

OCS 2024 (MAIN)

PUBLIC ADMINISTRATION TEST SERIES

🏠 Online/Offline Test Series

- » Total **8 Tests** (2x2 VSTs)
- » **Quality Evaluation** by OCS Qualified Mentor
- » QA Discussion after Test
- » Special Session for PYQ Discussion

Faculty:

Manas Sir (OCS 2016)

Sl.	Date & Time	Syllabus
1	24 th August 2025 Time – 3 Hour Full Mark - 250 (2 pm-5 pm)	Administrative theory Section-A 1. Basic Concepts: Meaning, Scope and Significance of Public Administration; Public and Private Administration; Evolution of the discipline; New Public Administration; Public Choice Approach; State versus Market; New Public Management Perspective; Good Governance. 2. Principles and Theories of Organization: Hierarchy, Unity of Command, Spa of Control, Authority and Responsibility, Coordination, Supervision, Centralization and Decentralization, Delegation; Classical Theory, Scientific Management Theory, Bureaucratic Theory, Human Relations Theory, Behavioral Approach, Systems Approach. 3. Structure of Public Organizations: Chief Executives – types, functions; Forms of Public Organizations – Ministries and Departments, Corporations, Companies, Boards, Commissions; Headquarters and Field Relationship; Line and Staff. 4. Administrative Behavior: Leadership, Policy Formulation, Decision Making, Communication, Motivation, Morale. 5. Accountability and Control: Concepts; Legislative, Executive and Judicial Control; Citizen and Administration; Civil Society, People’s Participation, Right to Information; Corruption in Administration, Machinery for redressal of Citizens’ grievances, Citizens’ Charter.
2	14 th September 2025 Time – 3 Hour Full Mark - 250 (2 pm-5 pm)	Section – B 6. Administrative Law and Administrative Reforms: Delegated Legislation; Administrative Adjudication; Administrative Reforms – Process, Techniques, O & M, Work study, Work Management, Information Technology.; 7. Comparative Public Administration and Development Administration: Comparative Public Administration – Meaning, Nature, Scope; Models – Bureaucratic and Ecological; Development Administration – Meaning, Nature and Scope; Bureaucracy and Development; Development Administration and Administrative Development. 8. Public Policy: Relevance of Public Policy; Process of Policy Formulation; Policy Implementation; Evaluation. 9. Personnel Administration: Objectives; Recruitment, Training, Position Classification, Performance Appraisal, Promotion, Pay and Service Conditions, Employer-employee relations, Grievance redressal mechanisms, Integrity; Code of Conduct. 10. Financial Administration: Budget – Concepts, Forms, Formulation, Execution; Performance Budgeting; Accounts; Audit.

3	9 th November 2025 Time – 3 Hour Full Mark - 250 (2 pm-5 pm)	Paper – II
		Section – A
		<p>1. Evolution of Indian Administration: Ancient Period, Medieval Period, Modern Period up to 1947.</p> <p>2. Constitutional Framework: Preamble, Salient Features of Indian Constitution, Federalism, Fundamental Rights, Directive Principles of State Policy.</p> <p>3. Central Administration in India: President; Prime Minister, Council of Ministers; Central Secretariat; Cabinet Secretariat; Prime Minister's Office; Ministries and Departments, Advisory Bodies, Boards and Commissions, Field Organizations, Planning Commission, Finance Commission, Election Commission.</p> <p>4. State Administration with special reference to Odisha: Governor, Chief Minister, Secretariat, Chief Secretary, Directorate, District Administration, Block Administration.</p> <p>5. Local Government: Evolution; 73rd and 74th Constitutional Amendments; Rural and Urban Local Governments in Odisha – Structures, Functions, Finances, Problems and Prospects; Major Rural and Urban Development Programmes and their management.</p>
4	7 th December 2025 Time – 3 Hour Full Mark - 250 (2 pm-5 pm)	Section – B
		<p>6. Public Services: All India Services – Constitutional Provision, Role, Functions; Central Services – Nature, Functions; Recruitment, Training, Promotion, Union Public Service Commission; State Services; Odisha Public Service Commission.</p> <p>7. Control of Public Expenditure: Parliamentary Control, Estimates Committee, Public Accounts Committee, Committee on Public Undertakings, Comptroller and Auditor General of India, Ministry of Finance.</p> <p>8. Machinery of Planning: Planning Commission – Composition, Functions, Role; National Development Council; Planning Process – National Planning, State Planning, District Planning.</p> <p>9. Welfare Administration: Human Rights – National Human Rights Commission; Odisha Human Rights Commission; Machinery for Welfare administration at the National and State levels, Central Social Welfare Board and State Social Welfare Boards, Special organizations for the welfare of the Scheduled Castes and Scheduled Tribes, Welfare Programmes for Women and Children.</p> <p>10. Major Issues in Indian Administration: Centre-State Relations; Political and Permanent Executive Relations; Administrative Culture and Ethics; Corruption in Indian Administration – Lok Pal and Lok Ayuktas; Environmental Issues – Disaster Management; Criminalization of Politics and Administration; New Economic Policy and Public Undertakings; IT and Indian Administration.</p>
5	14 th December 2025 Time – 3 Hour Full Mark - 250 (2 pm-5 pm)	VST 1 Paper I
6	14 th December 2025 Time – 3 Hour Full Mark - 250 (2 pm-5 pm)	VST 2 Paper II
7	21 st December 2025 Time – 3 Hour Full Mark - 250 (9am-12 pm)	VST 3 Paper I
8	21 st December 2025 Time – 3 Hour Full Mark - 250 (2 pm-5 pm)	VST 4 Paper II

FEE STRUCTURE for Optional Class & Test series

OCS 2023 Public Administration	Revision Class	Rs. 4000
	Test Series	Rs. 4000
	Class + Test Series	Rs. 5000

CIVIL SERVICE CORNER

Call / WhatsApp- 8260224080

OCS 2023(MAIN) Optional Test Series

Now we are providing following optional

HISTORY

HOME SCIENCE

GEOGRAPHY

**PUBLIC
ADMINISTRATION**

PSIR

Sociology