

UNIVERSITY OF CALICUT
SCHOOL OF DISTANCE EDUCATION
BA POLITICAL SCIENCE
(2011 Admission Onwards)

III Semester

Core Course

PUBLIC ADMINISTRATION - THEORY AND PRACTISE

QUESTION BANK

- 1). Literally the term 'administration' means-----
 - a)Manage the laws
 - b) Manage the trade
 - c)Manage the affairs of public or private
 - d) Education

- 2). Public administration is the sum total of all the activities undertaken in pursuit of and in fulfilment of public policy, belongs to which view?
 - a)Managerial view
 - b)Integral view
 - c)POSDCORB view
 - d)Subject matter view

- 3). The human relations theory focussed on the
 - a)Physiological factors
 - b)biological factors
 - c)Social and psychological factors
 - d)Economic factors

- 4). The discipline of public administration originated in----
 - a)U.K
 - b)U.S.A
 - c)Germany
 - d)India

- 5). Who was the originator of Politics-administration dichotomy?
 - a)Woodrow Wilson
 - b)W.F.Willoughby
 - c).Mary Parker Follet
 - d)Henry Fayol

- 6). The 'POSDCORB' relates to the ----- of the public administration?
 - a) Scope
 - b)Meaning
 - c)Purpose
 - d)Philosophy

- 7). Which one of the following activities are not covered in 'POSDCORB'?
- a) Budgeting
 - b) Planning
 - c) Reporting
 - d) Discipline
- 8). New Public administration laid emphasis on -----
- a) Economy and efficiency
 - b) Values and ethics
 - c) Behaviour of the public
 - d) None of the above
- 9). Scalar chain refers to:
- a) All managers in a company
 - b) Chain of command
 - c) Chain of communication
 - d) Chain of managers from top to bottom linked stepwise
- 10). The name of Max Weber is associated with -----
- a) Bureaucratic theory
 - b) System theory
 - c) Human relations theory
 - d) Administrative theory
- 11). The primary focus of human relations theory is on:
- a) Increasing labour productivity
 - b) Economic and efficiency
 - c) Individual as socio- psychological being and what motive him
 - d) None of the above
- 12). The organisation theory which highlights the social and psychological influences on organisational behaviour is called:
- a) human relations theory
 - b) system theory
 - c) bureaucratic theory
 - d) classical theory
- 13). Which of the following are required in organisation as a process?
- a) division of work
 - b) grouping jobs and departments
 - c) establishing authority relationship
 - d) all the three
- 14). The history of evolution of the discipline of public administration is generally divided into:
- a) four phases
 - b) three phases
 - c) six phases
 - d) five phases
- 15). The integral view of public administration is supported by:
- a) L D. White
 - b) Dimock
 - c) Gladden
 - d) all the above
- 16). The word "POSDCORB" was coined by:
- a) J M. Pfiffner
 - b) Marshal Dimock
 - c) Luther Gullick
 - d) L D. White
- 17). Which of the following is the main point of difference between public administration and private administration?
- a) Profit motive
 - b) Public responsibility
 - c) Nature of functions
 - d) All the above
- 18). Which of the following statement is correct regarding the increasingly important role of public administration in modern state?
- a) The complexities of the modern industrial and urbanised world

- b) It is a great instrument of social change
 - c) Concept of welfare state and total war
 - d) All the above
- 19). The term “development administration” was first coined by:
- a) Fred W. Riggs
 - b) Edward W. Weidner
 - c) Goswami
 - d) Joseph la Palombra
- 20) Which of the following is a feature of Max Weber’s bureaucratic organisation?
- a) A well defined hierarchy
 - b) Division of labour based on functional specialisation
 - c) Office holder cannot appropriate his office
 - d) All the above.
21. Which of the following is required in organisation as a process
- a) Division of work
 - b) Grouping jobs and departments
 - c) Establishing authority relationships
 - d) All the three above
22. Which of the following is important in the organisational structure?
- a) Well defined jobs
 - b) Coordination.
 - c) Clarifying authority and power
 - d) All the above.
23. Which of the following is not one of the principles of organisation?
- a) Hierarchy or scalar principle
 - b) Staffing
 - c) Unity of command
 - d) Span of control
24. Hierarchy means:
- a) Officials at different levels of organisation.
 - b) Control of the higher over the lower
 - c) Gang plank
 - d) All of these
25. The principle of scalar chain was devised by
- a) Henry Fayol
 - b) L. Urwick
 - c) Frederick Taylor
 - d) Chester .I. Bernard.
26. The functions of public management are described in PODSCORB by:
- a) Henry Fayol
 - b) Luther Gullick
 - c) Frederick Taylor
 - d) none of these
- 27 Which of the following is not a part of the departmental organisation?
- a) Line agency
 - b) voluntary agency
 - c) staff agency
 - d) auxiliary agency
28. Which is the most widely prevalent form of governmental organisation
- a) Public corporation
 - b) Independent regulatory commission
 - c) Department
 - d) Public limited company
29. Which of the following functions is not performed by a staff agency?
- a) To do research and to provide information
 - b) To take decisions
 - c) Contact and liaison
 - d) Assisting the line.

30. Which of the following is a true statement about staff agencies?
- a) They stand outside the main line of administrative hierarchy.
 - b) They are an expansion of the personality of the chief executive
 - c) They are a help or reinforcement.
 - d) All the above
31. Which of the following is not an advantage of the auxiliary agencies?
- a) they secure economy in the administration
 - b) they ensure specialisation of functions
 - c) they help save the time of line agencies
 - d) helpful to all organisations ,even small ones
32. Which of the following is not a staff agency in India?
- a) Cabinet secretariat
 - b) planning commission
 - c) union public service commission
 - d) Monopolies and restricted trade practices commission
33. The establishment of Independent Regulatory Commissions is a feature of the system of administration?
- a) British
 - b) Chinese
 - c) American
 - d) Indian
34. The Independent Regulatory Commissions perform
- a) regulatory functions
 - b) administrative functions
 - c) quasi-judicial functions
 - d) all the above
35. Public corporations are created to perform:
- a) Economic functions
 - b) civil functions
 - c) regulatory functions
 - d) police functions
36. The creation of public corporations was necessitated due to :
- a) governments undertaking commercial and financial functions
 - b) increasing demand made by the public
 - c) inability of the governments to levy more and more taxes
 - d) historical reasons
37. Bureau type or single-head agency is not suitable because:
- a) It can lead to one man's despotism
 - b) It cannot resist political pressure
 - c) It cannot avoid political partiality
 - d) All the three above
38. Span of control is concerned with
- a) Number of field establishments which can be controlled by the head quarters
 - b) Number of levels of authority which can be created in an organisation.
 - c) Determining the number of subordinates to be supervised by each manager
 - d) None of the above
39. It is recognised that the span of control varies with:
- a) Function ,personality, time, space
 - b) Personality and function
 - c) Time and space
 - d) All the four above

40. Administrative accountability is enforced through such means as;
- a) Legislative surveillance
 - b) Judicial review
 - c) Ministerial responsibility
 - d) All the three above
41. Which of the following help establish accountability in the administration
- a) Decentralisation
 - b) Delegation of authority
 - c) Devolution or deconcentration
 - d) All the above
42. Which of the following is not a principle of effective delegation?
- a) Responsibility is absolute and cannot be delegated
 - b) Authority to have parity with responsibility
 - c) Limits of authority to be well defined
 - d) No need to delegate in small organisation
43. In delegation of authority, where no third person or intermediate link intervenes between the two parties to the delegation it is called :
- a) Direct or immediate delegation
 - b) Indirect or mediate delegation
 - c) Full delegation
 - d) Partial delegation
44. Which of the following does not influence decentralisation in an organisation?
- a) Nature of growth of an organisation
 - b) Extent of diversification
 - c) Outlook of top management
 - d) Nearness to the head quarters
45. Which of the following powers cannot be delegated?
- a) Power to sanction new policies and plans
 - b) Supervision of the work of the first line or immediate subordinates
 - c) General financial supervision
 - d) All the above
- 46). Some of the technique of coordination are mentioned below. Which of them is not a technique of voluntary coordination?
- a) prior reference, consultation and clearance
 - b) organisational hierarchy
 - c) conference
 - d) standardization of procedure
- 47). Dicey's name is associated with:
- a) ecological study of public administration
 - b) organisational hierarchy
 - c) Rule of Law
 - d) scientific theory of management
- 48). Administrative law is a legal concept prevailing in:
- a) U K
 - b) USA
 - c) China
 - d) France
- 49). The system Rule of Law as adopted many countries, developed in:
- a) USA
 - b) UK
 - c) Switzerland
 - d) Germany
- 50). Which of the following is an attribute of the Rule of Law?
- a) all the persons are equal before law
 - b) all the persons whether officials or non-officials are responsible to the ordinary court of

- c) right and liberties of the citizens emanate from the rule of law rather than constitutional guarantees
d) all the above
- 51). Which of the following does not come within the ambit of administrative law?
a) illegal acts done by officials not in their official capacity
b) claims against government
c) remedies against administrative action
d) problems of public personals
- 52). Which of the following responsible for the growth of administrative law?
a) expansion of the functions of the government
b) social and economic consequences in industrial revolution
c) increasing complexities of the modern administration
d) all the above
- 53). Generally the leaders are of the three types . Which of the following is not one of them?
a) authoritarian b) democratic c) traditional d) charismatic
- 54). Which of the following functions are assigned to leadership?
a) goal settings b) designing jobs
c) communication d) all the three above
- 55). Which of the following ways are useful for securing coordination in the organisation?
a) clarifying authority and responsibility
b) facilitating effective communications
c) through leadership
d) all the three above
- 56). Coordination to be effective must not be:
a) intermittent
b) encourage through participative management
c) horizontal as well as vertical
d) started at the outset of the activity
- 57). Luther Gullick mentions some difficulties in the way of effective coordination. Which of the following is not among them ?
a) uncertainty of the future
b) lack of knowledge and experience in the leaders
c) size and complexity of the organisation
d) lack of administrative skill and technique
- 58). Which of the following is out of place here in the communication process?
a) sender and the receiver b) communication channel
c) symbols of feedback d) none of the above
- 59). Which of the following can create barriers in communication?
a) mechanical problems b) organisational problems
c) personal problems d) all the three above

- 60). Which of the following will acts an incentive to motivate employees?
a) work recognition b) job security
c) promotion d) all these
- 61). The part of the management which deals with human element in the organisation is known as
- a) personal management b) manpower management
c) human resources management d) any of the three above
- 62). Who coined the term bureaucracy?
a) Max Webber b) Gullick c) Fayol d) Piffiner
- 63). The theory of bureaucracy was developed by:
a) Max Webber b) Gullick c) Fayol d) Piffiner
- 64). The tradition of neutrality of public services was developed in:
a) india b) U K c) France d) USA
- 65). Which of the following features of bureaucracy is mentioned by max Webber?
a) offices are ordered in a hierarchy
b) there is a complete segregation of official activity from private life
c) official duties are conducted in a spirit of impersonality
d) all the three above
- 66). Spoil system of recruitment of public services was prevalent in:
a) India b)USA c)UK d) France
- 67). Which of the following functions does not belong to civil service?
a) giving advice b) programme and operational planning
c) production of services d) policy formulation
- 68). Which system of recruitment of public service is prevalent in India?
a) merit system b) spoil system
c) authoritative system d) semi –merit system
- 69). Which of the following systems of recruitment is most widely prevalent in modern states?
a) merit system b) spoil system
c) authoritative system d) semi –merit system
- 70). Which of the following is not the consequence of spoil system of recruitment?
a) sheer efficiency
b) political corruption
c) no relation between job and fitness of the candidate
d) permanent tenure
- 71). Which of the following is relevant to the merit system of recruitment?
a) public servant will have restricted political rights
b) permanent tenure of office of public servant
c) independent and neutral agency to conduct recruitment into public services
d) all the above

72). Promotion in public service or recruitment from within is justified on certain grounds which of the following is a valid justification?

- a) it is a reward for honest and hard work
- b) it is free from the defects which are inherent in direct
- c) it is essential element of the career service
- d) all the above

73). The chairman of the UPSC is appointed by:

- a) President of India
- b) Governor
- c) Prime Minister
- d) Chief Justice of India

74). The chairman and members of the UPSC are appointed by:

- a) President of India
- b) Governor
- c) Prime Minister
- d) Chief Justice of India

75). The members of the State PSCs appointed by:

- a) President of India
- b) Governor
- c) Prime Minister
- d) Chief Justice of India

76). Members of the UPSC in India retire at the expiry of 6 years or at the age of..... which ever is earlier:

- a) 62
- b) 65
- c) 70
- d) 60

77). Members of the State PSC retire at the expiry of 6 years or at the age of..... which ever is earlier:

- a) 62
- b) 65
- c) 70
- d) 60

78). Which of the following is not an advantage of direct recruitment system?

- a) it is consonance with the principle of democracy i.e. equal opportunity for all
- b) it ensures continuous supply of new ideas outlook into public service
- c) it is economical
- d) it widens the area of selection

79). The pattern of public service in India conforms to that of :

- a) American model
- b) British Model
- c) French model
- d) Chinese model

80). Which of the following methods is not included in the category of on the job training?

- a) orientation
- b) role playing
- c) refresher course
- d) vestibule training

81). Which of the following is not an advantage of training?

- a) increase in efficiency
- b) increase in morale of workers
- c) less supervision
- d) less strikes

82). Which of the following is not relevant to merit system of promotion in service?

- a) seniority
- b) service rating
- c) promotional examinations
- d) promotion by selection committee

- 83). "The capacity of a group of people to pull together persistently and consistently in the pursuit of a common purpose" is called:
a) morale b) control c) coordination d) productivity
- 84). Which of the following factors helps to build up morale of the employees in the organisation?
a) participatory management b) grievance redressal machinery
c) job satisfaction d) all the above
- 85). India follows the practice of:
a) plural budget b) cash budget
c) performance budget d) surplus budget
- 86). In India judicial activism become a very commonly known phrase. What does it really mean?
a) Judiciary has vigorously started clearing the large back-log of cases to provide quick and efficient justice
b) The court have started intervening where the Executive failed to do its duty or abused its authority
c) The judges have started taking part in politics
d) None of the above
- 87). Judicial activism in India is the result of several factors but the most prominent of them is:
a) political corruption b) over enthusiasm of the court
c) public interest litigation d) failure of parliamentary control
- 88). The purpose of O and M is:
a) To restore the organisation of government
b) To promote greater coordination
c) To root out corruption
d) To review the internal organisation and procedures with a view to promote efficiency in working
- 89). Which of the following constitutes essential element in the administrative structure?
a) the chief executive b) higher civil service
c) departmental system d) all the above
- 90). The Prime Minister's office in India is a:
a) line agency b) auxiliary agency c) staff agency d) none of these
- 91). Who appoints the members of the all India services and central services?
a) The President b) the Prime Minister c) The Cabinet d) UPSC
- 92). Who recruits the members of the all India services and central services?
a) The President b) the Prime Minister c) The Cabinet d) UPSC
- 93). The administrative head of the state administration is:
a) Governor b) Chief Secretary
c) Chief Minister d) Finance Minister

- 94). The executive power of the state in India vested with:
a) Governor b) Chief Secretary
c) Chief Minister d) Legislative Assembly
- 95). The most important exponent of classical theory of administration was:
a) Henry Fayol b) Gullick c) LD. White d) Urwick
- 96). The term ‘ public administration’ was coined in the year:
a) 1812 b) 1897 c) 1815 d) 1903
- 97). Who said “Public Administration is the art and the science of management as applied to the affairs of the state”?
a) Waldo b) Gullick c) LD. White d) Urwick
- 98). Public Administration is:
a) a discipline b) an activity c) a subject study d) all the above
- 99). Scientific treatment of bureaucracy is generally attributed to:
a) Max Weber b) Karl Marx c) R. Michels d) Indian thinkers
- 100). The foremost proponent of the integral view of Public Administration is:
a) LD. White b) Dimock c) Woodrow Wilson d) Herbert Simon
- 101). Which of the following is not a component of a depoliticised bureaucracy?
a) neutrality b) anomaly
c) committed bureaucracy d) apolitical character
- 102). Which of the following is the basic difference between public and private administration?
a) different environment b) account keeping and audit
c) organisational structure d) techniques of management
- 103). The scope and importance of Public Administration does not include:
a) Growing social complexity and specialisation
b) egalitarianism
c) functions of bureaucracy
d) any concern for individuals material and spiritual needs
- 104). Which one of the following scholars subscribe to the managerial view of administration?
a) Henry Fayol b) Luther Gullick c) L D. White d) J S. Hudson
- 105). Which of the following is not advocated by the New Public Administration
a) humanism b) behaviouralism
c) Decentralisation and delegation d) pluralism
- 106). “Administration is a long and slightly pompous word, but it has a humble meaning”
who said this?

- a) Herbert Simon b) Piffifner c) E N. Gladden d) L D.White
- 107). Which of the following is not a principle of organisation?
a) clientele b) hierarchy c) unity of command d) co-ordination
- 108). According to Rule of Law.....?
a) all are equal b) all are equal before law
c) some are more equal d) bureaucrats are above law
- 109). The English word 'administer' is derived from Latin words.....and
a) advocate and minister b) ad and magistrate
c) ad and ministrare d) ad and mission
- 110). Uniformity of treatment is considered as an important feature of administration:
a) private b) public
c) private and public d) none of the above
- 111).Administration would differ from one field to another according to the subject matter.
This statement explains the
a)Managerial view of administration c)Integral view of administration
b)Wider view of administration d)Narrower view of administration
- 112).Who coined the acronym POSDCORB?
a)Gulick and Urwick c) Gulick
b)Urwick d) Henry Fayol
- 113).Who among the following states that public administration includes the operations of only the executive branch of government?
a) I.D White and Luther Gulick c)Luther Gulick
b) L.D.White d)W.F Willoughby
- 114).Public administration includes all the activities of the government whether falling in the sphere of the legislative executive or judicial branch of the government. This statement reflects the
a)Integral view of administration c)Managerial view of administration
b)Wider view of administration d)Narrower view of administration
- 115).Who among the following administrative thinkers has defined administration as “the organisation and direction of human and material resources to achieve desired ends?”
a)L.D.White c)J.M.Pfiffner
b)John. A.Vieg d)H.A.Simon
- 116).Who declared that “If our civilisation fails, it will be mainly because of a breakdown of administration?”
a) Charles A.Beard c)Donham
b) L.D.White d)Ordway Tead
- 117). “Public administration is the heart of the problem of modern government” is said by
a)W.B.Donham c)L.D.White
b)Charles. A.Beard d)P.H.Appleby

- 118). Public administration is -----
a)The basis of government c)A stabilising force in society
b)An instrument of national integration d)An instrument for providing services
- 119).The hallmark of public administration is:
a)Consistency of treatment c)Community service
b)Public responsibility d)External financial control
- 120).”Politics has to do with expressions of the state will whereas administration has to do with the execution of these policies.”This is attributed to:
a)L.D.White c)Woodrow Wilson
b)Goodnow d)Willoughby
- 121).Which of the following is not a hindrance in the evolution of the science of public administration, according to Robert Dayal?
a) Values permeating administration
b)Uncertainty of human behaviour
c) Intellectual capacity of public administrationists
d)Socio cultural impact on administration.
- 122). Who among the following is known as the father of American Public Administration ?
a) Woodrow Wilson b) L D. White
c) Goodnow d) Willoughby
- 123). Who among the following has called hierarchy as the scalar process?
a) Mooney b) Reiley c) L D. White d) Gullic
- 124). Who among the following said scalar chain is a universal phenomenon?
a) Gullic b) L D. White c) J D. Millet d) Mooney
- 125). The concept of unity of command is complementary to the principle of :
a) span of control b) authority c) scalar chain d) supervision
- 126). Who defines authority as “the right to give orders and power to exact obedience:
a) Henry Fayol b) J D. Millet c) C I. Barnard d) Max Weber
- 127). Coordination is the first principle of organisation, who said:
a) Mooney b) Simon c) Newman d) M P. Follet
- 128). Which of the following is an informal means of coordination?
a) planning b) inculcating institutional spirit
c) leadership d) conferences
- 129). The most important means of coordination is:
a) hierarchy b) consultation
c) planning d) centralised housekeeping agency
- 130). “Delegation means conferring of specified authority by a higher authority to lower authority” who made this statement
a) Terry b) Millet c) Mooney d) Piffner

- 131). The principle of supervision is inherent in the principle of:
a) span of control b) coordination c) hierarchy d) unity of command
- 132). Which of the following is not a function of staff agencies?
a) planning b) advising c) consultation d) achieving goals
- 133). The office of the district collector in India is based on the principles of :
a) delegation b) decentralisation
c) devolution d)deconcentration
- 134). The acronym POSDCORB symbolises:
a) the activities of the government
b) the activities of the administrator
c) the activities of the administration
d) the activities of the organisation
- 135). The essence of communication is:
a) transmitting information b) sharing information
c) imparting knowledge d) sharing understandings
- 136).The concept of administrative development got crystallised in the hands of -----
a)Edward Weidner b)Dwight Waldo
c)Gullick d)Riggs
- 137) “Politics has to do with expression of the State will whereas administration has to do with the execution of these policies” this attributed to --
a)L.D.White b)Goodnow c)Woodrow Wilson d)Willoughby
138. “The state is everywhere: It leaves hardly a gap”, the statement explains the concept of
a)Democratic state b)Federal state
c)welfare state d) police state
- 139).Which of the following is not an aspect of supervision?
a) Institution aspects b)Personal aspects
c)Political aspects d) technical aspects
140. Which of the following is not a audio media communication?
a) public meeting b) personal demonstration
c) interviewing d)broadcasting
- 141). Communication is defined as “shared understanding of a shared purpose” by
a) Millet b) Tead c) Barnard d) Simon
- 142).According to Bernard, Which is not a function of leadership?
a) manipulation of means b) stimulation of coordination
c) defence of institutional integrity d) control of the instrumentally action
- 143). The first theorist who developed communication as a significant aspect of organisational behaviour is:
a) Fayol b) Simon c) Barnard d) Weiner

- 144). The first country in the world to introduce the right to information was:
a) India b) Sweden c) USA d) Finland
- 145). The most effective means of citizen's control over administration is:
a) election b) pressure group
c) advisory committee d) public opinion
- 146). The 'spoils system' became a dominant feature of the USA civil service system during the period of:
a) Washington b) Jefferson c) Woodrow Wilson d) Jackson
- 147). The concept of civil servants neutrality was developed mostly in :
a) USA b) France c) Prussia d) UK
- 148). Who of the following gave a fourfold classification of bureaucracy
a) Max Weber b) F M. Marx c) Herbert Simon d) None
- 149). The essence of promotion is:
a) change of title b) change of pay
c) change of assignment d) change of duties and assignments
- 150). The spoils system in the USA began during the period of:
a) Jefferson b) Jackson c) Washington d) Adams
- 151). Coal India Ltd is a:
a) Public corporation b) Govt. Company
c) Sector corporation d) Departmental undertaking
- 152). Cabinet Secretariat is a:
a) Line agency b) Auxiliary and staff agency
c) Staff agency d) Line and staff agency
- 153). The Indian federation is based on the pattern of:
a) USA b) Canada c) Russia d) China
- 154). The organisation of UPSC can be traced to:
a) 1909 India Govt. Act b) 1919 India Govt. Act
c) 1930 India Govt. Act d) 1935 India Govt. Act
- 155). The administrative Staff College of India was established:
a) 1957 b) 1958 c) 1959 d) 1962
- 156). The functions of UPSC can be extended by:
a) President b) Prime Minister
c) Ministry of personal administration d) Parliament
- 157). The chairman and members of UPSC hold office for a term of:
a) 3 years b) 6 years c) 5 years d) seven years

- 158). The chairman and members of UPSC appointed by:
a) President b) Prime Minister
c) Ministry of personal administration d) Parliament
- 159). Who is regarded as the “father of All India India” services?
a) Lord Macaulay b) Lord Cornwallis
c) B R. Ambedker d) Sardar Patel
- 160). A joint PSC can be created by:
a) An order of the President b) A resolution of the Rajya Sabha
c) An act of Parliament d) A resolution of the state legislature
- 161). Which of the following is not a central service
a) Archaeological Survey of India b) Botanical Survey of India
c) Geological Survey of India d) Cooperative Service
- 162). Panchayati Raj is a system of :
a) Local self government b) State administration
c) Adhoc committee d) A committee system
- 163). The last stage in the process of recruitment is:
a) Appointment b) Orientation c) Placement d) Probation
- 164). District judges are appointed by:
a) The Chief Justice of High Court b) The State PSC
c) The Chief Minister of The State d) The Governor
- 165). The study of ‘public administration’ as an independent discipline originated in:
a) UK b) USA c) India d) West Germany
- 166). The salaries, allowance and other service conditions of the UPSC members are determined by:
a) President b) Prime Minister c) Parliament d) speaker
- 167). The annual report of the UPSC is submitted to the:
a) President b) Prime Minister c) Parliament d) speaker
- 168). Neutrality may make a civil servant :
a) Apolitical b) Positive mind c) Non- partisan d) Partiality
- 169). The English word ‘administer’ derived from which language?
a) Latin b) Greek c) French d) Spanish
- 170). Who is the father of Public Administration?
a) Woodrow Wilson b) Winston Churchill
c) Roosevelt d) Nehru
- 171). In the acronym ‘POSDCORB’ the letter ‘P’ stands for
a) Planning b) Project c) Programme d) Position

- 172). In the acronym 'POSDCORB' the letter 'S' stands for
a) standard b) staffing c) security d) scrutiny
- 173). In the acronym 'POSDCORB' the letter 'O' stands for
a) office b) organisation c) opinion d) opening
- 174). In the acronym 'POSDCORB' the letter 'D' stands for
a) direction b) department c) definition d) development
- 175). In the acronym 'POSDCORB' the letter 'CO' stands for
a) co-operation b) co-ordination c) corporation d) copying
- 176). In the acronym 'POSDCORB' the letter 'R' stands for
a) registration b) reporting c) research d) recruiting
- 177). In the acronym 'POSDCORB' the letter 'B' stands for
a) budgeting b) building c) bargaining d) basement
- 178). Both the classical organisation theory and human relations theory first originated in:
a) private administration b) public administration
c) judicial administration d) none of the above
- 179). Who developed the concept of 'Rule Law'?
a) A V. Dicey b) W B. Murno c) Ivor Jennings d) Hugo Gracious
- 180). The 'Droit Adminidtratif' prevails in:
a) France b) England c) India d) USA
- 181). The concept of rule of law originated in:
a) England b) France c) India d) Germany
- 182). The administrative law deals with the complaints against the:
a) Government officials b) Judiciary
c) Political executive d) Common people
- 183). 'Delegated Legislation' refers:
a) The law making power conferred by legislature on the executive
b) The law making power conferred by legislature on the judiciary
c) The law making power conferred by legislature on the people
d) None of the above.
- 184). Delegated Legislation is also known as:
a) Executive legislation b) Judicial legislation
c) Direct legislation d) None of the above
- 185). Who said "organisation structure is a pattern of interrelated posts connected by line of delegated authority"?
a) Dimock b) Gullick c) Milward d) Gladden

- 186). Who said “ An organisation has three primary elements viz., persons, combined efforts, and common purpose”?
- a) L D. White b) Gullick c) Milward d) Gladden
- 187). In which one of the following kinds of a public undertaking ministerial control is all – pervasive?
- a) Government company b) Departmental undertakings
c) Government corporation d) Joint undertaking
- 188). Of all controls over public administration the one which is more continuous and self-corrective is:
- a) Control by the legislature b) Control by the executive
c) Control by the judiciary d) Control by the media
- 189). “Administration is politics since it must be responsive to the public interest” This statement was made by:
- a) L. Urwick b) Piffiner c) Appleby d) Gulick
- 190). The scalar principle refers to:
- a) Classification of civil servants according to scales of pay
b) Grading the duties according to the degree of authority
c) Organising the relations between members of ‘line’ and ‘staff’ agency
d) Governing the allocation of persons to the different levels in the hierarchy.
- 191). Which one of the following theories views leadership as a manipulative function?
- a) Human relation b) Scientific management
c) Classical d) Decision making
- 192). In which one of the following countries can a citizen get speedy justice against the wrongful act of officials?
- a) India b) France c) USA d) U K
- 193). The term ”public” in public administration stands for:
- a) The citizens b) The governmental administration
c) Judicial functions d) Legislative functions
- 194). The significance of Public Administration as a discipline lies in:
- a) Improving govt. functions
b) Developing scientific knowledge about public administration
c) Organising training programmes for civil servants
d) Creating intelligent citizenship
- 195). Authority should be commensurate with:
- a) Degree of coordination b) Position of the hierarchy
c) Degree of responsibility d) Degree of supervision
- 196). In the USA, the ‘spoils system’ was discarded in favour of the ‘merit’ principle by the :
- a) Civil Service Reform Act 1978 b) Pendleton Act 1883
c) Hatch Act 1939 d) Civil Service act 1853

- 197). New Public management emphasizes:
- a) Social equality
 - b) Lean government
 - c) Performance appraisal
 - d) Management by objectives
- 198). A joint PSC for two or more states can be established by:
- a) The concerned states
 - b) An Act of parliament
 - c) The UPSC
 - d) The Government of India
- 199). The marketization and privatization of public administration may result:
- a) Quasi- socialism
 - b) Laissez faire
 - c) Neo- capitalism
 - d) Liberalized regulations
- 200). The principle of Unity of Command ensures:
- a) Accountability
 - b) Acceptability
 - c) Specialization
 - d) Co-ordination
- 201). The main responsibility of a directorate in state administration is to:
- a) Review policies
 - b) Implement policies
 - c) Make policies
 - d) Evaluate policies
- 202). Which among the following is empowered to create more All-India Services?
- a) Rajya Sabha
 - b) Parliament
 - c) Union Cabinet
 - d) State Legislatures
- 203). Karl Marx regarded bureaucracy:
- a) As an instrument of government
 - b) As a medium of policy implementation
 - c) As an instrument of dominant ruling class promoting its particular interests
 - d) As an instrument of the nobles promoting their interest
- 204). The primary objective of judicial control is to
- a) Punish the criminals
 - b) Resolve disputes
 - c) Protect citizen's rights
 - d) Safeguard private property
- 205). Which one of the following is not a function of Union Public Service Commission?
- a) Recruitment rules
 - b) Classification of services
 - c) Disciplinary matters
 - d) Promotion and deputation.
- 206). Public administration is different from private administration in
- a) Productivity
 - b) Judicious risk-taking
 - c) Financial returns
 - d) Legislative approval
- 207). Public administration is superior to private administration by virtue of the fact that
- a) Its achievements and failures are subject to scrutiny
 - b) It works in accordance with well-defined procedures.
 - c) It has to maintain high standards of efficiency.
 - d) It has the primary responsibility to promote public welfare
- 208). Which one of the following is a clear and distinct line of authority among the positions in Organisations?

- a) Organisational design b) Chain of command
c) Hierarchy d) Departmentalisation
- 209). Which one of the following is the main cause of the scalar system?
a) Unity of command b) Hierarchy
c) Delegation d) co-ordination
- 210). The state public service commission submits its annual report to the
a) Parliament b) Cabinet secretary
c) Governor d) President
- 211). Who is the appointing authority of the Chairman of UPSC?
(a) The President (b).The Prime Minister
(c) Cabinet (d) Governor
- 212 “ Public Administration consist of all these operations having for their purpose the fulfilment or enforcement of public policy “
(a) L D. White (b). Luther Gullick (c).Henry Fayol (d)D.Waldo
- 213). The dominant focus of the classical theory was on
(a) Decision making (b). Human relations
(c) Motivation (d) Organizational structure
- 214). The recruitment of All India services is the function of
(a) UPSC (b). State PSC
(c) Legislature (d) Rail Way Recruitment Board
- 215). The role of Public Administration is to execute the
(a) Programmes of political parties (b). Will of the People
(c) Will of the state (d) Policies of the Government
- 216). New Public administration laid emphasis on:
a) Economy and efficiency b) Values and ethics
c) Both a and b d) None of the above
- 217). The modern theory of organisation or system theory developed in the period:
a) 1930s b) 1940s c) 1950s d) 1960s
- 218). Organisation can be structured on the basis of:
a) Major purpose served b) Process
c) Persons or things dealt with d) Any of the above
- 219) Which one of the following is not an organisational form in the government in India?
a) Department b) Public corporations
c) Partnership firm d) Independent regulatory commissions
- 220). ‘Management by exception’ is related to:
a) Span of control b) Delegation of authority
c) Scalar chain d) None of the above

- 221). Which of the following is not one of the informal means to enforce administrative accountability?
- a) Mass media
 - b) Political parties
 - c) Interest groups
 - d) Unity of command
- 222). Which of the following is not a demerit of decentralisation?
- a) Promotes competition between different units
 - b) Lack of competent managers at the unit level
 - c) It expensive
 - d) Creates problems of coordination
- 223). Which of the following models of bureaucracy exists in India today?
- a) Depoliticised bureaucracy
 - b) Semi politicised bureaucracy
 - c) Committed bureaucracy
 - d) Fully politicised bureaucracy
- 224). The concept of anonymity is the commitment of:
- a) Neutrality of public services
 - b) Committed bureaucracy
 - c) Democratic government
 - d) None of the above
- 225). Anonymity of the public servant implies that:
- a) They take no decisions
 - b) They are not responsible for their action
 - c) Their responsibility is protected by the principles of ministerial responsibility
 - d) None of the above
- 226). Which of the following is not relevant to the position classification in public services?
- a) It emphasises and simplicises personal administration
 - b) It ensures equal pay for equal work
 - c) It protects public services from political interference
 - d) It facilitates the problem of recruitment
- 227) Which of the following activities is included in staffing?
- a) Recruitment
 - b) selection
 - c) transfers
 - d) All the above
- 228) Why is recruitment through public service commission considered necessity for public services?
- a) Recruitment through independent agency shall ensure that the selection of candidates is based on merit
 - b) Government departments are not competent to do that job
 - c) Selection has become too technical a job in modern state
 - d) None of the above
- 229) The institution of ombudsman was first introduced in ----
- a) India
 - b) U.K
 - c) Sweden
 - d) U.S.A
- 230) The executive power of the Union government in India is vested by the constitution -----
- a) The Prime Minister
 - b) The President
 - c) The Cabinet
 - d) None of the above

ANSWER KEYS

| | | | | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1 c | 2 b | 3 c | 4 b | 5 a | 6 a | 7 d | 8 b | 9 d | 10 a |
| 11 c | 12 a | 13 d | 14 c | 15 d | 16 c | 17 d | 18 d | 19 c | 20 c |
| 21 d | 22 d | 23 b | 24 b | 25 a | 26 b | 27 b | 28 c | 29 b | 30 d |
| 31 d | 32 d | 33 c | 34 d | 35 a | 36 a | 37 d | 38 c | 39 d | 40 d |
| 41 d | 42 d | 43 a | 44 d | 45 d | 46 b | 47 c | 48 d | 49 b | 50 b |
| 51 a | 52 d | 53 c | 54 d | 55 d | 56 a | 57 c | 58 d | 59 d | 60 d |
| 61 d | 62 a | 63 a | 64 b | 65 d | 66 b | 67 d | 68 a | 69 a | 70 d |
| 71 d | 72 d | 73 a | 74 a | 75 b | 76 b | 77 b | 78 c | 79 b | 80 b |
| 81 d | 82 d | 83 a | 84 d | 85 a | 86 b | 87 c | 88 d | 89 d | 90 b |
| 91 a | 92 d | 93 a | 94 a | 95 d | 96 a | 97 a | 98 d | 99 a | 100 a |
| 101 b | 102 d | 103 d | 104 b | 105 b | 106 c | 107 a | 108 b | 109 c | 110 b |
| 111 c | 112 c | 113 c | 114 b | 115 c | 116 c | 117 c | 118 c | 119 b | 120 b |
| 121 c | 122 a | 123 a | 124 d | 125 c | 126 a | 127 a | 128 c | 129 c | 130 c |
| 131 c | 132 d | 133 d | 134 c | 135 b | 136 b | 137 b | 138 c | 139 c | 140 b |
| 141 a | 142 c | 143 c | 144 b | 145 a | 146 d | 147 d | 148 b | 149 d | 150 c |
| 151 c | 152 c | 153 b | 154 d | 155 a | 156 d | 157 d | 158 a | 159 d | 160 c |
| 161 d | 162 a | 163 b | 164 d | 165 b | 166 c | 167 a | 168 c | 169 a | 170 a |
| 171 a | 172 b | 173 d | 174 a | 175 b | 176 b | 177 a | 178 a | 179 a | 180 a |
| 181 a | 182 a | 183 a | 184 a | 185 c | 186 a | 187 b | 188 b | 189 c | 190 b |
| 191 b | 192 b | 193 b | 194 b | 195 c | 196 b | 197 c | 198 b | 199 d | 200 a |
| 201 b | 202 b | 203 c | 204 c | 205 b | 206 d | 207 d | 208 b | 209 b | 210 d |
| 211 a | 212 a | 213 d | 214 a | 215 a | 216 b | 217 b | 218 d | 219 c | 220 b |
| 221 d | 222 a | 223 b | 224 a | 225 c | 226 c | 227 d | 228 a | 229 c | 230 b |

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