

SYLLABUS

Paper – I

Max. Marks – 100

Group – A (40 marks)

1. Theories of Management.
2. Project Planning & Management.
3. Organisation behaviour.
4. Group behaviour/dynamics.
5. Managing yourself.
6. Morale and Motivation.
7. Communication.
8. Management of Stress.
9. Self Development and Counselling.
10. Time Management.
11. Leadership.
12. Project Planning.
13. Disaster Management.
14. Performance Appraisal.
15. Human Resource Development.
16. Styles and Habits of Highly Effective People.
17. Trade Unions in Organisation.
18. People's Involvement.
19. Information Technology.
20. Socio-Economic Transformation.

Group – B (30 Marks)

1. Public Administration – Concept and Scope.
2. Latest Developments in Public Administration.
3. Administrative Ethics and Corruption.
4. Delegation of Administrative Powers.
5. Superior Subordinates relationship.
6. Accountability in Public Administration.
7. Responsive Administration.

Group – C (30 Marks)

1. Administrative setup of the State with reference to Secretariat/Directorate/Regional/ Divisional/District/Sub-District/Block and Village Levels.
2. Single Line Administrative.
3. Panchayati Raj Act, 1989 and Rules made thereunder.
4. J&K People's Representation Act.
5. J&K Town Area Committee Act.
6. J&K Development Act.
7. Private Sector and Privatization.

Paper – II

Maximum Marks 100

Group – A (20 marks)

1. Culture and Language of J&K.
2. Physical Features of J&K.

Group – B (30 Marks)

1. Constitution of J&K.
2. Constitution of India with emphasis on citizenship, directive principles, fundamental rights, Parliament, Article 370, Supreme Court.
3. Human Rights Commission.
4. J&K Public Safety Act.

Group – C (50 Marks)

1. Computer application.
 - a. MS-Window 98
 - b. MS-Office 2000
 - c. MS-Excel
 - d. MS-Power Point
 - e. E-Mail, Internet and Intranet.
 - f. Trouble Shooting tips.

Paper – III

Maximum Marks – 100

Group – A (30 Marks)

1. J&K Economy with emphasis on challenges and future.
2. Indian Economy – General Introduction.
3. Budget and Fiscal policy.
4. Money and Monetary policy.
5. New economic initiatives (Liberalisation, Globalisation and Privatisation).

Group – B (30 Marks)

1. Objectives and achievements under 5 year plans in India and J&K.
2. 8th and 9th Five Year Plans and salient features.
3. Theory and Practice of State Planning.
4. Decentralized Planning – Concept and Scope.
5. Spatial Planning.
6. Statistics – Use and Utility.

Group – C (40 Marks)

1. Rural Development Schemes.
2. Participatory Rural Appraisal.
3. Employment Generation Schemes.
4. Social Welfare Programmes.

5. Development of SC and STs.
6. Role of NGOs in Development.
7. Public Distribution System.
8. Family Welfare Programme and Population.
9. Ecology and Environment.

Paper – IV

Maximum Marks – 100

Group – A (40 Marks)

1. Criminal Procedure Code, 1989 (Chapters 1 to 14).
2. Evidence Act.
3. Ranbir Penal code, 1989 (Chapters 6, 7, 8, 9-A, 10, 13 and 14).
4. Transfer of Property Act (Sections 54, 58to 62, 105 to 107, 117, 118, 122, 123 and 138 only).

Group – B (60 Marks)

1. Financial Code Vol.I excluding Chapter 12, Appendices 1, 2, 3, 4 and 9 and Vol.II excluding Chapter 19.
2. Kashmir Budget Manual excluding Chapters 3, 4, 5, 6, 10 and appendices.

Paper – V

Maximum Marks – 100

Urdu

Paper – VI

Maximum Marks – 100

1. Land Revenue Act, Svt. 1996
2. Tenancy Act, Svt. 1980
3. Standing Orders No.22, 23-A, 23-B and 27 regarding Gidawari, Mutation, Jamabandi and Forecast of Crops respectively.
4. Jammu and Kashmir Alluvion and Dilivion Rules, 1969.
5. Hidayat Bandobast Parts I and II.
6. Land Acquisition Act and Rules thereunder.
7. Big Landed Estates Abolition Act, Svt. 2007.
8. Agarian Reforms Act.
9. Kahcharai Act, Svt. 2011.
10. Mensuration (Masahat).
11. Civil Procedure Code (Sections 1 to 158).

Paper – VII

Maximum Marks – 100

Group – A (60 Marks)

1. J&K General Sales Tax Act and Rules.
2. J&K Excise Act.

3. J&K Consumer Protection Act.
4. Property Tax Act.
5. Stamps Act.

Group – B (40 Marks)

1. J&K Cooperative Societies Act, 1989.
2. J&K Self-reliant Cooperative Act, 1999.
3. The Motor Vehicle Act.

Sd/-
GAZZANFER HUSSAIN
Additional Secretary to Government