

St Joseph's College (Autonomous), Lalbagh Road, Bengaluru-27
Department of Political Science

B.A: Fourth Semester Syllabus (NEP-2020 Pattern)

Political Science: Open Elective-4

Course Title: Civil Services

Total Contact Hours: 45

No of Teaching Hrs. per week: 03

Course Credits: 03

Duration of ESA/Exam: 3 hrs.

Formative Assessment: 60 marks

Summative Assessment: 40 marks

W.E.F: January, 2023

Course Objective: This Syllabus is designed to enable students from diverse courses across the college acquire basic knowledge about the core elements of the Civil Services and motivate them to pursue a career in civil services.

Learning Outcomes: At the end of the course the students shall understand-

- Evolution of the Civil Services from the world and Indian perspective.
- Meaning, features and structure of civil services.
- Changing role of Civil services in a globalized world.
- Recruitment process to Indian civil services.

UNIT-1

Chapter 1: Meaning and characteristics of civil services

Chapter 2: Evolution of Civil Services: Ancient, Medieval & British Legacies.

Chapter- 3: Functions of Civil services; Changing role of Civil Services in a globalizing world

(15 hours)

UNIT-II

Chapter- 4: Classification of Civil Services

Chapter-5: Public Service commissions

Chapter-6: Recruitment to Civil services: Generalist and Specialists

(15 hours)

UNIT-III

Chapter- 7: Discipline in Civil Services; Constitutional provisions & Conditions of Civil Services

Chapter-8: Values and Ethics in Public Service

Chapter-9: Making Civil Services a Career

(15 hours)

SELECT REFERENCES:

1. Kumar Jwala- Governance in Ancient Indian political system(2009)
2. S.R.Maheshwari- Public Administration in India(2017)
3. B.L.Fadia & Kuldeep Fadia- Public Administration (Administrative Theories & Practice) (2016)
4. S.L.Goel & Shalini Rajneesh- Public Personnel Administration(2002)
5. P.D.Sharma & B.M. Sharma-Indian Administration(2009)
6. C.G.Somaiah- The Honest Always Stand Alone (2010)

JOURNALS:

1. Mainstream
2. Seminar
3. Indian Journal of Public Administration
4. Economic & Political Weekly