



SYNERGY

AN INSTITUTE FOR CIVIL SERVICES EXAMINATION

PUBLIC ADMINISTRATION

■ ONLINE
■ OFFLINE

TEST SERIES 2022

TEST
STARTS } **12th June**
2022

Test Timing: 10:30 AM to 1:30PM

“A Test Series is not just about attempting question papers and answer evaluation, it is an exercise to polish one's knowledge and hone the skills to write better answers. We realise this need, hence, we have designed a Test Series which will not act as a tool of evaluation but to polish one's learning. It is an integrated programme, in which the test series run parallel to the Public Administration Advance Programme, enabling the candidates to learn more and validate it at the same time. It will not only act as a mechanism to revise the course, but to fine tune one's strategy and smooth out the rough edges in the preparation.

For new candidates, it will help them cover the course in an integrated manner, for seasoned ones it will help them in reaching new heights in their preparation journey.”

PROGRAMME HIGHLIGHTS

- 14 Tests in total- to comprehensively cover the entire syllabus and beyond- 10 Sectional and 4 Mock Test of Paper -I and Paper-II.
- Special focus on theoretical and analytical orientation.
- Balanced Question papers to exhaustively cover all aspects of the subject
- One to One doubt solving sessions and interactive discussions.
- One session on “The skill of Answer Writing” and facing the Exam.
- One session on 2nd ARC Report to add more value to answers.
- Efficient answer-book correction and actionable feedback.
- * Exclusive Work book discussion.
- * Value addition notes and curated contents on current affairs/ contemporary issues related to the subject will be provided.

Register
Now
Limited
Seats

Fee
Rs. 16,500/-
(Inclusive of Taxes)

For Further Information, visit:



synergyraffar.com

~ Address ~

16-A/2, 1st Floor, Ajmal Khan Road, W.E.A., Karol Bagh, New Delhi- 05
011-25744391 | 8527697136 | 8595079231 | www.synergyraffar.com

Test Schedule 2022

TEST/DATE	TOPICS
TEST-1 12th June, 2022 PAPER 1	<ul style="list-style-type: none"> ▪ Unit-I : Introduction (Part) Meaning, Scope and Significance of Public Administration Syllabus; Wilson's Vision of Public Administration; Evolution of the discipline and its present status. ▪ Unit 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.
TEST-2 19th June, 2022 PAPER 1	<ul style="list-style-type: none"> ▪ Unit-II : 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. Mc Gregor).
TEST-3 26th June, 2022 PAPER 1	<ul style="list-style-type: none"> ▪ Unit-III : Administrative Behaviour Process and Techniques of Decision-making; Communication; Morale; Motivation Theories – Content, Process and Contemporary; Theories of Leadership: Traditional and Modern. ▪ Unit-I : Introduction (Part) New Public Administration; Public Choice Approach; Challenges of liberalization, Privatisation, Globalisation; Good Governance: Concept and Application; New Public Management.
TEST-4 3rd July, 2022 PAPER 1	<ul style="list-style-type: none"> ▪ Unit 4. Organizations ▪ Unit 5. Accountability and control: Concepts of Accountability & Control; Legislative, Executive & Judicial Control over Administration; Citizen & Administration; Role of Media, Interest Groups, Voluntary Organizations; Civil Society; Citizen's Charters; Right to Information; Social Audit. ▪ Unit 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.
TEST-5 10th July, 2022 PAPER 1	<ul style="list-style-type: none"> ▪ Unit 6. Administrative Law: Meaning, Scope and Significance; Dicey on Administrative Law; Delegated Legislation; Administrative Tribunals. ▪ Unit 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.

For Feedback, write to us email Id- synergyias143@gmail.com

16-A/2, 1st Floor, Ajmal Khan Road, W.E.A. Karol Bagh, New Delhi- 05

☎ 011-25744391 } 8527697136 } 8595079231 | www.synergyraftar.com



TEST-6 17th July, 2022 PAPER 1	<ul style="list-style-type: none">▪ Unit 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.▪ Unit 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.▪ Unit 12. Financial Administration Monetary and Fiscal Policies; Public Borrowings and Public Debt Budgets - Types and Forms; Budgetary Process; Financial Accountability; Accounts and Audit.▪ Unit 9. Financial Management (Paper-II): 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.
TEST-7 24th July, 2022 PAPER 2	<ul style="list-style-type: none">▪ Unit 1. Evolution of Indian Administration: Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government. Unit 2. Philosophical and Constitutional framework of government: Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.▪ Unit 2. Philosophical and Constitutional Framework of Government Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.▪ Unit 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.
TEST-8 31st July, 2022 PAPER 2	<ul style="list-style-type: none">▪ Unit 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.▪ Unit 10. Administrative Reforms since Independence: Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.▪ Unit 11. Rural Development: Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.▪ Unit 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.



SYNERGY

AN INSTITUTE FOR CIVIL SERVICES EXAMINATION

<p>TEST-9 7th August, 2022 PAPER 2</p>	<p>▪ Unit 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.</p> <p>▪ Unit 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.</p> <p>▪ Unit 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.</p>		
<p>TEST-10 14th August, 2022 PAPER 2</p>	<p>▪ Unit 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.</p> <p>▪ Unit 13. Law and Order Administration: British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation of politics and administration; Police-public relations; Reforms in Police.</p> <p>▪ Unit 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.</p>		
<p>FULL MOCK TEST 21st August, 2022</p>	<p>Test-1 (Paper-I)</p>	<p>FULL MOCK TEST 24th August, 2022</p>	<p>Test-2 (Paper-I)</p>
<p>FULL MOCK TEST 28th August, 2022</p>	<p>Test-3 (Paper-II)</p>	<p>FULL MOCK TEST 31st August, 2022</p>	<p>Test-4 (Paper-II)</p>
<p>1st Sept. & 2nd Sept. 2022</p>	<p>Classes on Contemporary Issues in Public Administration</p>		

TEST DISCUSSION ON SCHEDULED DATE AT 11:00 AM
DISCUSSION WILL BE IN ONLINE/OFFLINE MODE

For Feedback, write to us email Id- synergyias143@gmail.com

16-A/2, 1st Floor, Ajmal Khan Road, W.E.A. Karol Bagh, New Delhi- 05

☎ 011-25744391 } 8527697136 } 8595079231 | www.synergyraftar.com