

**Choose the correct answer from the following:**

$$1 \times 20 = 20$$

1. "The concept of unity of command requires that every member of an organisation should report to one and only one leader"- Who said this?
  - Henry Fayol
  - Dimock and Dimmock
  - Pfiffner and Presthus
  - David Easton
2. The Second Stage of Public Administration is-
  - Principles of Administration
  - Era of Challenge
  - Dichotomy
  - Politics-Administration
3. The Third Minnowbrook Conference was held in-
  - 1988
  - 2007
  - 1907
  - 2008
4. Administration is derived from-
  - Greek word ad ministrare
  - Latin word ad ministrare
  - French word ad ministrare
  - Spanish word ad ministrare
5. The book- A Piece Rate System (1895) was written by-
  - F W Tailor
  - Alfred Tailor
  - Pfifner
  - Easton
6. Human relation theory came into existence in-
  - 1980
  - 1930
  - 1935
  - 1970
7. Who is the father of Classical Theory?
  - Elton Mayo
  - Talor
  - Simon
  - Henry Fayol
8. Time Study and Motion Study is a part of-
  - Human Relation Theory
  - Behavioral Theory
  - Scientific Management Theory
  - Classical Theory
9. Regularities is one of the important basic premises of-
  - Behavioural Approach
  - Post Behavioural Approach
  - Classical Approach
  - Scientific Theory

10. The term Bureaucracy was first coined by-  
a. Martin Albrow  
c. Gournay  
b. Weber  
d. Mayo

11. *Red tapism* is a major Disadvantage of-  
a. Unity of Command  
c. Authority  
b. Span of Control  
d. Hierarchy

12. " Authority is the right to give orders and the power to exact obedience"- who said this?  
a. Henry Fayol  
c. Mayo  
b. Max Weber  
d. Simon

13. The administrative organisation of government consists of .....types of agencies.  
a. 6  
c. 5  
b. 2  
d. 3

14. The financial year of UK starts from-  
a. 1 April to 1<sup>st</sup> March  
c. 1<sup>st</sup> April to 31<sup>st</sup> March  
b. 30<sup>th</sup> April to 1<sup>st</sup> March  
d. None of the Above

15. Independent Regulatory Commissions (IRC) is an important type of-  
a. Auxiliary Agencies  
c. Staff  
b. Line  
d. Administration

16. Consolidated fund of India works where-  
a. All receipts are credited and all payments are debited  
c. All payments are debited  
b. All receipts are debited  
d. None of the above

17. "*Rule of Lapse*" is an important principle of-  
a. Span of Control  
c. Audit  
b. Budget  
d. Taxation

18. The Scheme of Integrated Financial Advisor was introduced first in-  
a. Ministry of Finance  
c. Ministry of Home Affairs  
b. Ministry of Shipping and Transport  
d. Ministry of External Affairs

19. In POSDCoRB , "S" stands for-  
a. Security  
c. Staffing  
b. Stuffing  
d. Systematic

20. In Budget,  
a)Estimating should be close  
b)Estimates should not be on Departmental basis  
a. B is true  
c. Both are true  
b. Both are false  
d. A is true

( **Descriptive** )

Time : 2 hrs. 30 min.

Marks : 50

*[Answer question no.1 & any four (4) from the rest]*

1. What are the major works of Line , Staff and Auxiliary Agencies? 10  
Explain
2. Explain the Scope of Public Administration by stating some differences between Public and Private Administration .  $5+5=10$
3. Elaborate Scientific Management Theory and Human Relation Theory  $5+5=10$
4. What is Budget? Explain the Principles and Types of Budget .  $2+8=10$
5. Explain the Functions of Chief Executive. 10
6. What are the Principles of Hierarchy? Elaborate the advantages and disadvantages of Hierarchy.  $5+5=10$
7. What do you mean by Centralised and Decentralisation? 10  
Elaborate your answer with reference.
8. Elaborate Legislative Control and Executive Control over Public Administration. 10

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