

**Focus area SSLC March-2022**  
**SOCIAL SCIENCE -I**  
**CHAPTER -3**

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Chapter

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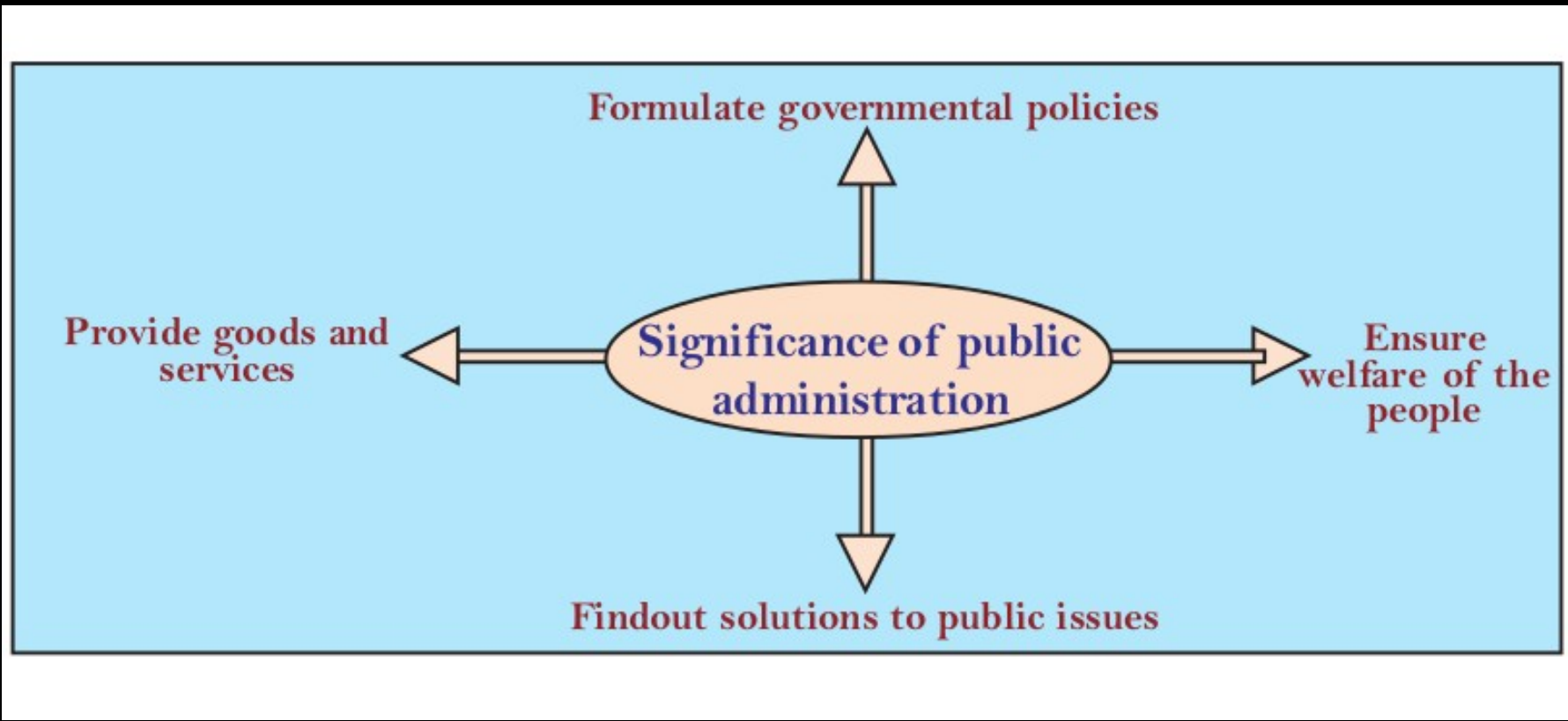


**PUBLIC ADMINISTRATION**

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# What is public administration?

- Public administration is the effective utilization of men and materials for the implementation of existing laws, governmental policies, programmes and developmental projects.
- Governmental institutions are part of public administration.
- They functioned for the welfare of the people.
- Public administration varies according to system of governance.



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## Significance of public administration?

**-Formulate governmental policies.**

**-Ensure welfare of the people.**

**-Find out solutions to public issues.**

**-Provide goods and Services.**

# **Bureaucracy**

**-The employees who work under public administrative system and administer the country are together known as 'bureaucracy'.**

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## Features of bureaucracy.

- Hierarchical organisation.**
- Permanence.**
- Appointment on the basis of Qualification.**
- Political Neutrality.**
- Professionalism.**

## Features of Bureaucracy

### **Hierarchical organisation**

Bureaucracy is organised in such a way that there is one employee at the top and the number increases when it reaches the lower levels. This is known as hierarchical organisation.

### **Permanence**

Persons appointed will continue in service till the age of retirement.

### **Appointment on the basis of Qualification**

Employees are recruited and appointed on the basis of educational qualification.

### **Political Neutrality**

Bureaucrats are liable to implement the policies of whichever party comes to power. Party interests should not reflect in their work. They should act neutrally.

### **Professionalism**

Every government employee must be skilled in their work.

## **Indian Civil Service**

**-The Indian Civil Service is made up of all the officers of the Central Government and the State Government and various Public Sector Enterprises.**



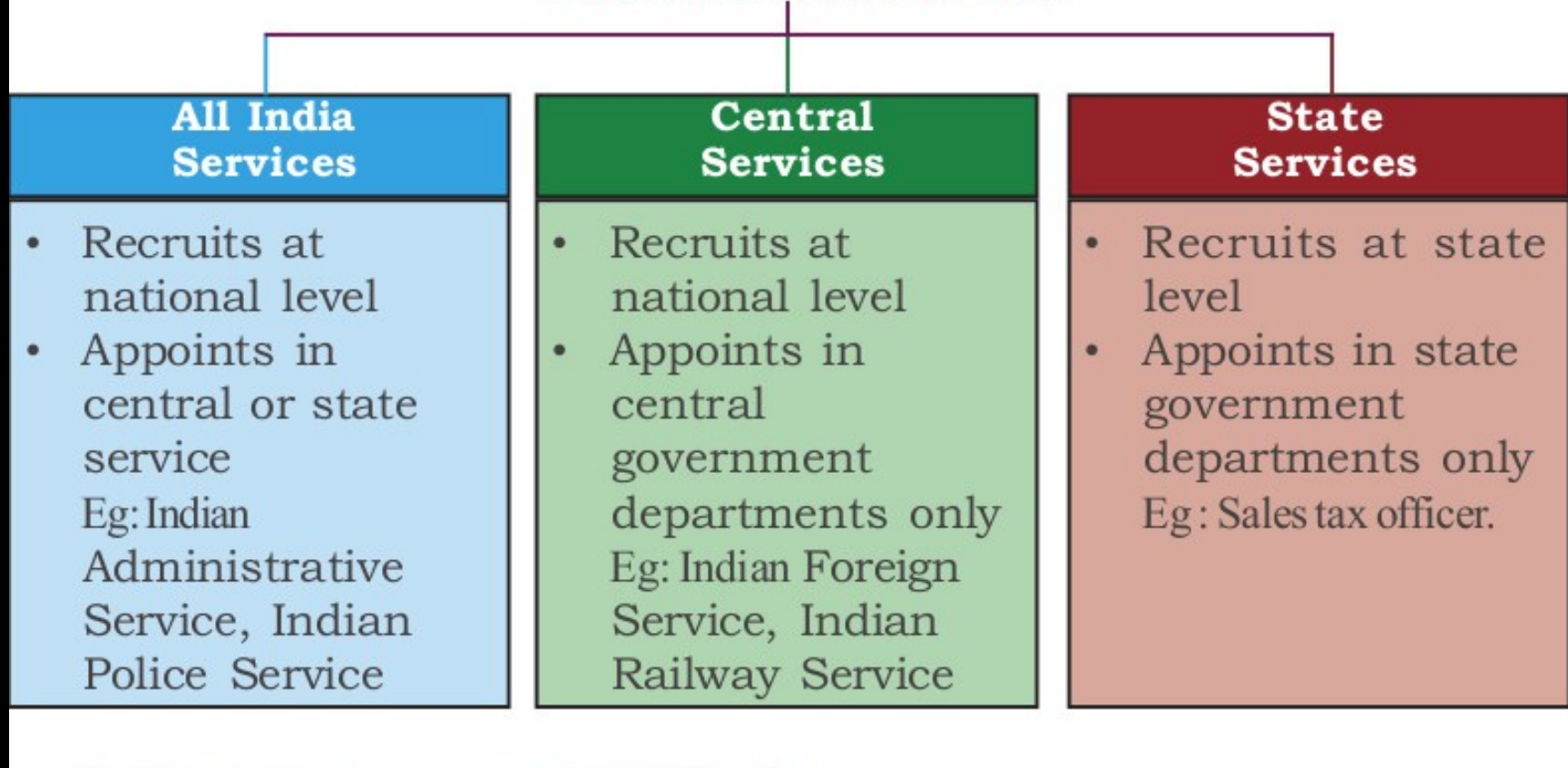
# Division of the Indian Civil Service

Indian Civil Service can be divided in the three

1. All India Services
2. Central Services
3. State Services

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# Indian Civil Service





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## **Union Public Service Commission (UPSC).**

**-Candidates to all India services and central services are recruited by the Union Public Service Commission.**

**-The chairman and the members of this commission are appointed by the President of India.**

**-The UPSC has elaborate mechanisms for the recruitment of candidates based on qualification.**

**-UPSC is constituted on the basis of constitutional provisions.**

**-So UPSC is called constitutional institutions.**



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## **Public Service Commission (PSC) of the State.**

- At the state level, candidates are recruited by the Public Service Commission (PSC) of the State.**
- The Governor appoints the Chairman and the members of the State Public Service Commission.**
- State PSC's is constituted on the basis of constitutional provisions.**
- So State PSC's are called constitutional institutions.**

**ALL THE BEST**

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