



Haryana PSC Prelim Papers 2014

Public Administration

Time Allowed : 2 Hours

Maximum Marks : 100

Read instructions given below before opening this booklet:

DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO

1. Use only **BLUE Ball Point** Pen.
 2. In case of any defect - Misprint, Missing Question/s Get the booklet changed. No complaint shall be entertained after the examination.
 3. Before you mark the answer, read the instruction on the OMR Sheet (Answer Sheet) also before attempting the questions and fill the particulars in the ANSWER SHEET carefully and correctly.
 4. There are FOUR options to each question. Darken only one to which you think is the right answer. There will be no Negative Marking.
 5. Answer Sheets will be collected after the completion of examination and no candidate shall be allowed to leave the examination hall earlier.
 6. The candidates are to ensure that the Answer Sheet is handed over to the room invigilator only.
 7. Rough work, if any, can be done on space provided at the end of the Question Booklet itself. No extra sheet will be provided in any circumstances.
 8. Write the BOOKLET SERIES in the space provided in the answer sheet, by darkening the corresponding circles.
 9. Regarding incorrect questions or answers etc. Candidates kindly see NOTE at the last page of the Booklet.
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1. Who has defined Public Administration as the work which the government does to give effect to a law."
(A) Herbert Simon
(B) Dwight Waldo
(C) F.A. Nigro
(D) Harvey Walker
 2. Who among the following first coined the term 'Bureaucracy':
(A) Vincent de Gournay
(B) J.M. Pfiffner
(C) Max Weber
(D) F.W. Taylor
 3. Red-Tapism does not involve:
(A) Excessive routine and paperwork
(B) Reluctance to take decisions
(C) Administrative agencies misusing discretionary power
(D) Rapid application of rules

IAS/UPPCS/BPSC

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4. Public Administration as a science is challenged by:
 - (A) Urwick
 - (B) Robert Dahl
 - (C) Gullick
 - (D) None of the above
5. The Philosophical Approach to Public Administration:
 - (A) Uses administrative realities and acquaints the scholars with them
 - (B) Interprets the information pertaining to administrative agencies in chronological order
 - (C) Deals with formal structure, organization, powers and functions of public authorities
 - (D) Consider all facets of administrative activities
6. "The administration is politics since it must be responsive to the public interest". This statement is given by:
 - (A) Paul.H. Appleby
 - (B) L. Urwick
 - (C) F.W. Taylor
 - (D) Henry Fayol
7. Who has authored 'Frontiers of Public Administration'?
 - (A) John Veig
 - (B) J.M. Gaus
 - (C) L.D. White
 - (D) F.W. Taylor
8. Who calls Classical Principles of Administration as proverbs?
 - (A) Herbert Simon
 - (B) A. Etzioni
 - (C) Chester Bernard
 - (D) Robert Prethus
9. Which among the following is rejected by the Human Relations Theory?
 - (A) Formal Institutionalization
 - (B) Human Motivation
 - (C) Informal Functioning
 - (D) None of the above
10. The organisation is a formal organisation if it is:
 - (A) Duly sanctioned by competent authority
 - (B) Properly designed
 - (C) Deliberately planned
 - (D) All of the above
11. Which one of the following experiments was not included in the Hawthorne experiments?
 - (A) Bank Wiring Observation Room
 - (B) Relay Assembly Test Room
 - (C) Cutting Metals
 - (D) Great Illumination
12. The principles of Scientific Management developed by F W. Taylor did not include:
 - (A) Scientific selection and training
 - (B) Division of responsibility
 - (C) Esprit de corps
 - (D) Mental revolution
13. According to Herbert. A. Simon 'Satisficing' refers to satisfaction, that is:
 - (A) Subjective
 - (B) Good enough
 - (C) Client-oriented
 - (D) Objective

14. The numbers and range of habitual contacts between superior and subordinate is called as:
(A) Delegation
(B) Span of control
(C) Decentralization
(D) Division of work
15. Which of the following committee conduct the examination of Appropriated Accounts?
(A) Estimates Committee
(B) Public Accounts Committee
(C) Committee on Subordinate Legislation
(D) Committee on Public Undertakings
16. Riggs has identified all of the following as trends prominent in Comparative Public Administration except?
(A) Legal-formal to behavioural
(B) Normative to empirical
(C) Ideographic to nomothetic
(D) Non-ecological to ecological
17. The economy cut-motion seeks to reduce the proposed expenditure of a demand for grant by:
(A) Rupees one hundred
(B) Rupee one
(C) Rupee one lakh
(D) A specified amount
18. Interview helps in assessing a candidate's:
(A) Intellectual ability
(B) General knowledge
(C) Expressions
(D) Personal qualities
19. Which one of the following Act laid the foundation of the British Administration in India?
(A) The Regulating Act, 1773
(B) Pitt's India Act, 1784
(C) Indian Councils Act, 1861
(D) Indian Councils Act, 1892
20. Which one of the following is the function of the Finance Commission?
(A) Preparation of the Central Budget
(B) Assessing income tax proceeds
(C) Determining the principles governing grants-in-aid to States
(D) Exercising control over Government expenditure
21. Jawahar Gram Samridhi Yojana (JGSY) is implemented entirely at the level of
(A) District Panchayat
(B) Intermediate Panchayat
(C) Village Panchayat
(D) Nagar Panchayat
22. Deficit financing is resorted to by the Government:
(A) To increase the budget allocation for different ministries
(B) To meet the gap between the revenue and expenditure budgets
(C) To increase government expenditure on specific items
(D) To pay the salaries of government employees
23. The main role of specialized staff is:
(A) Collection of data and its analysis
(B) Looking after personnel administration
(C) Maintenance of diary of different engagements of line officials
(D) Functions directly contributing to goal achievement
24. Who appoints the chairman of Public Accounts Committee?

- (A) President of India
 - (B) Speaker of Lok Sabha
 - (C) Prime Minister of India
 - (D) Minister for Parliamentary Affairs
25. The adjournment motion is used to:
- (A) Propose a reduction in the budget
 - (B) Seek the approval of the house on a proposal
 - (C) Draw the attention of the house to a matter of urgent public importance
 - (D) Seek the leave of the house to introduce a government bill
26. Which of the following committee commission has strongly suggested that a Public Service Commission to be set up in India without delay?
- (A) Northcote -Trevelyan Committee
 - (B) Aitchison Commission
 - (C) Islington Commission
 - (D) Lee Commission
27. The concept of 'level jumping' is given by:
- (A) Henri Fayol
 - (B) F.W. Taylor
 - (C) VA Graicunas
 - (D) Luther Gulick
28. The acronym POSDCORB includes:
- (A) Communicating
 - (B) Cooperation
 - (C) Coercion
 - (D) None of the above
29. Which Article of the Indian Constitution provides for the set up of the Contingency Fund of India?
- (A) Article 266 (1)
 - (B) Article 266
 - (C) Article 267
 - (D) Article 265
30. The concept of Federal Scheme of Government has come out of:
- (A) Morley-Minto Reforms, 1909
 - (B) Government of India Act, 1935
 - (C) Montagu-Chelmsford Reforms, 1919
 - (D) Indian Councils Act, 1861
31. Who described the Panchayats as "Little Republics"?
- (A) Lord Wellesley
 - (B) Lord Ripon
 - (C) Lord Hob House
 - (D) Mahatma Gandhi
32. 'The Recruitment is a process of searching for prospective employees and stimulating them to apply for the jobs in the organisation. This definition of Recruitment has been given by:
- (A) Paul Appleby
 - (B) Edwin B. Flippo
 - (C) Nigro
 - (D) LD White
33. Which of the following is a 'Maharatna company'?
- (A) Oil India Limited
 - (B) Oil & Natural Gas Corporation Limited
 - (C) Bharat Petroleum Corporation Limited
 - (D) Hindustan Aeronautics Limited

34. Expectancy theory of motivation is given by:
(A) Herzberg
(B) Victor H Vroom
(C) Maslow
(D) McGregor
35. The Contingency theory of Leadership is propounded by:
(A) Fred Fiedler
(B) Robert House Stogdill
(C) Keith Davis
(D) Amatai Etzion
36. The Commission on Official Language is created under which Article of Constitution of India?
(A) Article 280
(B) Article 340
(C) Article 324
(D) Article 344
37. Employee Centered Leadership does not:
(A) Earn and get the confidence of the subordinates
(B) Exercise close and detailed supervision
(C) Help subordinates when mistakes and problems occur
(D) None of the above
38. The three types of leadership as distinguished by Mary Parker Follet are:
(A) Leadership of Position, Personality and Function
(B) Leadership of Position, Expertise and Personality
(C) Leadership of Expertise, Personality and Situation
(D) Leadership of Personality, Function and Situation
39. To resolve the problems of employer-employee relations, the concept of Staff Council was advocated by:
(A) Whitley Committee
(B) Tomlin Commission
(C) Masterman Committee
(D) Priestley Commission
40. The duties of Comptroller and Auditor General of India include:
(A) Audit of Central Government Accounts
(B) Audit of State Government Accounts
(C) Audit of any other authority or body as may be prescribed by or under any law made by Parliament
(D) All of the above
41. The concept of Hygiene factors is given by:
(A) F.W.Taylor
(B) Henry Fayol
(C) Chester Bernard
(D) Fredrick Herzberg
42. The Equal Employment Opportunities Commission exists in:
(A) France
(B) UK
(C) USA
(D) Switzerland
43. Which of the following is the dominant role played by Public Administration in a developing country like India?
(A) Revenue Mobilisation
(B) Socio-economic Reconstruction
(C) Participative Management
(D) Law and Order

44. The unit of revenue hierarchy that has been carried forward from Mughal Administration is:
(A) Firka
(B) Taluk
(C) Pargana
(D) Circle
45. The Board of Revenue was first set up in 1786 at:
(A) Bengal
(B) Surat
(C) Madras
(D) Bombay
46. The Article of the Constitution of India that empowers Parliament to create an All India Service is:
(A) Article 300
(B) Article 320
(C) Article 312
(D) Article 301
47. The 74th Constitutional Amendment Act provided for the creation of:
(A) Nagar Panchayats
(B) Housing Boards
(C) Improvement Trusts
(D) All of the above
48. Among the following, who is not associated with the Development Administration?
(A) F.W. Riggs
(B) J. Montgomery
(C) Herbert Simon
(D) R. Braibanti
49. Which of the following recommended the introduction of Desk Officer System?
(A) A.D. Gorwala Report
(B) Administrative Reforms Commission
(C) Ayyanger Committee
(D) Estimates Committee (Third Lok Sabha)
50. In the Weberian Model of Bureaucracy, the civil servants are not expected to be:
(A) Impartial
(B) Neutral
(C) Committed
(D) Anonymous
51. The committee that does not exercise Parliamentary control over administration is:
(A) The Estimates Committee
(B) The Rules Committee
(C) The Public Accounts Committee
(D) The Committee on Public Undertakings
52. Commune is the unit of local government in:
(A) UK
(B) USA
(C) France
(D) India
53. Janpad Panchayat exists in which of the following state:
(A) Karnataka
(B) Madhya Pradesh
(C) Gujarat
(D) Haryana
54. Which of the following is the correct sequence of stages in decision-making, as identified by Herbert Simon?

- (A) Design activity-Choice activity-Intelligence activity
(B) Intelligence activity-Design activity-Choice activity
(C) Choice activity-Design activity-Intelligence activity
(D) Intelligence activity-Choice activity-Design activity
55. Charles Lindblom has advocated:
(A) Mixed-scanning model
(B) Incremental model
(C) Economic rationality model
(D) Bounded rationality model
56. The correct order of the steps in the position classification plan is:
(A) Job analysis-Grouping of positions-Standardization-Position allocation
(B) Standardization-Job analysis-Grouping of positions-Position allocation
(C) Grouping of positions-Job analysis-Position allocation Standardization
(D) Job analysis-Grouping of positions-Position allocation-Standardization
57. The provision of workers' participation in the management of undertakings is given in which Article of the Constitution of India?
(A) Article 42
(B) Article 42 A
(C) Article 43
(D) Article 43 A
58. The decisions of the Council of Ministers are binding on the President of India under which of the Constitutional Amendment Act/Acts?
(A) 42nd and 44th Amendment Acts
(B) 43rd Amendment Act
(C) 40th Amendment Act only
(D) 40th and 41st Amendment Acts
59. An interesting and practical method of training for disposal of paper work is:
(A) In basket method
(B) Syndicate method
(C) T group method
(D) Role play
60. Duration of Municipalities comes under which Article as per the 74th Constitutional Amendment Act:
(A) Article 243T
(B) Article 243O
(C) Article 243U
(D) Article 243Y
61. International Institute for Population Sciences is located at:
(A) Hyderabad
(B) Ahmedabad
(C) New Delhi
(D) Mumbai
62. A 'Shadow Cabinet' is:
(A) A group of members of the ruling party
(B) A group of prominent members of the parliamentary opposition who are expected to hold positions in the cabinet when their party assumes power.
(C) A team of intellectuals who advise the Cabinet
(D) A Cabinet Committee that functions under the guidance of the Cabinet
63. The Chief Information Commissioner holds the office for a period of:
(A) 6 years or till he attains the age of 65 years, whichever is earlier
(B) 5 years or till he attains the age of 65 years, whichever is earlier
(C) 4 years or till he attains the age of 62 years, whichever is earlier
(D) 6 years or till he attains the age of 62 years, whichever is earlier

64. Article 16 of the Indian Constitution provides reservation in Civil Services of Other Backward Classes in order to ensure:
- (A) Equality of all castes
 - (B) Representation as per the community population
 - (C) Security of backward classes
 - (D) Equality of opportunity in public employment
65. All of the following are sources of income of Panchayats except:
- (A) Matching grants
 - (B) Professional tax
 - (C) House tax
 - (D) Donations and involuntary contributions
66. The four P's propounded by Luther Gullick are:
- (A) Purpose, process, programmes, persons
 - (B) Purpose, project, process, place
 - (C) Project, process, people, place
 - (D) Purpose, process, person, place
67. The primary function of the National Development Council is:
- (A) To effect cooperation of efforts between the Union Executive and the parliament
 - (B) To achieve the targets of the plans and to promote administrative efficiency
 - (C) To effect coordination of plan efforts among the Union Government, the Planning Commission and the State Governments
 - (D) To effect coordination of efforts between the Union state Political Executive and the Bureaucracy
68. The following method that systematizes and simplifies personnel administration is:
- (A) Coordination
 - (B) Classification
 - (C) Appointment
 - (D) Recruitment
69. The receipts and expenditure of which of the following is not audited by the Comptroller and Auditor General of India?
- (A) Government companies
 - (B) Municipal undertakings
 - (C) Central Government
 - (D) State Governments
70. The employees learn by doing the work and acquire administrative skills through practice in:
- (A) Formal training
 - (B) Orientation training
 - (C) Informal training
 - (D) Pre entry training
71. The Broader definition of Public Administration is given by:
- (A) Smith
 - (B) L.D. White
 - (C) Thompson
 - (D) All of the above
72. The need for sound recruitment policy was first realized centuries ago by:
- (A) Prussia
 - (B) China
 - (C) Sweden
 - (D) Britain
73. A Money Bill can originate:
- (A) Only in the Lok Sabha
 - (B) Only in the Rajya Sabha
 - (C) In both the houses simultaneously

- (D) Joint sitting of both the houses
74. The post of Civil Judge is created by:
(A) Lord Cornwallis
(B) Warren Hastings
(C) Lord Rippon
(D) Lord Wellesley
75. Which one of the following means a command?
(A) Certiorari
(B) Mandamus
(C) Quo Warranto
(D) Prohibition
76. Who can refuse to allow a question to be raised in the Lower House of the Parliament during the Question hour?
(A) The Leader of the House
(B) The Speaker of the Lower House
(C) The Prime Minister
(D) The President
77. The process of reforms in society, economy and policy in USSR is known as:
(A) Perestroika and Glasnost
(B) Supreme Soviet
(C) Presidium
(D) None of the above
78. Which country allows the civil servants to participate in the politics and continue to hold their office as well?
(A) USA
(B) USSR
(C) France
(D) UK
79. The Planning Commission was set up in 1950 by:
(A) Act of Parliament
(B) Presidential Ordinance
(C) Cabinet resolution
(D) Constitutional Amendment
80. In the Constitution of India, economic and social planning is included in the:
(A) Union List of the VII Schedule
(B) State List of the VII Schedule
(C) Concurrent list of the VII Schedule
(D) None of the above
81. The committee that scrutinizes and reports to the Parliament whether the power to make rules and regulations conferred by the Constitution or Statutes is being properly exercised by the delegated authority is:
(A) Committee on Government Assurances
(B) Committee on Subordinate Legislation
(C) Rules Committee
(D) General Purposes Committee
82. According to the Managerial view of administration:
(A) Administration is not doing things but getting things done
(B) Every particular application of law is an act of getting things done
(C) Public administration is directed by the chief executive as the general manager
(D) Public administration is concerned with the ends of the state
83. The Public Administration and Private Administration differs with respect to:
(A) Different environments

- (B) Account-keeping and audit
 - (C) Organizational structure
 - (D) Techniques of management
84. The informal communication system in the organisation is referred as:
- (A) Proper channel
 - (B) Close circuit
 - (C) Grapevine
 - (D) Circular
85. In the context of Maslow's Need theory which of the following statement is correct?
- (A) Security needs to be fulfilled before Physiological needs
 - (B) Esteem needs to be fulfilled before Self Actualization needs
 - (C) A person can move to higher needs without satisfying lower level needs
 - (D) All of the above
86. All-India Services include:
- (A) Indian Administrative Service
 - (B) Indian Forest Service
 - (C) Indian Police Service
 - (D) All of the above
87. Tax levied by Union but distributed between the Union and the State is:
- (A) Sales tax
 - (B) Excise tax
 - (C) Income tax
 - (D) Road tax
88. The Scientific Management is not concerned with:
- (A) Production
 - (B) Efficiency
 - (C) Mechanistic methods
 - (D) Rationality
89. Max Weber has preferred:
- (A) Traditional Authority
 - (B) Charismatic Authority
 - (C) Legal Rational Authority
 - (D) Official Authority
90. An issue that involves the resolution of a factual dispute or controversy and is within the sphere of the decisions to be made by a jury:
- (A) Error of law
 - (B) Error of fact finding
 - (C) Abuse of power
 - (D) Error of authority
91. The doctrine of 'Rule of Law' is given by:
- (A) L.D. White
 - (B) A.V. Dicey
 - (C) Robert Presthus
 - (D) Max Weber
92. Administrative provisions pertaining to the Tribal areas in the State of Assam, Meghalaya, Tripura and Mizoram comes under which Schedule of the Indian Constitution?
- (A) Second schedule
 - (B) Fifth schedule
 - (C) Sixth schedule
 - (D) Seventh schedule
93. One who tells a supervisor anything negative about an associate is called as:
- (A) Inspector
 - (B) Squealer
 - (C) Rate-buster

- (D) Chiseller
94. The President of USA:
- (A) Can convene the ordinary session of the Senate.
 - (B) Cannot convene the ordinary session of the Congress.
 - (C) Cannot convene the special session of the Congress.
 - (D) Can convene the special session of the Congress.
95. Which one of the following is not the criticism of Riggs Agraria-Transitia-Industria Model?
- (A) It is too rigid focusing only on the underdeveloped and developed countries.
 - (B) It assumes a unidirectional movement from an Agraria stage to an Industria stage.
 - (C) It stresses upon the environment of the administrative system but not on the administrative system per se.
 - (D) None of the above
96. The President of India must be:
- (A) The Member of Lok Sabha
 - (B) The Member of Parliament
 - (C) The Member of Legislative Assembly
 - (D) None of the above
97. The relation between the specialists and generalists is dealt by:
- (A) Haldane Committee Report
 - (B) Santhanam Committee Report
 - (C) Fulton Committee Report
 - (D) Kothari Commission Report
98. An operating, planning and budgeting process which requires each manager to justify his entire budget request in detail from scratch is:
- (A) Zero Based budgeting
 - (B) Sunset Legislation
 - (C) Performance Budgeting
 - (D) Line Item budgeting
99. The 'Bazaar-Canteen model' represents:
- (A) Marketization in new public management
 - (B) Economic sub-system of prismatic society
 - (C) Financial system of fused authority
 - (D) Economic freedom under public-private partnership
100. Which one of the following is not an assumption of Theory Y of motivation?
- (A) People will exercise self-direction if they are committed to the objectives.
 - (B) People learn to accept and seek responsibility.
 - (C) Commitment to objectives is a function of the rewards associated with their achievement.
 - (D) People work better when they are put under pressure.