



1. Public Administration may be defined as:

- A. Administrative Capacity
- B. Management of industry
- C. Management of Property
- D. Administration of Public

Answer: D

2. The concept of "bounded rationality" was given by:

- A. Abraham Maslow
- B. Herbert Simon
- C. Wax Weber
- D. F. W. Riggs

Answer: B

3. Bureaucracy is based on:

- A. Personal Authority
- B. Corporate Authority
- C. Traditional Authority
- D. Charismatic Authority

Answer: D

4. Behaviorism is associated with:

- A. Socialism
- B. Humanism
- C. Rationalism
- D. Communication

Answer: A

5. The author of "The Function of the Executive" is:

- A. Henry Fayol
- B. F. W. Taylor
- C. Chester Bernard
- D. Mary Parker Follet

Answer: C

6. Which of the following is not of the core values of public administration?

- A. Equity
- B. Efficiency
- C. Effectiveness
- D. Bureaucracy



Answer: D

7. Which of the following is one of the features of bureaucracy conceived by Max Weber?

- A. Authority
- B. Publicness
- C. Hierarchy
- D. Civil society

Answer: C

8. Bureaucracy is a form of:

- A. Private organization
- B. Social Organization
- C. Political Organization
- D. Community Organization

Answer: B

9. McGregor's name is most commonly associated with one of the following:

- A. Theory X and theory Y
- B. Scientific Management
- C. Bureaucratic Theory
- D. Human Relations

Answer: A

10. Legal-rational authority" is a core concept of:

- A. Public Choice Theory
- B. Theory of Emergency
- C. Theory of Bureaucracy
- D. Maslow's Theory of Motivation

Answer: C

11. "Entropy" is a law of nature in which all forms of organizations move towards:

- A. Disorganization and Death
- B. Continuous Improvement
- C. Rebirth and Emergency
- D. Growth and Continuity

Answer: A



12. One choice theory is economic explanation of:

- A. Islam
- B. Religion
- C. Psychology
- D. Political decision making

Answer: C

13. Which one of the following is the foundation of modern Human Resource

- A. Job Analysis
- B. Job Evaluation
- C. Compensation
- D. Specialization

Answer: D

14. The process of transmitting the idea or thought into meaningful symbols is called:

- A. Decoding
- B. Feedback
- C. Reception
- D. Encoding

Answer: B

15. Which of the following will not be considered as a formal organization?

- A. A Hospital
- B. A University
- C. A Service Industry
- D. A Group of Friends

Answer: D

16. Which of the following violates the principle of Utility of Command?

- A. Product Organization
- B. Functional Organization
- C. Bureaucratic Organization
- D. Manufacturing Organization

Answer: B

17. Which of the following is not a feature of good governance?

- A. Nepotism
- B. Rule of law
- C. Transparency
- D. Accountability



Answer: A

18. Which of the following administrative thinkers has defined administration as “the organization and direction of human and material resources to achieve desired ends” ?

- A. J. A. Veig
- B. L. D. White
- C. H. A. Simon
- D. J. M. Pfiffner

Answer: D

19. Which one of the following statements is not correct in respect of New Public Management ?

- A. It upholds public interest
- B. It has market orientation
- C. It advocates managerial autonomy
- D. It focuses on performance appraisal

Answer: A

20. ‘Good Governance’ and ‘Participating Civil Society for Development’ were stressed in World Bank Report of—

- A. 1991
- B. 1992
- C. 1993
- D. 1994

Answer: B

21. If the administrative authority within a department is vested in a single individual, then that system is known as—

- A. Board
- B. Bureau
- C. Council
- D. Commission

Answer: B

22. Globalisation means—

- A. Foreign capitalist transactions
- B. The growth of a single unified world market
- C. Financial market system is centered in a single state
- D. Geographical location of a firm is of utmost importance



Answer: B

23. By whom was the 'Managerial Grid' developed ?

- A. Blake and White
- B. Blake and Mouton
- C. Blake and Schmidt
- D. Mouton and Shopan

Answer: B

24. Who among the following says that public administration includes the operations of only the executive branch of government ?

- A. L. D. White
- B. Luther Gulick
- C. W. F. Willoughby
- D. L. D. White and Luther Gulick

Answer: B

25. The concept of the 'zone of indifference' is associated with—

- A. Authority
- B. Motivation
- C. Leadership
- D. Decision-Making

Answer: A

26. Who has analysed the leadership in terms of 'circular response' ?

- A. Millet
- B. Taylor
- C. M. P. Follett
- D. C. I. Barnard

Answer: C

27. Simon proposed a new concept of administration based on the methodology of—

- A. Satisfying
- B. Decision-making
- C. Logical positivism
- D. Bounded rationality

Answer: C

28. Who wrote the book 'Towards A New Public Administration : The Minnowbrook Perspective' ?



- A. Dwight Waldo
- C. J. M. Pfiffner

- B. Frank Marini
- D. C. J. Charlesworth

Answer: B

29. Who rejected the principles of administration as 'myths' and 'proverbs' ?

- A. L. D. White
- C. Chester Barnard

- B. Herbert Simon
- D. W. F. Willoughby

Answer: B

30. The classical theory of administration is also known as the—

- A. Historical theory
- C. Mechanistic theory

- B. Locational theory
- D. Human Relations theory

Answer: C

31. How many principles of organization were propounded by Henry Fayol ?

- A. 12
- C. 14

- B. 13
- D. 15

Answer: C

32. Simon was positively influenced by ideas of—

- A. Terry
- C. L. D. White

- B. Barnard
- D. Henry Fayol

Answer: B

33. Negative motivation is based on—

- A. Fear
- C. Money

- B. Status
- D. Reward

Answer: A



34. 'Job loading' means—

- A. Making the job more interesting
- B. Shifting of an employee from one job to another
- C. Deliberate upgrading of responsibility, scope and challenge
- D. None of the above

Answer: C

35. The theory of 'Prismatic Society' in Public Administration is based on—

- A. Historical studies of public administration in different societies
- B. Study of public services in developed and developing countries
- C. Institutional comparison of public administration in developed countries
- D. Structural-functional analysis of public administration in developing countries

Answer: D

36. Who among the following is an odd thinker ?

- A. Taylor
- B. Likert
- C. Maslow
- D. Herzberg

Answer: A

37. Which of the following is not included in 'hygiene' factors in the Herzberg's two-factor theory of motivation ?

- A. Salary
- B. Responsibility
- C. Company's policy
- D. Working conditions

Answer: B

38. The 'Gang-Plank' refers to—

- A. Level jumping
- B. Discipline
- C. Initiative
- D. Equity

Answer: A

39. The history of evolution of the Public Administration is generally divided into—

- A. one phase
- B. five phases



- C. seven phases  
D. eleven phases

Answer: B

40. Henry Fayol's General theory of Administration is applicable at—

- A. Top management level  
B. Middle management level  
C. Policy management level  
D. Workshop management level

Answer: A

41. F. W. Taylor, the founding father of Scientific Management movement propounded the theory which was conceived to be a scientific methodology of—

- A. Measurement  
B. Generalisation  
C. Careful observation  
D. All of these

Answer: D

42. In which of the following are public and private administrations not common ?

- A. Filing  
B. Accounting  
C. Scope and complexity  
D. Managerial techniques

Answer: C

43. Bureaucracy that is committed to the programmes of the political party in power is called—

- A. Committed bureaucracy  
B. Depoliticised bureaucracy  
C. Semi-politicised bureaucracy  
D. Fully politicised bureaucracy

Answer: A

44. The principle of 'span of control' means—

- A. The number of people being controlled  
B. An employee should receive orders from one superior only  
C. The control or supervision of the superior over the subordinate  
D. The number of subordinate employees that an administrator can effectively direct





Answer: D

45. Which of the following is not a function of staff agency ?

- A. Advising
- B. Planning
- C. Consultation
- D. Achieving goals

Answer: A

46. Which of the following is not a staff agency in India ?

- A. Economic Affairs Department
- B. Planning Commission
- C. Cabinet Committees
- D. Cabinet Secretariat

Answer: A

47. In hierarchy, the term 'scalar' means—

- A. Step
- B. Process
- C. Ladder
- D. Position

Answer: C

48. The 4Ps theory of departmentalization as advocated by Luther Gulick are—

- A. Purpose, process, plan, place
- B. Purpose, process, person, place
- C. Place, person, programme, process
- D. Purpose, process, place, programme

Answer: B

49. One who tells one's supervisor anything detrimental to an associate is called—

- A. A chiseller
- B. A squealer
- C. A rate buster
- D. None of these

Answer: B



50. According to Urwick, where the work is of a more simple and routine nature, the span of control varies from—

- A. 7 to 9
- B. 8 to 12
- C. 9 to 12
- D. 10 to 12

Answer: B

51. Delegation of authority by a Sales Manger to his saleman is an example of—

- A. Downward delegation
- B. Sideward delegation
- C. Upward delegation
- D. None of these

Answer: A

52. A virtual organisation is—

- A. One which has profit as the major goal
- B. One which has concern of the employees as its top priority
- C. A small, core organization that outsources major busi-ness functions
- D. One in which leadership always tends to fulfil psychological needs of the subordinates

Answer: C

53. The most effective means of citizen's control over administration is—

- A. Election
- B. Public Opinion
- C. Pressure Groups
- D. Advisory Committees

Answer: A

54. The Santhanam Committee on prevention of corruption was appointed in—

- A. 1961
- B. 1962
- C. 1963
- D. 1964

Answer: B

55. The first country in the world to introduce the right to information was—

# GKINDIA

- A. USA
- C. Norway
- B. Finland
- D. Sweden

Answer: D

56. What is meant by the Doctrine of State Immunity ?

- A. The State cannot be sued in its own court without its consent
- C. The State is immune to being sued
- B. The State can be sued but not in the national courts
- D. None of the above

Answer: C

57. 'Habeas Corpus' literally means—

- A. To prohibit
- C. To have the body of
- B. To command
- D. None of the above

Answer: C

58. The system of 'Rule of Law' was propounded by—

- A. Lowell
- C. A. V. Dicey
- B. H. Finer
- D. W. F. Willoughby

Answer: C

59. Who says that "Power corrupts and absolute power corrupts absolutely" ?

- A. Lord Acton
- C. Josiah Stamp
- B. L. D. White
- D. Lord Beveridge

Answer: A

60. The Public Accounts Committee of Parliament in India consists of—

- A. 7 members
- C. 22 members
- B. 15 members
- D. 34 members



Answer: C

61. If a public servant imposes upon the citizens duties and obligations which are not required by law, it

- A. Error of fact finding
- B. Error of authority
- C. Abuse of power
- D. Error of law

Answer: C

62. The present constitution of the USA was adopted in—

- A. 1786
- B. 1787
- C. 1788
- D. 1789

Answer: B

63. 'Grand Corps' in French Civil Service stands for—

- A. Senior level of specialist administrators
- B. Senior level of defence administrators
- C. Senior level of generalist administrators
- D. Senior level of generalistcum-specialist administrators

Answer: D

64. In France, the term of the President is—

- A. 2 years
- B. 4 years
- C. 6 years
- D. 8 years

Answer: C

65. In England, the Cabinet must resign from office as soon as it loses the confidence of—

- A. The House of Lords
- B. The King or the Queen
- C. The House of Commons
- D. All of these

Answer: C



66. Under their service rules, the British Civil servants—

- A. Can be partisan
- B. Can pursue active party politics
- C. Are required to be neutral in politics
- D. Can be partly neutral and partly partian

Answer: C

67. The term 'Performance Budget' was coined by—

- A. Estimates Committee of India
- B. First Hoover Commission of USA
- C. Second Hoover Commission of USA
- D. Administrative Reforms Commission of India

Answer: B

68. During passing of budget in the Parliament 'Guilotine' is applied to those demands which are—

- A. Discussed and reduced
- B. Discussed and approved
- C. Discussed but not approved
- D. Not discussed for want of time

Answer: D

69. Audit of State Government is—

- A. A state subject
- B. A union subject
- C. In the concurrent list
- D. None of these

Answer: B

70. In which year was the Committee on Public Undertakings constituted by the Lok Sabha ?

- A. 1961
- B. 1962
- C. 1963
- D. 1964

Answer: C

71. The number of demands in the general budget for civil expenditure is—

- A. 101
- B. 102
- C. 103
- D. 104



Answer: C

72. The rule of lapse means—

- |  |   |
|--|---|
| A. All pending bills in Parliament lapse with its prorogation                            | B. All appropriations voted by the legislature expire at the end of the financial year      |
| C. The appropriation bill lapses if it is not returned by the Rajya Sabha within 14 days | D. The demand for grants of a ministry lapse with criticism of its policy by the opposition |

Answer: B

73. The C & AG of India does not audit the receipts and expenditure of—

- |                         |                           |
|-------------------------|---------------------------|
| A. State Governments    | B. Central Government     |
| C. Government companies | D. Municipal undertakings |

Answer: D

74. The role of the Finance Commission in Central-State fiscal relations has been undermined by—

- |                            |                            |
|----------------------------|----------------------------|
| A. The Zonal Councils      | B. The State Governments   |
| C. The Election Commission | D. The Planning Commission |

Answer: B

75. The Railway Budget was separated from the Central Budget in the year—

- |         |         |
|---------|---------|
| A. 1921 | B. 1922 |
| C. 1923 | D. 1924 |

Answer: A

76. The Chairman of the Public Accounts Committee of the Parliament is appointed by—

- |                            |                            |
|----------------------------|----------------------------|
| A. President of India      | B. Prime Minister of India |
| C. Chairman of Rajya Sabha | D. Speaker of Lok Sabha    |

Answer: D



77. The question asked orally after the question hour in the House is called—

- A. Starred question
- B. Unstarred question
- C. Short notice question
- D. Supplementary question

Answer: A

78. The economy cut motion seeks to reduce the proposed expenditure of a demand for grant by—

- A. Rupee one
- B. A specified amount
- C. Rupees one hundred
- D. An unspecified amount

Answer: B

79. Who was the Chairman of the Economic Reforms Commission (1981-84) ?

- A. L. K. Jha
- B. Dharam Vira
- C. B. G. Deshmukh
- D. K. Hanumanthiya

Answer: A

80. In which year was the decision of separating accounting function from audit function taken by the Central Government for its financial administration ?

- A. 1975
- B. 1976
- C. 1977
- D. 1978

Answer: B

81. In which recruitment, in a system for higher position is open to all the qualified candidates who may wish to apply is known as

- A. Direct recruitment
- B. Passive recruitment
- C. Ordinary recruitment
- D. Recruitment by promotion

Answer: A

82. 'Position classification' is the classification of—

- A. Duties
- B. Salaries



C. Departments

D. Personal status of incumbents

Answer: A

83. The civil service was defined as “professional body of officials, permanent, paid and skilled” by—

A. Felix Nigro

B. O. G. Stahl

C. Herman Finer

D. E. N. Gladden

Answer: C

84. A new All India Service can be created by—

A. A statute

B. An executive order

C. An amendment of the constitution

D. A resolution under Article 312 of the Constitution

Answer: D

85. The British concept of Civil Service neutrality is laid down by—

A. Northcote-Trevelyn Committee

B. Masterman Committee

C. Assheton Committee

D. Fulton Committee

Answer: B

86. The ‘spoils system’ in the USA began during the period of—

A. Adams

B. Jackson

C. Jefferson

D. Washington

Answer: B

87. Promotion in Civil Services indicates—

A. Always an increase in pay

B. Change in the place of work

C. Transfer of work from field to Headquarters

D. Such changes in the situation which indicate difficult work and more important responsibility





Answer: D

88. Which of the following is not an All India Service ?

- A. Indian Police Service
- B. Indian Forest Service
- C. Indian Foreign Service
- D. Indian Administrative Service

Answer: C

89. The Union Public Service Commission of India has been established under the—

- A. Article 305
- B. Article 315
- C. Article 325
- D. Article 335

Answer: B

90. Which of the following reports deals with the relations between the specialists and generalists ?

- A. Fulton Committee Report
- B. Kothari Committee Report
- C. Haldane Committee Report
- D. Sarkaria Commission Report

Answer: A

91. Reservation for the scheduled castes and scheduled tribes in the services has been provided in the Indian Constitution under—

- A. Article 315
- B. Article 325
- C. Article 335
- D. Article 345

Answer: C

92. 'Efficiency record' method for determining the merit for promotion is practised in—

- A. Japan
- B. France
- C. The UK
- D. The USA

Answer: D