

**Syllabus for the post of  
Assistant Professor- Public Administration, Maharashtra Education  
Services, Group - A (Collegiate Branch)**

Steps of Exam: Written Exam - 200 Marks

Interview - 50 Marks

Level: - Degree

No. of Questions: - 100

Medium: English & Marathi

No. of Marks: - 200

Nature of Paper - Objective Type

Duration: - 1 hour

Final merit list will be prepared by considering the marks obtained in  
Written test & Interview.

### **SYLLABUS**

- 1) Public Administration-Meaning, Nature and Scope, Public and Private Administration, New Public Administration. New Public Management.
- 2) Organisation - Bases of Organisation - Formal and Informal. Principles of Organisation. Hierarchy, Span of Control. Unity of Command. Delegation. Decentralisation. Co-ordination and Line & Staff Agencies.
- 3) Administrative Thinkers - Kautilya, Woodrow Wilson, Luther Gullick and Lyndall Urwick, Max Weber. F. W. Taylor. Henry Fayol, M. P. Follet, Elton Mayo, Chester Barnard, Herbert Simon, D. H. McGregor, Abraham Maslow, Frederick Herzberg and Chris Argyris.
- 4) Theories and Models of Comparative Public Administration - Contributions of Fred Riggs, Montgomery and Ferrel Heady.  
A Comparative Study of the Administration, Institutions and Processes in U.K., U.S.A and India.
- 5) Development Administration - Meaning, Nature and Scope. Concept of Development Administration, Development Administration and Traditional Administration, Characteristics of Administration in Developed and Developing Countries.  
Bureaucracy and Development Administration.
- 6) Indian Administration - Organisation of the Union Government - Central Secretariat, Ministries and Departments, Cabinet Secretariat, P.M.O.  
Organisation of the State Government - Secretariat. Role of Chief Secretary, Organisation of Departments and Directorates.
- 7) Personnel Administration - Classification of Services Recruitment, Recruitment Agencies - U.P.S.C. and State Public Service Commissions, Training, Promotion, Discipline, Morale, Staff Associations, Employer - Employee Relations.  
Financial Administration - Budget - Meaning, Preparation and Enactment, Finance Ministry and its Role, Audit and Accounts, Comptroller and Auditor General.

- 8)** Research Methodology - Research Methods in Social Sciences.  
Types of Research, Sampling, Tools of Data Collection.
- 9)** Structure of District Administration, Role of District Collector, Local Government - Rural and Urban: Structure, Functions and Role, Finances; State - Local Relations.
- 10)** Social and Economic Administration-The Concept of Social Welfare. Social Justices and Social Change.  
The Concepts of Liberalisation, Privatisation and Globalisation - The new Economic Policy.  
Role of Voluntary and Non-governmental Agencies in Socio-economic Development.
- 11)** Public Policy-Meaning, Types and Significance.  
Approaches to Public Policy.  
Institutional Arrangements for Policy-making.  
Policy - making Process, Policy Implementation. Policy Education, Policy Monitoring and Evaluation.  
Policy Analysis.
- 12)** Concepts of Social Welfare, Social Justice and Social Change.  
Organisational Structure for Social Justice Administration - Central Social Welfare Board, State Social Welfare Boards, Role of N.G.O.s and Voluntary Organisations, State Departments of Social Welfare and the Union Ministry of Social Justice and Empowerment, Reservation Policy.  
Major Social Sectors-Health and Education.
- 13)** Economic Policy in India since Independence.  
Concept of Mixed Economy.  
Industrial Policy Resolutions and Growth of Public Enterprises in India.  
Public Enterprises - Features, Problems of Management, Accountability and Autonomy.  
Liberalisation, Privatisation and Globalisation. Disinvestment Policy - The New economic Policy.
- 14)** Local Self- Government - Meaning, Nature and Scope.  
73rd and 74th Constitutional Amendments in India.  
Organisation and Functions.  
Finances.  
State and Local Government Relations.  
Challenges before the Local Self-Government.
- 15)** Concept of Rural Development, Approaches to Rural Development, Community Development, Area Development, Integrated Rural Development, Centralization and Decentralization, Role of Cooperatives.  
Process of Urbanization, Urban Development Infrastructure, Housing, Water Supply, Sewerage, Environment, Transport.  
Master Plan, Nation Capital Region, Development Authorities, Slums.