming share of General studies in the total scheme of examination warrants an extensive preparation of these subjects for getting qualified in this examination. Selection of optional subject is also very important, in the overall context.

Scheme of Civil Services Examination

Introduction

Union Public Service Commission is a body under the Constitution of India, which conducts the exams for the Civil Services. Almost 10 lakh aspirants enrol each year while almost 5 lakh candidates appear for the exam. The Preliminary examination is conducted in May/June while the Main examination is conducted in November/December.

Pattern of the Examination

UPSC Civil Services Examination is divided into two stages: Preliminary Examination & Main Examination

Stage 1 - Preliminary Examination

- The Examination shall comprise of two compulsory Papers of 200 marks each.
- Both the question papers will be of the objective type (multiple choice questions) and each will be of two hours duration
- The General Studies Paper-II of the Civil Services (Preliminary) Examination will be a qualifying paper with minimum qualifying marks fixed at 33%
- The question papers will be set both in Hindi and English.

Stage 2 - Main Examination

- Main examination is a conventional (Essay Type) exam consisting of 9 papers followed by a Personality Test.

Paper 1 - Essay	Paper 4 - GS 3	Paper 7 - Optional Subject
Paper 2 - GS I	Paper 5 - GS 4	Paper 8 - Compulsory English
Paper 3 - GS 2	Paper 6 - Optional Subject	Paper 9 - Compulsory Indian Language

- Each paper is of 250 marks except Paper 8 & 9 which is of 300 marks each. The marks for Paper 8 & 9 are not counted in the final score.
- UPSC has a list of 26 subjects from which the candidates shall choose one. The chosen optional subject is divided into two papers for paper 6 & 7.

Interview/Personality Test (275 Marks)

- The candidate will be interviewed by a Board who will have before them a record of his/her career. He/she will be asked questions on matters of general interest. The objective of the interview is to assess the personal suitability of the candidate for a career in public service by a Board of competent and unbiased observers. The test is intended to judge the mental caliber of a candidate. In broad terms, this is really an assessment of not only his/her intellectual qualities but also social traits and his/her interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgement, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

Scheme of Civil Services Examination

- The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidate.
- The interview test is not intended to be a test either of the specialized or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own state or country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.

Rank List

- Rank List is prepared based on the total marks obtained in the Seven Written Papers of Main Examination and the Marks of the Personality Test. (i.e. 1750 Marks from Seven Papers + 275 Marks for Personality Test = 2025 Total Marks)

Eligibility

- The educational qualification needed to appear in UPSC Civil Services Examination is Graduation in any subject recognized by UGC.

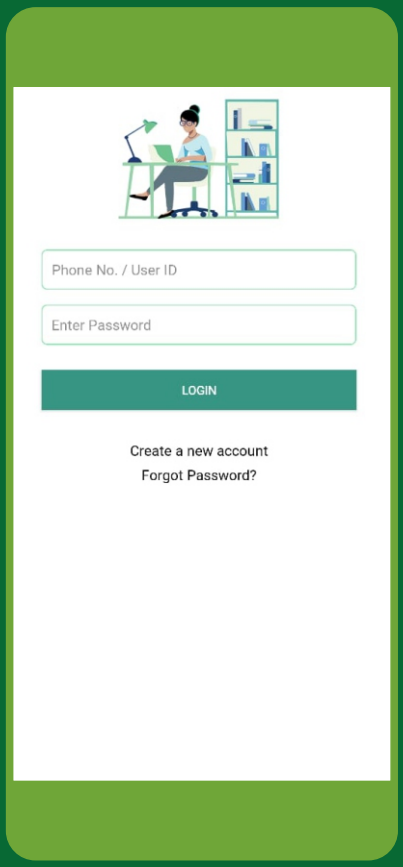
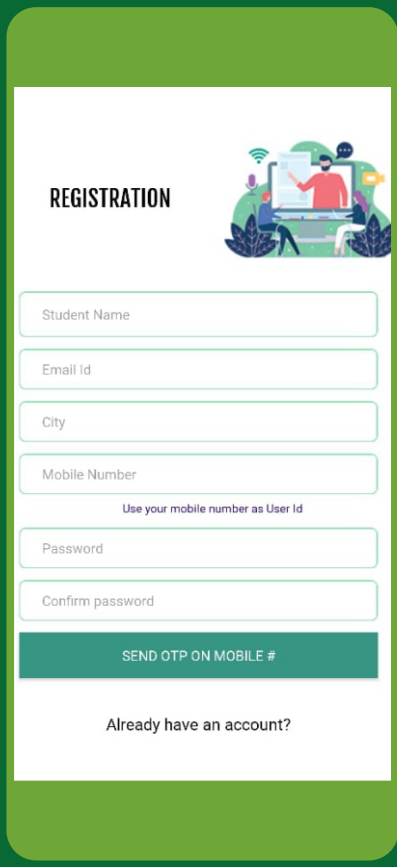
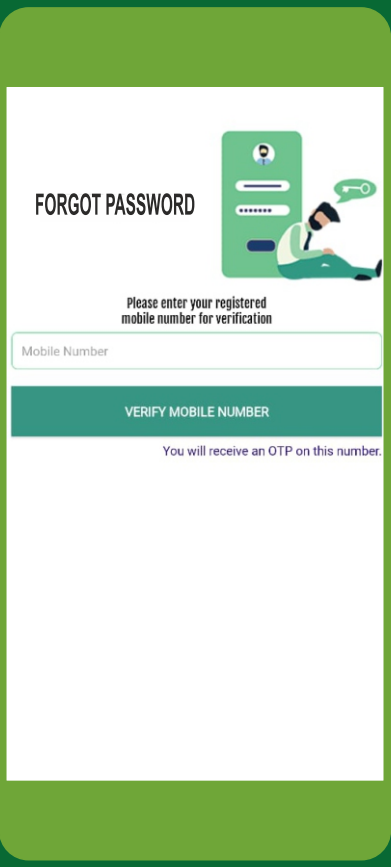
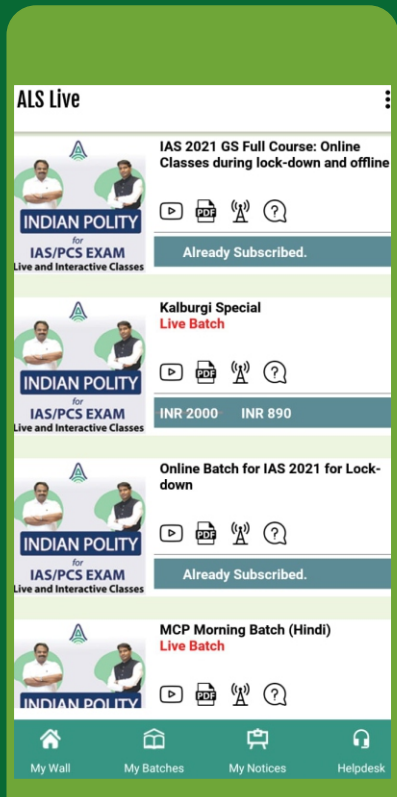
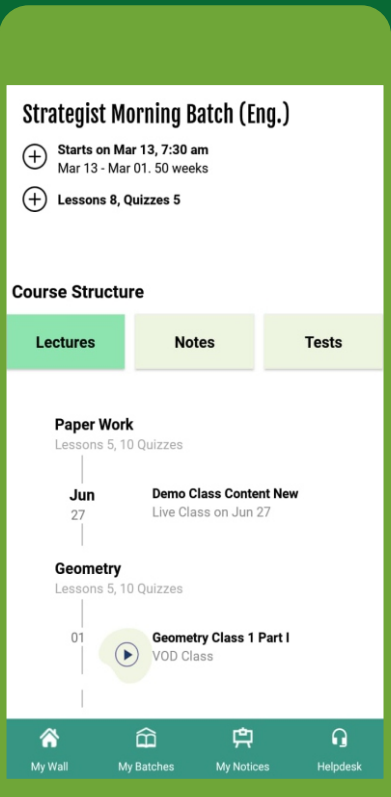
Age Limit and Attempts

- The minimum age to appear for UPSC Civil Services Examination is 21 years and upper age limit and no. of attempts for various categories are as follows:

General	32 years	06 Attempts
EWS	32 years (No relaxation)	06 Attempts (10% reservation)
OBCs	35 years (3-years relaxation)	09 Attempts
SC/ST	37 years (5-years relaxation)	Unlimited attempt till the age limit

Important Dates

Notification and Form filling for IAS Prelim Exam – February / March	
Date of Preliminary Examination – May/June	Result of Preliminary Exam – August/September
Commencement of Main Exam – Sept/October	Declaration of Main Exam Results – December/January
Personality Test – February/March	Declaration of Final Merit List – May/June

User Guide

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