CSS COURSE SYLLABUS

Public Administration

100 marks · one paper · Group III - Administration & Governance

Complete Public Administration syllabus. The full official FPSC syllabus this course covers, section by section.

1 Public Administration: Concepts, Approaches and Context

- Definitions; Role and Scope of Public Administration in Society; Issues in Public Administration Theory and Practice: Democracy versus Bureaucracy, Politics versus Administration, Efficiency versus Equity; Core Values of Public Administration: Rule of Law, Efficiency, Equity and Fairness, Responsiveness; Traditional Public Administration; New Public Management; New Public Service; Governance Approach to Public Administration; Islamic Concept of Public Administration; Historical roots of Public administration in Pakistan.

2 Public Administration: Classical and Contemporary Theories and

- Concepts Bureaucracy; Scientific Management; Human Relations Approach; Leadership, Motivation, Network Governance; Strategic Management; Public Choice Theory;
- Types of Organizational Structure; Organization of Federal, Provincial, and Local Government in Pakistan; Administrative Culture of Pakistan; Inter-governmental Relations at Federal and Provincial level in Pakistan.

3 Public Policy Planning, Implementation and Evaluation

- Strategic Planning and Management; Planning Process; Policy Analysis; Policy Implementation; Program Evaluation; Planning Machinery; Role of Donors and International Institutions in Public Policy and Management; Policy making and implementation in Pakistan.

4 Budgeting and Financial Management

- Budget as a Policy Tool; The Budget as a Managerial Tool; Principles of Budgeting, Audit and Accounting in Government; Line-Item Budgeting; Performance Budgeting;
- Program Budgeting; Zero-Base Budgeting; Outcome-Based Budgeting. Planning and Budgeting in Pakistan.

5 Managing Human Resources

- Spoil system versus Merit System in Public Employment; Personnel versus Human Resources Management; Close system versus Open System of Public Employment;
- Functions of Human Resources Management; Implementation of HRM in Public Sector: Key Issues and Challenges.

6 Administrative Law

- Meaning; Scope and Significance; Nature and Contents of Administrative Law, Administrative Ethics, Delegation of Authority and Legislation, Administrative Tribunals; Administrative Law in Pakistan.

7 Public Management Skills

- Planning; Decision Making, Conflict Management; Leading, Communication, Administrative Buffering; Managing Change; Managing Diversity; Stress Management;

Downloaded from cssprep.ai · WhatsApp +92 323 7805323

- Delegation; Public Service Motivation; Creativity and Problem Solving; Issues of Public Management.

8 The Civil Service of Pakistan

- Historical Background of Civil Service, The Structure of civil Service; History of Civil Service Reform; Management of Civil Service; Institutional and Cultural Context of Civil Service; Role of Civil Service in Good Governance, Gender and Civil Service.

9 Organization of Provincial and Local Government

- Governance Structure of Provincial Administration; Organization of Provincial Secretariat; Organization and Functions of Provincial Authorities and Agencies and their Relationship with Government Departments; Post-devolution Local Governance;
- Organization and Functions of District Government and Administration; Organization and Structure of City District Government; Issues and Challenges of Local Governance.

10 Governance and Administrative Reforms

- Theories of Administrative Reforms; Types of Administrative Reforms; Privatization;
- Regulation; De-regulation; Decentralization; Partnerships and Collaboration; Business Re-engineering, Quality Assurance; Administrative Reform in Pakistan.

11 Public Administration Accountability & Control

- Bureaucratic Responsiveness; Representative Bureaucracy; Citizens Engagement in Public Service; Accountability & Control; Concept and Approaches to Public Accountability; Institutional Framework for Administrative Accountability; Legislative, Executive and Judicial Control over Administration; Administrative Corruption; Role of Civil Society in Good Governance; Media, Interest Groups and Civil Society Organizations; The Situation in Pakistan.

12 Public Administration and Development

- Role of Public Administration in Development; Concept of Development Administration; Difference Between Development Administration and Development Management; Changing Role of Public Administration in Development, Issues and Challenges of Public Administration in Pakistan.

Source: Revised Syllabi for CSS Competitive Examination, CE-2016 (updated 7 July 2015), Federal Public Service Commission.

Practise answers on this syllabus and get them marked out of 20 at **cssprep.ai**. Questions? WhatsApp **+92 323 7805323**.

CSSPrep.AI cssprep.ai +92 323 7805323 WhatsApp