

**PAPER-IV****INDIAN CONSTITUTION & POLITY, PUBLIC ADMINISTRATION & GOOD GOVERNANCE****Total Marks : 200**

The question paper of the Indian Constitution, Polity and Public Administration shall consist of two distinct sections i.e. one on Indian Constitution and Polity, and the other one on Public Administration & Good Governance, each of 100 marks. The Candidates will be required to answer one compulsory and two optional questions from each section. The compulsory question of each section, covering the entire syllabus of the concerned section shall have ten objective type of questions, each of two marks (10x2=20). In addition, there shall be four optional questions in each section, of which candidates will be required to answer only two questions, each of 40 marks. The optional questions shall be answered in the traditional, descriptive form; requiring long answers.

Section (A) - Indian Constitution and Polity

- (i) Preamble of the Indian Constitution (Secular, Democratic and Socialist)-Philosophy behind it.
- (ii) Salient features of the Indian Constitution; Concept of Public Interest Litigation; Basic structure of the Indian Constitution.
- (iii) Fundamental Rights & Duties.
- (iv) Directive Principles of the State Policy.
- (v) **Union Government :**
 - (a) **Union Executive :** Powers and functions of President, Vice President, Prime Minister and the Council of Ministers; Functioning under a Coalition Government.
 - (b) **Union Legislature :** Lok Sabha and Rajya Sabha : Organization and Functions; Law making process; Parliamentary Committees; Parliament's control over Executive; Privileges and immunities of Parliament and its Members.
 - (c) **Union Judiciary :** The Supreme Court: Its role and powers; Principles of Natural Justice & Rule of Law; Judicial Review and Judicial Activism.
- (vi) **State Government:**
 - (a) **State Executive :** Powers and functions of Governor, Chief Minister and the Council of Ministers.
 - (b) **State Legislature :** Organization, Powers and functions, with special reference to Jharkhand.
 - (c) **State Judiciary:** High Court: Organization, Powers and functions ; Subordinate Judiciary.
 - (d) **The Panchayats and the Municipalities :** Constitution, powers, functions and responsibilities with special reference to 73rd and 74th Constitutional amendments.
- (vii) **Centre-State Relationship:** Administrative, Legislative and Financial.
- (viii) Provisions relating to Administration of Scheduled Areas and Scheduled Tribal Areas.
- (ix) Special provisions relating to reservation of seats for S.C. and S.T. in Legislature, Services etc.



- (x) Emergency Provisions of the Constitution.
- (xi) Comptroller & Auditor-General of India (CAG).
- (xii) Election Commission of India.
- (xiii) Political Parties and Pressure Groups.

Section (B) - Public Administration & Good Governance

- (xiv) Public Administration : Introduction, meaning, scope and significance.
- (xv) Public and Private Administration.
- (xvi) Union Administration : Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Planning Commission, Finance Commission.
- (xvii) State Administration : State Secretariat, Chief Secretary, Chief Minister's Office.
- (xvii) District Administration : Origin and development of the office of the District Magistrate and Collector; Changing Role of the District Collector; Impact of the separation of Judiciary on District Administration.
- (xix) Personnel Administration : Recruitment of Civil Services : Union Public Service Commission and the State Public Service Commission; Training of Civil Servants; Leadership and its qualities; Employee's morale and productivity.
- (xx) Delegation, Centralization and de-centralization of authority.
- (xxi) Bureaucracy: Origin; its merits and demerits; Role of Bureaucracy in Policy formulation and its implementation. Nexus between Bureaucracy and Political Executive; Generalist versus Specialist.
- (xxii) Development Administration.
- (xxiii) Disaster Management : Causes, Meaning and Classification of Disaster; Disaster Mitigation : Immediate and long-term measures.
- (xxiv) Good Governance : Meaning and concept of Good and Responsive Governance; Main features of Good Governance : Accountability, Transparency, Honesty and Quick Delivery; Role of Civil Society and Peoples Participation in Good Governance. Grievance Redressal Mechanism : Lokpal, Lokayukta, Central Vigilance Commissioner: Citizens Charter : Object, Machinery and Measures provided in (i) Right to Service Act; (ii) Right to Information Act; (iii) Right to Education Act; (iv) The Consumer Protection Act: (v) Domestic Violence Against Women (Prevention) Act: (vi) Old Age Act.
- (xxv) Human Rights : Concept and Meaning: Universal Declaration of Human Rights; National Human Rights Commission; State Human Rights Commission; Human Rights and Socialissues : Human Rights and Terrorism.