**MCQs**
**MGT111**
**(Introduction to Public Administrator)**
==========
*******

**What was purpose of establishment of East India College in England?**
**Select correct option:**
a. To general education to the Britisher
**b. To train man for entry into Indian Civil Service**
c. To establish rules and laws for British Government
d. None of the above

**The construction of Egyptian Pyramid was happened in;**
**Select correct option:**
**a. 1491 BC**
b. 1591 BC
c. 1491 AD
d. 1490 BC

**Which of the following company was established on December 31, 1600?**
**Select correct option:**
a. Uni - Lever Company
**b. East India Company**
c. Balasore Import Company
d. Middle East Company

**Political head of a ministry is ____**
**Select correct option:**
a. Chief Justice of Pakistan
b. President of Pakistan
c. Secretary of Common Wealth
**d. Minister**

**Controller Examination in a University is termed as:**
**Select correct option:**
**a. Organizational level**
b. Organizational role
c. Organizational tier
d. Organizational span

**What is the main focus of coordination among the different activities of an organization?**
**Select correct option:**
a. Enhance efficiency
b. Reduce ambiguities

c. Develop sequential activities
**d. All of the given options**

**Which of the following is a distinct activity which requires investment and has beginning and end?**
**Select correct option:**
**a. Project**
b. Planning
c. Program
d. Policy

**In which of the following year 'War of Independence' in Sub-Continent was fought?**
**Select correct option:**
**a. 1857**
b. 1867
c. 1877
d. 1897

**Ali is going to transfer to other station and will get high salary but he refuses the transfer due to his family. This is defined as:**
**Select correct option:**
a. Need for power
**b. Need for affiliation**
c. Need for achievement
d. Need for growth

**The laws passed by the government are generally ____.**
**Select correct option:**
**a. To control private organization/s.**
b. invisible
c. have selective applicability
d. Pervasive in nature

**Which of the following bodies takes all the policy decisions in Pakistan**
**Select correct option:**
**a. Supreme Court of Pakistan**
b. Planning Commission of Pakistan
c. Cabinet
d. Senate of Pakistan

**The 'Pay and Service Commission' in 1962 had reduced the group of services into:**
**Select correct option:**
a. Five tiers
b. Eight tiers
**c. Seven tiers**
d. Four tiers

**To specify who reports to who is termed as:**
**Select correct option:**
a. Coordination
b. Centralization
**c. Hierarchy**
d. Division of labor

**PAAS stands for?**
**Select correct option:**
a. Pakistan Audit and Administrative Service
**b. Pakistan Audit and Accounts Service**
c. Pakistan Administrative and Accounts Service
d. Pakistan Audit and Assistance Service

**The main objective of performance evaluation is_____**
**Select correct option:**
**a. to provide authentic record civil servants**
b. to provide information regarding promotion of civil servants
c. To determine interest, aptitude and skill etc of civil servants.
d. all of the above

**In which of the following year "The Regulating Act" was passed?**
**Select correct option:**
**a. 1773**
b. 1873
c. 1683
d. 1983

**The group of two or more people combined together for common interests and activities is termed as:**
**Select correct option:**
a. Department
b. Organization
c. Team
**d. All of the given options**

**"Authority" is the power due to some:**
**Select correct option:**
**a. Formal hierarchy**
b. Personal relations
c. Personal wealth
d. Family status

**Pick out the correct statement.**
**Select correct option:**

a. Military service and civil service are one and same thing.
**b. Military and civil service are different from each other.**
c. Both statements are false.
d. Both are true.

**Which of the following article of Constitution of Pakistan describes the functions of Auditor General of Pakistan?**
**Select correct option:**
**a. Article 169**
b. Article 179
c. Article 159
d. Article 189

**Public Administration is about management of Public;**
**Select correct option:**
a. Rules
**b. Programs**
c. Places
d. Safety

**Which of the followings is main purpose of judicial control?**
**Select correct option:**
a. To suppress the just actions of public administrators
b. To interfere in the day to day administrative actions of the government
c. To support the unjust actions of government officials
**d. To determine legality of acts of public administrators**

**In Pakistan, term of government is:**
**Select correct option:**
a. 4 year
b. 6 year
**c. 5 year**
d. 7 year

**Medical examination is a part of which of the following process?**
**Select correct option:**
**a. Selection**
b. Recruitment
c. Training
d. Performance appraisal

**Which of the following article of the constitution of Pakistan ensures the establishment of NFC?**
**Select correct option:**
a. 162(1)
**b. 160(1)**

c. 163(3)
d. 164(2)

**Who had the civil authority for enforcing law in the town during Mughal Period?**
**Select correct option:**
a. Faujdar
**b. Kotwal**
c. Patwari
d. Tehsildar

**Total strength of Senate of Pakistan is**
**Select correct option:**
**a. 100**
b. 101
c. 102
d. 110

**According to Public Administration the main goal of Government is;**
**Select correct option:**
a. to do politics
b. to develop cities
**c. welfare of people**
d. to manages courts of the country

**Human beings are lazy and docile, therefore, they avoid work is an assumption of theory**
**Select correct option:**
**a. Theory X**
b. Theory Y
c. Theory Z
d. Maslow's hierarchy of needs

**Which of the followings presented three needs theory?**
**Select correct option:**
**a. John W. Atkinson**
b. Clayton Alderfer
c. Abraham Maslow
d. Douglas McGregor

**National Assembly is a**
**Select correct option:**
**a. Lower house**
b. Upper house
c. Middle house
d. None of the above

**A country having provinces, with power being divided between provinces and central government according to the constitution is called:**
**Select correct option:**

a. Federation
b. Unitary from of government
c. Both of the above
d. None of the above

**NIPA stands for:**
**Select correct option:**

**a. National Institute of Public Administration**
b. National Integrated Policy of Administration
c. National Identity of Private Accommodations
d. National Intensive Public Administration

**Federal Public Service Commission recruiting agency for:**
**Select correct option:**

a. Federal government
b. Provincial government
**c. Both of the above**
d. None of the above

**Planning has important role in setting organizational:**
**Select correct option:**

a. Task
**b. Objectives**
c. Vision
d. Mission

**Autonomous bodies have their own _____.**
**Select correct option:**

**a. Board of Governors**
b. Board of Revenue
c. Board of Auditors
d. None of the above

**The resources have to be managed to achieve goals which exist in future point of time is termed as:**
**Select correct option:**

a. Controlling
b. Leading
**c. Planning**
d. Organizing

**Who had the civil authority for enforcing law in the town during Mughal Period?**
**Select correct option:**

a. Faujdar
**b. Kotwal**
c. Patwari
d. Tehsildar

**Which of the following comes prior to selection?**
**Select correct option:**
**a. Recruitment**
b. Training
c. Performance appraisal
d. HR planning

**The 'District Management Group' of civil services is termed as:**
**Select correct option:**
a. Positional Group
b. Technical Group
**c. Occupational Group**
d. Competitive Group

**Academy for common training of CSPs is in:**
**Select correct option:**
**a. Lahore**
b. Karachi
c. Islamabad
d. Rawalpindi

**Public Administration is about management of Public;**
**Select correct option:**
a. Rules
**b. Programs**
c. Places
d. Safety

**The officers of Economic Pool were drawn from:**
**Select correct option:**
a. CSP
b. Accounts and Finance Service
**c. Both of the above**
d. None of the above

**_____ Seats are reserved for non-Muslims in National Assembly of Pakistan.**
**Select correct option:**
**a. 10**
b. 11
c. 21
d. 25

**Which of the following is one of the disadvantages of the matrix organization? Select correct option:**

a. Encourages inter-department coordination
**b. Involves time consuming meetings**
c. Emphasizes on local market
d. Facilitates the interrelated tasks

**National Assembly is a**

**a. Lower house**
b. Upper house
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**b. Involves time consuming meetings**
c. Emphasizes on local market
d. Facilitates the interrelated tasks

**MCQs**
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**Use of processes to change resources into goods and services is called _____.**

a. Inputs
b. Outputs
c. system
**d. Transformation**

**In constitutional document, preamble means**

**a. Introduction to the constitution**
b. End part of the constitution
c. Power of Judicial Review of Supreme Court
d. None of the above

**In which of the following year 'First Five Year Plan' of the Government of Pakistan was developed?**

**a. 1955**
b. 1966
c. 1965
d. 1954

**The time period of F.W Taylor was influenced by;**

a. Industrial Revolution
b. Agrarian Revolution
c. Social Revolution
**d. Scientific Revolution**

**_____ Seats are reserved for non-Muslims in National Assembly of Pakistan.**

**a. 10**
b. 11
c. 21
d. 25

**What was the era of working of Chester I. Barnard in Telephone Company as president?**

a. 1988-1999
**b. 1950-1970**
**c. 1927-1948**
d. 1930-1937

**According to Public Administration the main goal of Government is;**

a. to do politics
b. to develop cities
**c. welfare of people (Ans) Doubt**
d. to manages courts of the country

**Who has constructed the Grand Trunk Road?**

a. Jalal-ud-din Akbar
b. Ala-ud-din Tughlaq
**c. Zaheer-ud-din Babar**
**d. Sher Shah Suri**

**A government comprises of**

a. Executive
b. Judiciary
c. Legislature
**d. All of the above**

**What was the name of the book by Chester I. Barnard?**

a. The Roles of the Manager
**b. The Functions of the Executive**
c. The Duties of Seniors
d. The Duties of Seniors

BC090401072: Awais Rafiq

**The decisions made for ill-defined and unstructured situations are described as:**
**Select correct option:**

a. Novel
**b. Non-programmed**
c. Structured
d. Sudden

**In which of the following language, the book named as "General Administration" by Henry Fayol was published?**
**Select correct option:**

a. Spanish
b. English
c. German

**d. French**

**A visible action is called _____.**
**Select correct option:**
a. Emotion
**b. Behavior**
c. Attitude
d. None of the above

**Before the Administrative Reforms (1973), total group in Civil Service were**
**Select correct option:**
a. 15
b. 10
c. 12
**d. 13**

**Government is the process of;**
**Select correct option:**
**a. Governing**
b. Power Sharing
c. Law Making
d. Not any one of them

**What is the assumption of Theory X of Douglas McGregor about humans?**
**Sele**ct correct option:
a. Negative
b. Positive
c. Neutral
d. Indifferent

**Human beings are lazy and docile, therefore, they avoid work is an assumption of theory**
**Select** correct option:
a. Theory X
b. Theory Y
c. Theory Z
d. Maslow's hierarchy of needs

**HR department of an organization is termed as which of the following function?**
**Select correct option:**
a. Line function
**b. Staffs function**
c. Specialized function
d. Special function

**First step in Human Resource planning is_____**

**Select correct option:**

- **a. Planning for future needs**
- b. Planning for the development of employees
- c. Planning for future balance
- d. None of the above

**Which of the following is category of civil services?**
**Select correct option:**

- a. Generalists
- b. Semi-Technical Specialized Services:
- c. Purely Technical Services:
- **d. All of the above**

**Which of the followings is not a feature of bureaucracy?**
**Select correct option:**

- a. Impersonality
- b. Efficiency
- c. Promotion based on achievement
- **d. Profiteering**

**Which of the following officials were responsible for irrigation, land measurement, hunting and roads in Maurya Empire?**
**Select correct option:**

- a. Tax Collectors
- b. Excise and Taxation Officers
- **c. District Officials**
- d. Magistrates

**Which of the following is the first step in human resource management?**
**Select correct option:**

- a. Recruitment
- b. Selection
- **c. HR planning**
- d. Performance appraisal

**Which of the following is one of the disadvantages of the matrix organization?**
**Select correct option:**

- a. Encourages inter-department coordination
- **b. Involves time consuming meetings**
- c. Emphasizes on local market
- d. Facilitates the interrelated tasks

**Who is called father of modern management?**
**Select correct option:**

- a. Woodrow Wilson
- **b. Henri Fayol**

c. Max Weber
d. None of the above

**Which of the following is a natural outcome of the close interaction of people?**
**Select correct option:**
a. Quarrel
b. Clash
**c. Conflict**
d. None of the given options

**What was the position of Chester I. Barnard in Bell Telephone Company?**
**Select correct option:**
a. President
b. Finance Manager
c. Accountant
d. Admin. Officer

**Which of the following authority is given to the departments or individuals to control specified processes, practices and policies?**
**Select correct option:**
a. Line
b. Staff
**c. Functional**
d. Formal

**Total strength of National Assembly of Pakistan is**
**Select correct option:**
a. 340
b. 341
**c. 342**
d. 343

**Every other day, media reports on performance of public administrators. While sometimes most callous acts of private sectors go unreported. It means the decisions in public sector are _____ as compared to private sector.**
**Select correct option:**
a. less visible
**b. more visible**
c. less ambiguous
d. more ambiguous

BC090401464: Aleem Mehmood

**Which of the following is/are the approach/es of decision making?**
**Select correct option:**
a. Decision Tree

b. Risk Analysis
c. Preference Theory
**d. All of the given options**

**First step in Human Resource planning is_____**
**Select correct option:**
**a. Planning for future needs**
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d. None of the above

.
**A government comprises of**
**Select correct option:**
a. Executive
b. Judiciary
c. Legislature
**d. All of the above**

**The laws passed by the government are generally ____.**
**Select correct option:**
a. To control private organization/s.
b. invisible
c. have selective applicability
d. Pervasive in nature

**The rules that explain the working of government are termed as:**
**Select correct option:**
a. Rules of Government
b. Rules of Secretariat
**c. Rules of Business**
d. Rules of Public Sector

**Which of the following is the complex of goal, policies, rules, tasks, procedures, resources to be employed?**
**Select correct option:**
a. Policy
**b. Program**
c. Budget
d. Strategy

**Human beings are lazy and docile, therefore, they avoid work is an assumption of theory**
**Select correct option:**
**a. Theory X**
b. Theory Y
c. Theory Z

d. Maslow's hierarchy of needs

**What was the position of Chester I. Barnard in Bell Telephone Company?**
**Select correct option:**

**a. President**
b. Finance Manager
c. Accountant
d. Admin. Officer

**Who is the founder of Theory of Hierarchy of Needs?**
**Select correct option:**

a. Douglas McGregor
**b. Abraham Maslow**
c. Herbert Simon
d. Chester I. Bernard

**What is the assumption of Theory X of Douglas McGregor about humans?**
**Select correct option:**

**a. Negative**
b. Positive
c. Neutral
d. Indifferent

**Which of the following written document gives details about the qualification & experiences required for a particular job?**
**Select correct option:**

a. Job description
b. Position description
c. Job specification
d. Job analysis

**The line of authority that determines the relationship between supervisors and supervised is termed as:**
**Select correct option:**

a. Scalar principle
b. Vector principle
**c. Line principle**
d. Staff principle

**Willingness of a manager to give authority to subordinates is important in effective delegation. This is termed as:**
Select correct option:

a. Attitude of manager
b. Habit of manager
c. Duty of manager
d. All of the given options

**FPSC stands for:**
**Select correct option:**
a. Finance Public Service Commission
b. Federal Public Safety Commission
c. Federal Public Service Committee
**d. Federal Public Service Commission**

**Training and development follow:**
**Select correct option:**
a. Socialization
b. Career planning
c. Promotion
**d. Performance appraisal**

**_____ Seats are reserved for non-Muslims in National Assembly of Pakistan.**
**Select correct option:**
**a. 10**
b. 11
c. 21
d. 25

**Which of the following is a natural outcome of the close interaction of people?**
**Select correct option:**
a. Quarrel
b. Clash
**c. Conflict**
d. None of the given options

**Which of the following authority is given to the departments or individuals to control specified processes, practices and policies?**
**Select correct option:**
a. Line
b. Staff
**c. Functional**
d. Formal

**In which of the following year Planning Board was re-designated as Planning Commission?**
**Select correct option:**
a. 1948
b. 1952
c. **1958**
d. 1960

**Which of the following type of departmentalization faces the problem of effective control?**
**Select correct option:**

- **a. Departmentalization by geography**
- b. Departmentalization by function
- c. Departmentalization by customer
- d. Departmentalization by function enterprise

**Application of Mathematics, Statistics and Economics to solve organizational problems is called _____.**

- a. Operation Research
- b. Marketing Research
- c. Scientific Research
- d. Scientific Research

**First step in Human Resource Planning is_____.**

- **a. Planning for future needs**
- b. Planning for the development of employees
- c. Planning for future balance
- d. Planning for future balance

**Which of the following is the complex of goal, policies, rules, tasks, procedures, resources to be employed?**

- a. Policy
- **b. Program**
- c. Budget
- d. Strategy

**Which one of the followings is not a function of finance division:**

- a. Preparation of annual budget
- b. Regulatory functions pertaining to banking sector, stock exchange and foreign currency etc
- c. Deal public debt
- **d. Review economic trends**

**Which of the followings divided empire into provinces, divisions, district and villages?**

- **a. Sheer Shah Suri**
- b. Jahangir
- c. Hamayun
- d. Akbar

**In private sector organizations financial operating budget is termed as:**

- a. Financial statement
- b. Balance sheet
- **c. Profit plan**

d. Cash flow

**The training which is given during the civil services of Pakistan is termed as:**

**a. IN-Service training**
b. Pre-Service training
c. After-Service training
d. Post-Service training

**In XYZ government department in Islamabad following positions exist: Director General Deputy Director Assistant Director Superintendent Assistant Each official is responsible to one above him and supervises the one bellow him. Technically, this called**

**a. Hierarchy**
b. Efficiency
c. Impersonality
d. Equality

**In which of the following year Herbert Simon got Nobel Prize?**

a. 1988
**b. 1978**
c. 1968
d. 1996

**Who had laid the initial structure of civil services in the Sub-Continent?**

a. British Parliament
**b. East India Company**
c. Atchison Commission
d. East India College

**To specify who reports to whom is termed as:**

a. Coordination
**b. Hierarchy**
c. Division of labour
d. Non of the given option

**First report on administrative reforms in Pakistan was presented by**

a. Rowland Egger
b. Bernard Gladieux
c. Muhammad Iqbal Khan
d. Mr. Justice Anwar-ul-Haq

**Which of the following is the highest level need in the pyramid of Maslow's Hierarchy of need?**

a. Safety Need
b. Basic Need
c. Self-Belongingness Need

**d. Self-Actualization Need**

**In the modern civil services of Pakistan how many grades of services exist?**

a. 20
b. 19
**c. 23**
d. 30

**The major work of Herbert Simon was to understand _____.**

a. Human Resource Management
**b. Organizational Development**
c. Artificial Intelligence
d. Group Dynamics

**At federal level, the apex organization is ministry. At provincial level apex organization is called:.**

**a. Autonomous body**
b. Public enterprise
c. Ministry
d. Department

**Departmentalization is done on the basis of _____.**

a. Different activities
**b. Similar activities**
c. Unique activities

**To receive order from one superior is called _____ .**

a. Order:
b. Centralization:
c. Division of work
d. Unity of command

**The system that is changeable is called _____ .**

a. Organic system
b. Mechanic system
c. Tangible system
d. Intangible system

**Which of the following is the executive head of government:**

**a. President**
b. Prime Minister
c. Interior Minister
d. Interior Secretary

**According to Civil Servant Act 1973 what does "Civil" mean?**

a. Government

**b. Public**
c. Army
d. Jidiciary

**How many levels are there in the Maslow's Need Hierarchy?**
a. 1
**b. 5**
c. 7
d. 9

**Political head of a ministry is ____ .**
a. Chief Justice of Pakistan
b. President of Pakistan
c. Secretary of Common Wealth
**d. Minister**

**Which of the following type of departmentalization faces the problem of effective control?**
**a. Departmentalization by geography**
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d. Departmentalizartion by function enterprise

**In constitutional document, preamble means**
**a. Introduction to the constitution**
b. End part of the constitution
c. Power of Judicial Review of Supreme Court
d. None of the above

**The in-depth study of technical, financial and economic viability of a project is referred as:**
a. Project Appraisal
**b. Project Feasibility**
c. Project Preparation
d. Project Approval

**Which of the following is the last stage in planning process?**
**a. Revising plan**
b. Selecting a course of action
c. Determining the objectives
d. Forecasting the future

**_____ is a logical sequential process of setting goals and choosing on best goal.**
a. Organizing
**b. Planning**

c. Leading
d. Coordinating

**Which of the following is one of the disadvantages of the matrix organization?**
a. Encourages inter-department coordination
b. Involves time consuming meetings
c. Emphasizes on local market
d. Facilitates the interrelated tasks

**The resources have to be managed to achieve goals which exist in future point of time is termed as:**
a. Controlling
b. Leading
**c. Planning**
d. Organizing

**Suppose you are HR manager in an organization. You hire some new employees, send them on off-the-job training. After one year of their actual job performance what would you do to measure their output.**
a. Training & development
**b. performance appraisal**
c. Socialization
d. Promotion

**Public Administration is about management of Public;**
a. Rules
**b. Programs**
c. Places
d. Safety

**Which of the following company was established on December 31, 1600?**
a. Uni-Lever Company
**b. East India Company**
c. Balasore Import Company
d. Middle East Company

**Finanace Division of Pakistan performs which of the following functions?**
a. Formation of Annual Budget
b. Deal the financial matters of government
c. Regulation of banks
**d. All of the given options**

**Public Administration covers all the three branches of Government i-e Executive, Judicial and:**
a. Bureaucracy
b. Civil Services

**c. Legislative**
d. Not any of them

**'D' of "POSDCORB" stands for;**
a. Dodging
**b. Directing**
c. Demanding
d. Disclosing

**Human beings are lazy and docile, therefore, they avoid work is an assumption of theory**
**a. Theory X**
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c. Theory Z
d. Maslow's hierarchy of needs

**In which of the following year the Telegraph service was seperated from Pakistan Postal Service?**
a. 1949
b. 1975
c. 1955
**d. 1965**

**The resources have to be managed to achieve goals which exist in future point of time is termed as:**
Controlling
Leading
Planning
Organizing

**Before 1957, Pakistan Taxation Service recruited the people on which of the following basis?**
a. Permanent
b. Contractual
c. Ad-hoc
d. Daily wager

**Who had worked as consultant in 1955 for reforming the structure of Public Administration of Pakistan?**
Rowland Egger
**Bernard Gladieux**
Harry Meredith
Joe Martin
**The group of two or more people combined together for common interests and activities is termed as:**
a. Department

b. Organization
c. Team
d. All of the given options

**The construction of Egyptian Pyramid was happened in;**

a. 1991BC
b. 1591 BC
c. 1491 AD
d. 1490 BC

**Pre-service training is:**

a. On-the-job training
b. training before entry to service
c. Training in a foreign country
d. None

**Which of the following is the type of power given by the organization to the formal management position a manager holds?**

a. Legitimate
b. Expert
c. Referent
d. Reward

**According to Frederick Taylor workers are motivated by which of the followings.**
**Wage incentives**
Relationships
Outer environment
None of the above

**Position description is a written document of the duties, responsibilities and covering titles of:**

**a. Managerial jobs**
b. Non-managerial jobs
c. Skilled jobs
d. Specialized jobs

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b. Marketing Research
c. Scientific Research
d. Policy Research

**Public Finance deals with which of the following aspect of government?**
Social
Human
Political
**Financial**

**Who is the writter of the book named 'Wealth of Nation'?**

Ronald Reagan
F.M. Marx
Lloyd George
**Adam Smith**

**Government is trying to ensure 100% enrollment in schools at primary level. This is an act of ____ .**

Public interest
Public debt
Don't know
**All of the above**

**The systematic appraisal that occurs annually or semi-annually is termed as:**

a. Informal appraisal
**b. Formal appraisal**
c. Quasi appraisal
d. Objective appraisal

**What was the era of working of Chester I. Barnard in Telephone Company as president?**

1988-1999
1950-1970
**1927-1948**
1930-1937

**Planning has important role in setting organizational:**

a. Task
**b. Objectives**
c. Vision
d. Mission

**Instead of having various resources at its disposal, Wapda is unable to meet electricity demand of the country. Thus wapda is an ____ .**

a. efficient organization
b. over-efficient organization
c. notorious organization
d. less efficient organization

**Which of the following is considered as 'Grand Plan' made in the light of what opponent might do or not do?**

a. Vision
b. Mission
c. Purpose
**d. Strategy**

**Which of the following division has function to negotiate with the foreign governments and organizations for economic assistance?**

a. Finance
**b. Economic Affairs**
c. State Bank of Pakistan
d. Economic Council

**Unity of Command describes as;**

a. Receive orders from three superiors
**b. Receive orders from one superior**
c. Receive orders from two superiors
d. Receive orders from many superiors

**Which of the following is a natural outcome of the close interaction of people?**

a. Quarrel
b. Clash
**c. Conflict**
d. None of the given options

**The roads and parks are an example of:**

a. Private goods
**b. Public goods**
c. Financial goods
d. Consumer goods

**PAAS stands for?**

a. Pakistan Audit and Administrative Service
**b. Pakistan Audit and Accounts Service**
c. Pakistan Administrative and Accounts Service
d. Pakistan Audit and Assistance Service

**The day to day routine appraisal is called _____.**

**a. Informal appraisal**
b. Observation
c. Check
d. Judgement

**Who has constructed the Grand Trunk Road?**

a. Jalal-ud-din Akbar
b. Ala-ud-din Tughlaq
c. Zaheer-ud-din Babar
**d. Sher Shah Suri**

**Lahore-Islamabad motorway is a _____ good.**

a. public good
**b. private good**
c. both of the above
d. none of the above

**Internship is an example of**:
a. Coaching
**b. On-the job training**
c. Off-the job training
d. Job rotation

**In private sector organizations financial operating budget is termed as:**
a. Financial statement
b. Balance sheet
**c. Profit Plan**
d. Cash flow

**F.W Taylor was working in Midvale Steel company of USA as a;**
a. Watchman
**b. Machine Operator**
c. Lift Operator
d. Manager

**Who among the followings introduced theory of bureaucracy?**
**a. Max Weber**
b. Frank and Lillian Gilbreth
c. Leonard D. White
d. Henri Fayol

**The emergence of Public Administration as a discipline to be taught in formal educational institutes started first in;**
a. Europe
**b. USA**
c. Canada
d. Africa

**National Institute of Public Administration runs advance courses for officers of:**
a. BS-18
b. BS-17
**c. BS-19**
d. BS-16

**The prices of goods or services produced by government are fixed on the basis of:**
a. Demand & Supply mechanism
**b. Budgetry allocation**
c. Competitive environment
d. Customers' trends

**Which of the following variables were used in Hawthorne Studies?**
a. Health Conditions, Workers' Loyalty
b. Safety Measures, Technology

**c. Light Variations, Workers' performance**
d. Workers' Qualification, Salary of workers

**Which of the following is the administrative head of the ministry?**
**a. Minister**
b. Advisor
c. Councelor
d. Secretary

**The systematic appraisal that occurs annually or semi-annually is termed as:**
a. Informal appraisal
**b. formal appraisal**
c. Quasi appraisal
d. Objective appraisal

**In which of the following year "Pakistan Customs and Excise services" has established?**
**a. 1959**
b. 1969
c. 1979
d. 1989

**HR department of an organization is termed as which of the following function?**
a. Line function
**b. Staff function**
c. Specialized function
d. Special function

**The Latin word "ministiare" means;**
a. to order
b. to suppress
**c. to serve**
d. to release

**The agreement between the basic organizational philosophy and goals of employees is defined as:**
a. Commitment
b. Competence
**c. Congruence**
d. Cost effectriveness

**Which of the following division has function to negotiate with the foreign governments and organizations for economic assistance?**
a. Finance
**b. Economic affairs**
c. State bank of pakistan
d. Economic council

**The laws passed by the government are generally ____ .**

a. To control private organizations
b. Invisible
c. Have selective applicability
**d. Pervasive in nature**

**A country having provinces, with power being divided between provinces and central government according to the constitution is called:**

a. Federation
b. Unitary from of government
c. Both of the above
d. None of the above

**Main proponents of system theory are:**

a. Fermont E. kast
b. James E. Rosenzweig
c. William Scott
**d. All of the above**

**The 1973 Constitution of Pakistan treats Islamabad as an independent:**

a. Region
b. Territory
c. Area
**d. City**

**The training of the civil servants before entering the job is given in which of the following institutes?**

a. National institute of public administration
b. Pakistan Administrative Staff College
c. Pakistan Academy for Rural development
**d. Pakistan Civil Services academy**

**Who had laid the initial structure of civil services in the Sub-Continent?**

a. British Parliament
**b. East India Company**
c. Atchison Commission
d. Atchison Commission
e. Non of the given option

**Mohenjodero and Harrapa are rich and _____ civilizations in the Sub-Continent.**

a. Newest
**b. Oldest**
c. Modern
d. Middle aged

**Which of the following organization recruits the people directly in government sector?**

a. Directoriates

**b. Autonomous bodies**
c. District offices
d. Divisions

**Which of the following authority is given to the departments or individuals to control specified processes, practices and policies?**

a. Line
b. Staff
**c. Functional**
d. Formal

1. _____ authority is that authority which is acquired as a result of a position.

   a) Parent
   **b) Rational-Legal**
   c) Charismatic
   d) Traditional Authority:
   e)

2. Human beings are lazy and docile. This is the negative assumption of _____.

   **a) X – Theory**
   b) Y – Theory
   c) Maslow Theory
   d) Henri Fayol

3. "The Study of Administration" was the first essay written on Public administration by Woodrow Wilson, an American Scholar and _____ of USA.
   a) Late Prime Minister
   b) Late Noble Prize Winner
   c) Late Socialist
   **d) Late President**

4. Article no. _____ of 1973 constitution provide the roles, responsibilities and functions of government organization.

   a) 70-79
   b) 80-89
   **c) 90-99**
   d) 100-109

5. PAAS stands for _____.

   a) Positive Action Assessment Scheme
   **b) Pakistan Audit and Account Service**

c) Pharmacy Audit Assistance Strategy
d) Pakistan Accountancy and Accountability Strategy

6. _____ is the appointing authority for the post of Grade 20 and above.

**a) President**
b) Prime Minister
c) Ministry
d) Establishment

7. _____ post or position that belongs to one of the occupational group.

**a) Cadre post**
b) Generalist
c) Ex-cadre post
d) All of the above options

8. A _____ is the 'Preface' or 'introduction' which tells us the main focus of the document.

a) Constitution.
**b) Preamble**
c) SOPs
d) None of the above

9. The all Pakistan Service was descendent of_____.

a) British Government
**b) All-India Services.**
c) Royal army
d) None of the above

10. In classical school of thought, emphasis is not on _____.

a) Technicality
b) Material &methods
**c) Human Element**
d) Machine

11. Which of the following statements is not true about decision making?
a) It is an act of determining a course of action.
b) It is related to all the traditional management functions.
**c) It is synonymous with policy making.**
d) It is related to policy making but not synonymous.

12. The term "self actualization" was first coined by:
    a) Abarham Maslow
    **b) Kurt Goldstein**
    c) McGregor
    d) Herzberg

13. Arrange Maslow's Need Hierarchy in descending order:
    i. Social
    ii. Self – Actualization
    iii. Physiological
    iv. Ego
    v. Security
    **a) III, V, I, IV, II**
    b) III, V, I, II, IV
    c) II, IV, I, III, V
    d) II, IV, I, V, III

14. The technique/s of citizens' control over administration is/are :
    a) Election
    b) Public Opinion
    c) Pressure Groups
    **d) All of the Given Options**

15. The first country in the world to introduce the right to information was:
    a) Norway
    b) USA
    **c) Sweden**
    d) Finland

16. The major principles of budgeting include that it should be balanced one and _____.
    a) It should be integration of the revenue and capital aspects
    **b) Estimates on a departmental basis**
    c) Estimates should be on a revenue basis
    d) Budgeting should be net and not gross

17. An attached office in the central government is a _____.
    a) Auxiliary agency
    b) Staff agency
    **c) Line agency**
    d) Line and staff agency

18. Following are the attached departments of Education ministry EXCEPT:
    a) Federal Directorate of Education
    b) Department of Libraries
    c) National Book Foundation

**d) Department of Official Language**

19. Which of the following is incorrectly matched :
    a) Punjab Assembly ---------- 371 Seats
    b) Sindh Assembly ---------- 168 Seats
    **c) NWFP Assembly ---------- 99 Seats**
    d) Balochistan Assembly ---------- 65 Seats

20. Following are the advantages of zero – based budget EXCEPT:
    a) It eliminates low priority programmes
    b) It improves programme effectiveness
    **c) It brings out the programmes in financial and physical terms**
    d) It reduces tax increases

A _____ team consists of members joined together electronically, with nominal in-person contact.

**e) Virtual**
f) Self Managed
g) Project
h) All of the given options

21. The needs in ERG theory can be mapped to those Maslow's theory. The "Growth" need in ERG theory is similar to _____ needs of Maslow's theory.
    a) Growth: Physiological and Safety needs
    b) Growth: Social and External Esteem needs
    **c) Growth: Self Actualization and Internal Esteem needs**
    d) Growth: Social and Ego

22. According to which theory, leadership is multi-dimensional?
    a) Behavioral Theory
    **b) Situational Theory**
    c) Trait Theory
    d) None of the given options

23. The communication in administrative organization means; meeting of minds on common issues and _____.
    a) Blood stream of organization
    b) It is the heart of management
    **c) It is the shared understanding of a shared purpose**
    d) All of the given options

24. A _____ consists of any number of people who interact with one another, are psychologically aware of one another, and think of themselves as a _____.
    **a) Group, Group**
    b) Group, Team
    c) Team, Group

d) Team , Team

25. Preparation of the budget is the responsibility of:
    a) Department of Revenue
    b) Department of Expenditure
    **c) Department of Economic Affairs**
    d) Department of Budget

26. The essence of promotion is:
    a) Change of Title
    b) Change of Pay
    c) Change of Assignment
    **d) Change of Duties and Responsibilities**

27. Positive recruitment constitutes: maximizing mobilization of best qualified and most able candidates and_____.
    a) Preventing favoritism in recruitment
    b) Eliminating political influences in recruitment
    **c) Placing the right man on the right job**
    d) "Keeping the rascals" out of recruitment

28. The State Bank has tightened the monetary policy by increasing the discount rate. The new discount rate is:
    a) 10 %
    **b) 10.5 %**
    c) 11 %
    d) 11.5 %

29. Administration would differ from one field to another according to the subject matter. This statement explains the _____ view of administration.
    a) Managerial
    b) Wider
    **c) Integral**
    d) Narrow

The 'Pay and Service Commission' in 1962 had reduced the group of services into:
a. Five tiers
b. Eight tiers
c**. Seven tiers**
d. Four tiers

Q2. National Finance Commission deals with which of the following policy?
a. Economic
b. Social
c. Political
**d. Tax**

Q3. According to the constitution of Pakistan the prime minister of the country should be:
a. Non-Muslim
**b. Muslim**
c. Secular
d. Communist

Q4. The office of the Auditor General of Pakistan comes under which of the following category of departments of Ministry of Finance?
**a. Attached**
b. Autonomous
c. Dependent
d. Sovereign

Q5. Finance Division of Pakistan performs which of the following functions?
a. Formation of Annual Budget
b. Deal the financial matters of government
c. Regulation of banks
d**. All of the given options**

Q8. Public goods have all features, EXCEPT:
a. Non-rival
b. Non-diminished
c. Not exhausted
d**. Available at cost**

Q9. Which of the following are considered as Formal Organization?
a. WAPDA
b. PTCL
c. Sui Northern Gas Company
**d. All of the given options**

Q10. Controller Examination of a University is termed as:
a. Organizational level
b**. Organizational role**
c. Organizational tier
d. Organizationa

Authority is the power due to some;
a. **Formal hierarchy**

b. Personal relations
c. Personal wealth
d. Family status

Q2. HR department of an organization performs which of the following functions?
a. Line functions
b. **Staff functions**
c. Specialized functions
d. Special functions

Q3. Which of the following authority is given to the departments or individuals to control specified processes, practices and policies?
a. Line
b. Staff
**c. Functional**
d. Formal

Q4. Which of the following is the process of integrating activities?
a. Planning
**b. Coordination**
c. Controlling
d. Specialization

Q5. What is the main focus of coordination among the different activities of an organization?
a. Enhance efficiency
b. Reduce ambiguities
c. Develop sequential activities
**d. All of the given options**

Q6. Which of the following can be a hindrance in effective delegation of authority?
a. Nature of business
b. Budget of organization
c. **Shortage of well-trained managers**
d. Policies of the organization

Q8. If the cost of the plan is higher than its benefits then it is said to be:
a. Costly
b. Effective
c. Pervasive
**d. Inefficient**

Q9. Which of the following is considered as 'Grand Plan' made in the light of what opponent might do or not do?
a. Vision

b. Mission
c. Purpose
**d. Strategy**

Q10. In private sector organizations financial operating budget is termed as:
a. Financial statement
b. Balance sheet
c**. Profit plan**
d. Cash flow

**1** In case the candidates clear the test, the organization would like to know about the……. of the candidate

**a. Background investigation**
b. In-depth selection interview:
c. Medical examination:
d. Job offer:

The payment of money into the fund, the withdrawal of money, the custody of other money etc. are regulated by the Act of …….

**a. Parliament**
b. Federal Consolidated Fund
c. None on of the given options
d. Both of the above

**3** Training programs are also directed toward maintaining and improving……..performance.

a. Ex-Job
b. Future Job
**c. Current Job**
d. None of the given options

**4**……perquisites (like provision of transport, utility bills etc.

**a. Fringe benefits**
b. Standard salary
c. Additional compensation
d. Rewards

**5** The performance of civil servants is judged ……. year and recorded on the Performa called the Performance Evaluation Report (PER).

a. Quarterly
b. Semi annual
**c. Annually**
d. Monthly

**6** A person who is 'worker' or 'workman' as defined in the ……

**a. Factories Act 1934**
b. Company act
c. Partnership act
d. Labor act

**7** Public goods are (i.e. the use by one person cannot exclude other person)

**a. Non excludable**
b. Excludable.
c. Both of the given options

d. None of the given options

**8** Public finance deals with the finance of the……

**a. Government**
b. Public
c. Private
d. Individual

**9** It studies the multilayer (the 3 levels of government) system of government which necessitates a division of function and resources between the layers of government and inter-governmental relations.

**a. Federal finance**
b. Financial Administration
c. Public Expenditure
d. None of the given options

**10** Higher taxation will, other things being equal, reduce demand in the economy which will have effect on the economy.

a. Inflationary
b. Neutral
c. None of the given options
**d. Deflationary**

**1……..is also a kind of team. Problem Solving, quality circle teams meet for an hour weekly to discuss work-related problems, investigate the causes of problem, recommend solutions, and take corrective action.**

- Project teams.
- **A quality circle**
- Committee
- Command team.

**2 When you are working in a group a stage comes when team become interactive with each other .This is known as ……..**

- **Storming**
- Norming
- Performing
- Adjourning

**3** Less cohesive teams have …….

- **High hostility, high misunderstanding**
- Low hostility, low misunderstanding
- No interaction at all
- None of the given options

**4…….takes place when the sender translates the information to be transmitted into a series of words, symbols etc.**

- Decoding
- **Encoding**
- Noise
- Feedback

**5 If the organization is larger then the flow of communication time is expected to……..**

- Decrease

- **Increase**
- Remain unchanged
- None of the above

**6 Mimes are kind of ……..communication**.

- Formal
- **Informal**
- Both of above
- None of above

**7 A darkroom employee may have found a particularly efficient way to develop photo prints and share with friends is a kind of……..**

- Authority Structure
- Job Specialization
- **Information Ownership**
- All of the above

**8 Before Devolution plan the……was responsible for the cooperation and orderly application of all resources at district level.**

- District Nazim
- DCO
- **District magistrates or deputy commissioner**
- TMO

9 **The district administration has its origin from the Muslim revenue system established by ……..**

- Sultan Altamash
- Shahab Ud din Ghori
- **Sher Shah Suri**
- Emperor Akbar

**10** …**……... means the authority which determines and executes measures within an area inside and smaller then the whole state**.

- Provincial Government
- Federal Government
- District Government
- **Local Government**

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*Q No. 1*

Difference between Ministry and Department? 3 marks

Q No. 2

What is the main difference between Loan and Grants?3 marks

Q No. 3

Give any three factors that can effect the Motivation? 3 marks

Q No. 4

How local Government system 2000 improves citizen participation in Government factor? 5 marks

Q No. 5

What sort of benefit can socialization provide to employees in the organization? 5 marks

Q No. 6

***Is Public administration as a science and art?***

Public administration is both science and art. In fact it is more than an art than a science, because it is much more practical than theoretical. Both the aspects of administration should be harmoniously blended together so that best results may be obtained.

**How can PTV use time departmentalization to coordinate and integrate its broadcast activities?**

PTV has divided its time into different slots and these slots are associated with different kind of viewers.