

RAJASTHAN PUBLIC SERVICE COMMISSION, AJMER

SYLLABUS OF COMPETITIVE EXAMINATION FOR THE POST OF LECTURER (SCHOOL EDUCATION) PUBLIC ADMINISTRATION

PAPER – II

Part- I Senior Secondary Level

- Meaning, Nature, Scope, and Importance of Public Administration, Public and Private Administration, Evolution of Public Administration as an Independent Discipline.
- Principles of Public Administration: Hierarchy, Unity of Command, Span of Control, Authority and Responsibility, Co-ordination, Delegation, Supervision and Line & Staff.
- Historical background of Indian Administration with special reference to contribution of Kautilya.
- Union Executive: President, Prime Minister, the Council of Ministers, the Comptroller and Auditor-General of India.
- Administration at Central and State Level: Central Secretariat, Cabinet Secretariat, State Secretariat, Role of Chief Secretary.
- Administration at Division and District Level: Role of Divisional Commissioner, District Collector and District Magistrate, Administration at Sub-Division and Tehsil Level.
- Personnel Administration: Recruitment, Training, Classification and Discipline.
- Financial Administration: Budget- Meaning, Types and Significance. Formulation, Enactment and Execution of Budget in India.

Part- II Graduation Level

- Theories of Administration: Classical Theory, Scientific Management, Bureaucratic Model, Human Relations Theory.
- Administrative Behaviour: Decision-Making, Communication, Leadership, Motivation.
- Administrative Institutions & Regulatory Authorities in India: NITI Aayog, Finance Commission, Election Commission, Union Public Service Commission, GST Council, Telecom Regulatory Authority of India (TRAI), Insurance Regulatory and Development Authority of India (IRDAI), Securities and Exchange Board of India (SEBI).
- State Executive: Governor, Chief Minister, and the Council of Ministers- Powers, Functions and Role.

- Accountability and Control over Administration: Legislative, Executive, Judicial and popular control, Lokpal and Lokayukta. Right to Information, Social Audit, The Rajasthan Guaranteed Delivery of Public Services Act 2011. The Rajasthan Right to Hearing Act, 2012.
- Local Government: Historical background, 73rd and 74th Constitutional Amendment Act, Organisational Structure, Powers and Functions of Rural and Urban Local bodies in Rajasthan, State Finance Commission, State Election Commission, PESA Act.
- Issues in Indian Administration: Minister - Civil Servant Relationship, Generalist and Specialist, Neutrality, Anonymity, Integrity, Values and Ethics in Civil Service.

Part- III Post Graduation Level

- New Public Administration, New Public Management, Concept of Good Governance, Post Modernism and New Public Service.
- Approaches to the study of Comparative Public Administration: Ecological, Behavioural and Systems Approach.
- Concept of Development Administration, Administrative Development and Sustainable Development. Role of Civil Society.
- Public Policy Process: Formulation, Implementation, Monitoring and Evaluation.
- Major forms of Public Sector Undertakings: Department, Corporation and Company. Corporate Governance and Corporate Social Responsibility (CSR).
- Administrative Reforms in India: Recommendations of Second Administrative Reforms Commission, National Commission to Review the Working of the Constitution, and Reforms in Centre-State Relations.
- Comparative Public Administration: Meaning, Nature, Scope, Significance. Salient features of Administrative Systems of U.K., U.S.A. and France.

Part – IV (Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning)

I. Pedagogy and Teaching Learning Material (Instructional Strategies for Adolescent Learner)

- Communication skills and use of various verbal and non verbal classroom communication strategies.
- Teaching models- advance organizer and inquiry training (information processing) Group Investigation (Social Interaction) Non-Directive model (Personal development).

- Preparation and use of teaching-learning material during teaching.
- Cooperative learning.

II. Use of Computers and Information Technology in Teaching Learning

- Concept of ICT and Digital learning
- E-learning and Virtual Classroom.
- Technology integration in teaching-learning and assessment.

For the competitive examination for the post of **School Lecturer: -**

The question paper will carry maximum **300 marks**.

1. Duration of question paper will be **Three Hours**.
2. The question paper will carry **150 questions** of multiple choices.
3. Negative marking shall be applicable in the evaluation of answers. For every wrong answer one third of the marks prescribed for that particular question shall be deducted.
4. Paper shall include following subjects: -
 - (i) Knowledge of Subject Concerned: Senior Secondary Level
 - (ii) Knowledge of Subject Concerned: Graduation Level.
 - (iii) Knowledge of Subject Concerned: Post Graduation Level.
 - (iv) Pedagogy, Teaching Learning Material, Use of Computers and Information Technology in Teaching Learning.
