

MGT111 Intro to Public Administration

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MGT111 Intro to Public Administration Solved Mcq

1. _____ authority is that authority which is acquired as a result of a position.
 - Parent
 - **Rational-Legal**
 - Charismatic
 - Traditional Authority:
 -
2. Human beings are lazy and docile. This is the negative assumption of _____.
 - **X – Theory**
 - Y – Theory
 - Maslow Theory
 - Henri Fayol
3. “The Study of Administration” was the first essay written on Public administration by Woodrow Wilson, an American Scholar and _____ of USA.
 - Late Prime Minister
 - Late Noble Prize Winner
 - Late Socialist
 - **Late President**
4. Article no. _____ of 1973 constitution provide the roles, responsibilities and functions of government organization.
 - 70-79

- 80-89
- **90-99**
- 100-109

5. PAAS stands for _____.

-
- Positive Action Assessment Scheme
- **Pakistan Audit and Account Service**
- Pharmacy Audit Assistance Strategy
- Pakistan Accountancy and Accountability Strategy

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

- **President**
- Prime Minister
- Ministry
- Establishment

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

-
- **Cadre post**
- Generalist
- Ex-cadre post
- All of the above options

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

-
- Constitution.
- **Preamble**
- SOPs
- None of the above

9. The all Pakistan Service was descendent of _____.

-
- British Government
- **All-India Services.**
- Royal army
- None of the above

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

- Technicality
- Material & methods
- **Human Element**
- Machine

1. Which of the following statements is not true about decision making?

-
- It is an act of determining a course of action.
- It is related to all the traditional management functions.
- **It is synonymous with policy making.**
- It is related to policy making but not synonymous.
-

12. The term “self actualization” was first coined by:

- Abarham Maslow
- **Kurt Goldstein**
- McGregor
- Herzberg

13. Arrange Maslow’s Need Hierarchy in descending order:

- i. Social
- ii. Self – Actualization
- iii. Physiological
- iv. Ego
- v. Security

- **III, V, I, IV, II**
- III, V, I, II, IV
- II, IV, I, III, V
- II, IV, I, V, III

14. The technique/s of citizens’ control over administration is/are :

- Election
- Public Opinion
- Pressure Groups
- **All of the Given Options**

15. The first country in the world to introduce the right to information was:

- Norway
- USA
- **Sweden**
- Finland

16. 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

17. The essence of promotion is:

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- a) Change of Title
- b) Change of Pay
- c) Change of Assignment

d) Change of Duties and Responsibilities

18. 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

19. 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 %

20. 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

21. 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

22. An attached office in the central government is a _____.

- a) Auxiliary agency
- b) Staff agency

c) Line agency

- d) Line and staff agency

23. 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

24. 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

25. 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

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

a) Virtual

b) Self Managed

c) Project

d) All of the given options

27. 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

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28. According to which theory, leadership is multi-dimensional?

a) Behavioral Theory

b) Situational Theory

c) Trait Theory

d) None of the given options

29. 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

30. 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

PAAS stands for?

Pakistan Audit and Administrative Service

Pakistan Audit and Accounts Service

Pakistan Administrative and Accounts Service

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of the Controller General of Pakistan is attached department of

Ministry of Interior

Ministry of Zakat & Ushr

Ministry of Privatization

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Ministry of Finance

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

1988-1999

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1927-1948

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To specify who reports to whom is termed as:

Coordination

Centralization

Hierarchy

Division of labour

Before 1957, Pakistan Taxation Service recruited the people on which of the following basis?

Permanent

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Daily wager

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

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Economic Affairs is ko check kar le muje shalk hai is main

State Bank of Pakistan

Economic Council

CSP stands for?

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

Autonomous body

Public enterprise

Ministry

Department

In which of the following year "Pakistan Customs and Excise services" has established?

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Which of the following is the main focus of Private Sector Administration?

Public service

International relations

Profit earning

Policy formulation

Who is/are the main contributor/s of System School of Thought?

Fermont E. Kast

James E. Rosenzweig

William Scott

All of the given options

Finance Division of Pakistan performs which of the following functions?

Formation of Annual Budget

Deal the financial matters of government

Regulation of banks

All of the given options

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

1955

1966

1965

1954

According to 1973 Constitution of Pakistan, parliament comprises of:

President

National Assembly

Senate

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All of the above

Which of the following term best defined the 'Government of India Act 1858'?

Framework

Ordinance

Constitution is main shak hai

1. Question # 1 of 15 (Start time: 08:57:58 PM) Total Marks: 1

Which of the following is the main focus of Private Sector Administration?

Select correct option:

Public service

International relations

Profit earning

Policy formulation

a

2. Question # 2 of 15 (Start time: 08:59:07 PM) Total Marks: 1

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

Select correct option:

Quarrel

Clash

Conflict

None of the given options

c

3. Question # 3 of 15 (Start time: 08:59:49 PM) Total Marks: 1

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

Select correct option:

efficient organization

over-efficient organization

notorious organization

less efficient organization

d

4. Question # 4 of 15 (Start time: 09:00:38 PM) Total Marks: 1

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

Select correct option

:

The Roles of the Manager

The Functions of the Executive

The Duties of Seniors

The Influences of the Managers

b

.

5. Question # 5 of 15 (Start time: 09:01:21 PM) Total Marks: 1

Who is the founder of Theory of Hierarchy of Needs?

Select correct option:

Douglas McGregor

Abraham Maslow

Herbert Simon

Chester I. Bernard

b

6. Question # 6 of 15 (Start time: 09:02:06 PM) Total Marks: 1

The actions of public administration are more visible to general public because these are:

Select correct option:

Reported in press

Measureable

Specific

Unrealistic

b?

7. Question # 7 of 15 (Start time: 09:03:02 PM) Total Marks: 1

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_____ seats are reserved for women in National Assembly of Pakistan.

Select correct option

:

60

61

71

None of the above

d

8. Question # 8 of 15 (Start time: 09:03:40 PM) Total Marks: 1

The 1973 Constitution of Pakistan treats Islamabad as an independent:

Select correct option:

Region

Territory

Area

City

9. Question # 10 of 15 (Start time: 09:06:05 PM) Total Marks: 1

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

Select correct option:

Government

Public

Army

Jidiciary

10. Question # 11 of 15 (Start time: 09:07:23 PM) Total Marks: 1

'D' of "POSDCORB" stands for;

Select correct option:

Dodging

Directing

Demanding

Disclosing

b

11. Question # 12 of 15 (Start time: 09:08:29 PM) Total Marks: 1

National Finance Commission deals with which of the following policy?

Select correct option:

Economic

Social

Political

Tax

?

12. Question # 14 of 15 (Start time: 09:10:31 PM) Total Marks: 1

Which of the following is/are determinant/s of delegation of authority?

13. Select correct option:

Desire of uniformity of policy
Desire for independence
Control techniques
All of the given options
?

14. Question # 1 of 15 (Start time: 09:36:33 PM) Total Marks: 1

HR department of an organization is termed as which of the following function?

Select correct option:

Line function

Staff function

Specialized function

Special function

Question # 2 of 15 (Start time: 09:37:48 PM) Total Marks: 1

15. The number of people a person can supervise is termed as:

Select correct option:

Chain of command

Hierarchical level

Span of control

Organizational level

16. Question # 3 of 15 (Start time: 09:39:09 PM) Total Marks: 1

The group of two or more people combined together for common interests and activities is termed as:

Select correct option:

Department

Organization

Team

All of the given options

b

17. Question # 4 of 15 (Start time: 09:40:28 PM) Total Marks: 1

Which of the following is the executive head of government:

Select correct option:

President

Prime Minister

Interior Minister

Interior Secretary

b

18. Question # 5 of 15 (Start time: 09:41:36 PM) Total Marks: 1

Which of the following sector commonly uses the concept of "Departmentalization by customer"?

Select correct option:

Agriculture sector

Textile sector

Banking sector

Education sector

?

19. Question # 6 of 15 (Start time: 09:43:08 PM) Total Marks: 1

The character of 1973 Constitution of Pakistan is

Select correct option:

Federal

Unitary

Provincial

None of the above

d

20. Question # 7 of 15 (Start time: 09:44:04 PM) Total Marks: 1

FPSC stands for:

Select correct option:

Finance Public Service Commission

Federal Public Safety Commission

Federal Public Service Committee

Federal Public Service Commission

d

21. Question # 8 of 15 (Start time: 09:44:49 PM) Total Marks: 1

Which of the following is the process of integrating activities?

Select correct option

:

Planning

Coordination

Controlling

Specialization

b

22. Question # 11 of 15 (Start time: 09:45:39 PM) Total Marks: 1

Which of the following is one of the disadvantages of the matrix organization?

Select correct option:

Encourages inter-department coordination

Involves time consuming meetings

Emphasizes on local market

Facilitates the interrelated tasks

b?

23. Question # 12 of 15 (Start time: 09:47:11 PM) Total Marks: 1

Political head of a ministry is ____ .

Select correct option:

Chief Justice of Pakistan

President of Pakistan

Secretary of Common Wealth

Minister

24. Question # 13 of 15 (Start time: 09:48:12 PM) Total Marks: 1

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

Select correct option:

Federation

Unitary form of government

Both of the above

None of the above

b

25. Question # 14 of 15 (Start time: 09:49:34 PM) Total Marks: 1

Government is the process of;

Select correct option:

Governing

Power Sharing

Law Making

d

26. The system that is changeable is called ____ .

Select correct option

:

Organic system

Mechanic system

Tangible system

Intangible system

6:37 PM

27. Which of the following is the type of power given by the organization to the Formal management position a manager holds?

Select correct option:

Legitimate

Expert

Referent

Reward

6:38 PM

28. Total strength of National Assembly of Pakistan is

Select correct option:

340

341

342

343

6:39 PM

29.

6:40 PM

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

Select correct option:

1955

1966

1965

1954

30. National Finance Commission deals with which of the following policy?

Select correct option:

Economic

Social

Political

Tax

6:42 PM

31. in constitutional document, preamble means

Select correct option

:

Introduction to the constitution

End part of the constitution

Power of Judicial Review of Supreme Court

None of the above

32. Whole is greater than parts is called _____

Select correct option:

Synergy

Subsystem

Close system

Environment

33. A division is a

—

.

Select correct option:

Ministry or part of ministry

Autonomous body

private entity

None of the above

me

: d

34.

6:47 PM

Public Administration started as a formal discipline in UK & USA in;

Select correct option:

after World War I

(1914)

1940

2005

35. The construction of Egyptian Pyramid was happened in;

Select correct option:

1491 BC

1591 BC

1491 AD

1490 BC

6:49 PM

me

: a

36. Office of the Controller General of Pakistan is attached department of ____ .

Select correct option:

Ministry of Interior

Ministry of Zakat & Ushr

Ministry of Privatization

Ministry of Finance

6:51 PM

In which of the following language, the book named as “General

38. Administration” by Henry Fayol was published?

Select correct option:

Spanish

English

German

French

39.

6:52 PM

Which of the following company was established on December 31, 1600?

Select correct option:

.

Uni-Lever Company

East India Company

Balasure Import Company

Middle East Company

me

: bbbbbb

40. How many levels are there in the Maslow's Need Hierarchy? vulmshep.com

Select correct option:

4

5

6

7

me

: b

41. Administrative Reforms Committee (1972) reduced 600 pay scales to

Select correct option:

22 Grades

16 Grades

25 Grades

23 Grades

42. Which of the following officials were responsible for irrigation, land measurement, hunting and roads in Maurya Empire?

Select correct option:

Tax Collectors

Excise and Taxation Officers

District Officials

Magistrates

43. The promotion in civil services of Pakistan is purely made on which of the following factors?

Select correct option:

Experience & Qualification

Personal Relations & Experience

Merit & Skills

Merit & Performance

44. Autonomous bodies have their own _____ .

Select correct option:

Board of Governors

Board of Revenue

Board of Auditors

None of the above

45. According to 1973 Constitution, Pakistan is a:

Select correct option:

Islamic state

Non-Islamic state

Secular state

None of the above

46. Federal Public Service Commission recruiting agency for:

Select correct option:

Federal government

Provincial government

Both of the above

None of the above

47. Woodrow Wilson was _____ of United States of America.

Select correct option:

President

Secretary of State

Prime Minister

Secretary of Defense

48. In which of the following language, the book named as “General Administration” by Henry Fayol was published?

Select correct option:

Spanish

English

German

French

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49. The officers of Economic Pool were drawn from:

Select correct option:

CSP

Accounts and Finance Service

Both of the above

None of the above

50. Which of the following are considered as Formal Organization?

Select correct option:

WAPDA

PTCL

Sui Northern Gas Company

All of the given options

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

Select correct option:

1988-1999

1950-1970

1927-1948

1930-1937

52. Main proponents of system theory are:

Select correct option:

Fermont E. Kast

James E. Rosenzweig

William Scott

All of the above

53. Organizational level refers to the:

Select correct option:

Tiers

Planes

Layers

All of the given options

54. How many levels are there in the Maslow's Need Hierarchy?

Select correct option:

1

5

7

9

55. PAAS stands for?

Select correct option:

Pakistan Audit and Administrative Service

Pakistan Audit and Accounts Service

Pakistan Administrative and Accounts Service

Pakistan Audit and Assistance Service

56. of the Controller General of Pakistan is attached department of _____ .

Select correct option:

Ministry of Interior

Ministry of Zakat & Ushr

Ministry of Privatization

Ministry of Finance

57. To specify who reports to whom is termed as:

Select correct option:

Coordination

Centralization

Hierarchy

Division of labour

58. Before 1957, Pakistan Taxation Service recruited the people on which of the following basis?

Select correct option:

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Permanent
Contractual
Ad-hoc
Daily wager

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

Select correct option:

Finance

Economic Affairs

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

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Department

61. In which of the following year "Pakistan Customs and Excise services" has established?

Select correct option:

1959

1969

1979

62. Which of the following is the main focus of Private Sector Administration?

Select correct option:

Public service

International relations

Profit earning

Policy formulation

63. Finance Division of Pakistan performs which of the following functions?

Select correct option:

Formation of Annual Budget

Deal the financial matters of government

Regulation of banks

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66. Which of the following term best defined the 'Government of India Act 1858'?

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Framework

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Agenda

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Preparation of the budget is the responsibility of:

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1. Public administration of _____ Department covers:

- Executive
- Legislative and judicial
- **a & b both**

- None of them

2. Individualism means:

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- Dignity and integrity
- Self centered approach
- Selfishness
- None of the above

3. Example of market imperfection is:

- Price
- Competition
- Pollution
- None of the above

4. The first essay on the study of Administration was written by:

- F.W Taylor
- Henry. l.Gantt
- Woodrow Wilson
- Max Weber

5. The idea of Value free Science of management was presented by:

- Leonard D white
- Henry Fayol
- W.F wiloughby
- None of the above

6.

Fayol's work on industrial undertaking contains _____.

- 3 parts
- 7 parts
- 6 parts
- 4 parts

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

- Technicality
- Material & methods
- Human Element
- Machine

8. The book "The Function of the Executive" was written by:

- Chester I. Barnard
- Hawthorne
- Herbert Simon
- Maslow

9. In Maslow Need Hierarchy there are _____

- 4 needs
- 6 needs
- 7 needs
- 5 needs

10. The Behavioral school looked at:

- Human motivation and social environment
- Attitude of the People
- Interaction with the peers
- Positive approach

Solve by Muhammad ibrar

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Ministry of Privatization

Ministry of Finance

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

Select correct option:

1988-1999

1950-1970

1927-1948

1930-1937

To specify who reports to whom is termed as:

Select correct option:

Coordination

Centralization

Hierarchy

Division of labour

Before 1957, Pakistan Taxation Service recruited the people on which of the following basis?

Select correct option:

Permanent

Contractual

Ad-hoc

Daily wager

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

Select correct option:

Finance

Economic Affairs is ko check kar le muje shalk hai is main

State Bank of Pakistan

Economic Council

CSP stands for?

Select correct option:

Civil Service of Pakistan

Custom Service of Pakistan

Currency Service of Pakistan

Central Service of Pakistan

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

Select correct option:

Autonomous body

Public enterprise

Ministry

Department

In which of the following year "Pakistan Customs and Excise services" has established?

Select correct option:

1959

1969

1979

Which of the following is the main focus of Private Sector Administration?

Select correct option:

Public service

International relations

Profit earning

Policy formulation

Who is/are the main contributor/s of System School of Thought?

Select correct option:

Fermont E. Kast

James E. Rosenzweig

William Scott

All of the given options

Finance Division of Pakistan performs which of the following functions?

Select correct option:

Formation of Annual Budget

Deal the financial matters of government

Regulation of banks

All of the given options

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

Select correct option:

1955

1966

1965

1954

According to 1973 Constitution of Pakistan, parliament comprises of:

Select correct option:

President

National Assembly

Senate

All of the above

Which of the following term best defined the 'Government of India Act 1858'?

Select correct option:

Framework

Ordinance

Constitution is main shak hai

Agenda

PAAS stands for?

Select correct option:

Pakistan Audit and Administrative Service

Pakistan Audit and Accounts Service

Pakistan Administrative and Accounts Service

Pakistan Audit and Assistance Service

of the Controller General of Pakistan is attached department of _____ .

Select correct option:

- Ministry of Interior
- Ministry of Zakat & Ushr
- Ministry of Privatization
- Ministry of Finance**

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

Select correct option:

- 1988-1999
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Agenda

1. Power of an individual because of the relative position and duties of the holder of the position within an organization is known as

- *Referent Power*
- ***Legitimate Power***
- *Expert Power*
- *Reward Power*

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2. CSP stands for:

- *Certified System Professional*
- *Customer Service Provider*
- ***Civil Service of Pakistan***
- *Central Service Preparation*

3. Following are the factors affecting public agencies except

- *Political System*

- *Economical System*
 - ***Educational System***
 - *International*
4. National Defense, Television, Roads, clean air etc. are the examples of
- *Private Goods*
 - *Club Goods*
 - *Common Goods*
 - ***Public Goods***
5. The system has the following characteristics except:
- *A system is made up of the several parts.*
 - *The different parts of a system are interrelated*
 - ***The different parts of a system work independently.***
 - *The system has boundaries and purposes*
6. All human beings have a need to be respected, to have self-respect, and to respect others. People need to engage themselves in order to gain recognition and have an activity or activities that give the person a sense of contribution, to feel accepted and self-value. According to Maslow this need is called
- *Self Actualization*
 - *Belongingness*
 - ***Ego-Status***
 - *Safety Need*
7. In classical school of thought, emphasis is not on _____.
- *Technicality*
 - *Material & methods*
 - ***Human Element***
 - *Machine*
8. National Finance Commission (NFC) decides that from the _____ collected by the government, how much should be given to provinces and how much to the federal government.
- *Investments*
 - ***Taxes***
 - *National Income*
 - *Remittances*
9. People accept responsibility because they are willing to work and agile and active. This is one of the postulates of Y – Theory. This theory was presented by
- *Maslow*
 - *William Scott*

- *Fermont E. Kast*
 - ***Douglas McGregor***
10. The Behavioral school looked at:
- ***Human motivation and social environment***
 - *Attitude of the People*
 - *Interaction with the peers*
 - *Positive approach*

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Provide the best possible option for each of the following questions:-

- 1) Divisible Pool consist of Income and following taxes and duties except:
 - ❖ Corporate Tax and Sales Tax
 - ❖ Export Duty on Cotton and Sugar
 - ❖ Excise Duty on Tobacco & Tobacco manufactures
 - ❖ **Excise Duty on Cement**

- 2) The government of Pakistan announced record subsidies worth _____ on electricity, fertilizer, sugar, petrol, ghee and pulses in the 2007-08 fiscal year.
 - ❖ 11 Trillion Rupees
 - ❖ 12.6 Billion Dollar
 - ❖ 1599 Billion Rupees
 - ❖ **113.92 Billion Rupees**

- 3) Article _____ of constitution provides information for the NFC: “The President shall constitute a National Finance Commission consisting of the Minister of finance of Federal Government, Ministers of Finance of the Provincial Governments etc.”
 - ❖ 150
 - ❖ **160**
 - ❖ 180
 - ❖ 190

- 4) A leader has following attributes except
 - ❖ Painstaking
 - ❖ consistency
 - ❖ **Introvert**
 - ❖ Genuine

- 5) Higher direct taxes _____ disposable income.
- ❖ Increase
 - ❖ **Decrease**
 - ❖ Freeze
 - ❖ None of the given options

Complete the Sentences with suitable words:

1. Optimum size of committee is very important for the _____
(effectiveness) of the committee.
2. If you purchase a vehicle and the cost of that vehicle in comparison with another model of similar quality is less then you transaction is _____.
(Economical)
3. According to Elton Mayo, boredom and repetitiveness of many tasks reduced _____.
(Motivation)
4. 'Audit' is post mortem of financial truncations only while _____
(performance audit) is the analysis of working of whole organization.
5. If budget of 1st year was 20 billion and you start preparing budget for next year by presuming all item of budget at zero level, this budget is called _____.
(Zero – base budget)

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Introduction to Public Administration
MGT111
Quiz # 01

1 How many divisions Ministry of Finance looks after

- a) 3
- b) 4**
- c) 5
- d) 2

2 A Working Group which comprised of CSP as well as
was appointed by the Government to study the structure of the civil service.

- a) Non-CSP officers
- b) CSP officers
- c) PhDs
- d) None of the above

3recruitment is based on advanced academic attainment in University without formal education or training in professional institution.

- a) Generalist Services
- b) Semi-Technical Specialized Services
- c) Purely Technical Services
- d) None of the above

4 How many tiers are in the Public service group?

- a) 8
- b) 2
- c) 4
- d) 7
- e) 5

5post 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

6 Ais the 'Preface' or 'introduction' which tells us the main focus of the document.

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

7 The seats for Non Muslims in National Assembly are.....

- a) 20
- b) 25
- c) 30
- d) 10

8is the recruiting agency for the Federal and Provincial Governments

- a) Federal Government
- b) Public Service commission**
- c) Courts
- d) All of the above

9 At the federal level the apex organization is

- a) Ministry**
- b) National Assembly
- c) Senate.
- d) All of the above

10 The all Pakistan Service was descendent of.....

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

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.
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 - c) SOPs
 - d) None of the above
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- 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

1. Which of the following is the highest level need in the pyramid of Maslow's Hierarchy

of need?

Select correct option:

Safety Need

Basic Need

Self-Belongingness Need

Self-Actualization Need

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

Select correct option:

Policy

Program

Budget

Strategy

3. According to 1973 Constitution of Pakistan, sovereignty belongs:

Select correct option:

President

Prime Minister

Supreme Court

Allah

4. Developmental programs seek to develop skills for _____.

Select correct option:

Present jobs

Past jobs

Future jobs

All of the given options

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

Select correct option:

British Parliment

East India Company

Atchison Commission

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East India College

7. Medical examination is a part of which of the following process?

Select correct option:

Selection

Recruitment

Training

Performance appraisal

8. According to the constitution of Pakistan the prime minister of the coountry should be:

Select correct option:

Non-Muslim

Muslim

Secular

Communist

13. Public administration is aimed at _____ .

Select correct option:

implementation of laws and policies

earning profit solely

international management

none of the above

14. The government borrowings accumulated over a long period of time is termed as:

Select correct option:

Public finance

Public deficit

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Public debt

Public grant

15. The agreement between the basic organizational philosophy and goals of employees is defined as:

Select correct option:

Commitment

Competence

Congruence

Cost effectiveness

16. FATA stands for:

Select correct option:

Federally Administered Tribal Area

Functional Alliance of Taxation Area

Federally Administered Taxation Alliance

Formal Alliance of Tribal Agencies

17. The character of 1973 Constitution of Pakistan is

Select correct option:

Federal

Unitary

Provincial

None of the above

18. In which of the following year Planning Board was re-designated as Planning Commission?

Select correct option:

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1948

1952

1958

1960

19. The main objective of performance evaluation is_____.

Select correct option:

to provide authentic record civil servants

to provide information regarding promotion of civil servants

to determine interest, aptitude and skill etc of civil servants.

all of the above

20. Which of the following is/are the approach/es of decision making?

Select correct option:

Descision Tree

Risk Analysis

Preference Theory

All of the given options

21. What is the assumption of Theory X of Douglas McGregor about humans?

Select correct option:

Negative

Positive

Neutral

Indifferent

22. The decisions made for ill-defined and unstructured situations are described as:

Select correct option:

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Novel

Non-programmed

Structured

Sudden

23. Which of the following involves the issues of public budget, financial implementation and control system?

Select correct option:

Public expenditure

Federal finance

Public revenue

Financial administration

24. CSP stands for?

Select correct option:

Civil Service of Pakistan

Custom Service of Pakistan

Currency Service of Pakistan

Central Service of Pakistan

25. Public Administration is about management of Public;

Select correct option:

Rules

Programs

Places

Safety

26. According to the constitution of Pakistan the prime minister of the country should be:

Select correct option:

Non-Muslim

Muslim

Secular

Communist

27. Organizational level refers to the:

Select correct option:

Tiers

Planes

Layers

All of the given options

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

Select correct option:

Informal appraisal

Formal appraisal

Quasi appraisal

Objective appraisal

29. First step in Human Resource Planning is_____.

Select correct option:

Planning for future needs

Planning for the development of employees

Planning for future balance

None of the above

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30. According to Public Administration the main goal of Government is;

Select correct option:

to do politics

to develop cities

welfare of people

Question # 3 of 15 (Start time: 07:42:41 AM) Total Marks: 1

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

Select correct option:

National Institute of Public Administration

Pakistan Administrative Staff College

Pakistan Academy for Rural Development

Pakistan Civil Services Academy

Quiz Start Time: 07:40 AM Time Left 45
sec(s)

Question # 4 of 15 (Start time: 07:44:07 AM) Total Marks: 1

In constitutional document, preamble means
Select correct option:

- Introduction to the constitution
- End part of the constitution
- Power of Judicial Review of Supreme Court
- None of the above

Quiz Start Time: 07:40 AM Time Left 33
sec(s)

Question # 5 of 15 (Start time: 07:45:12 AM) Total Marks: 1

A division is a _____ .

Select correct option:

- Ministry or part of ministry
- Autonomous body
- private entity
- None of the above

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Quiz Start Time: 07:40 AM Time Left 29
sec(s)

Question # 7 of 15 (Start time: 07:47:45 AM) Total Marks: 1

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

Select correct option:

- Newest
- Oldest
- Modern
- Middle aged

Quiz Start Time: 07:40 AM Time Left 7
sec(s)

Question # 9 of 15 (Start time: 07:50:34 AM) Total Marks: 1

Finance Division of Pakistan performs which of the following functions?

Select correct option:

Formation of Annual Budget
Deal the financial matters of government
Regulation of banks
All of the given options

Quiz Start Time: 07:40 AM Time Left 54
sec(s)

Question # 11 of 15 (Start time: 07:53:36 AM) Total Marks: 1
Which of the followings is not a part of Maslow's Need Hierarchy
Select correct option:

Self actualization
Belongingness
Basic Needs
Synergy

Question # 1 of 15 (Start time: 09:56:37 AM) Total Marks: 1
Few days back Parliament of Pakistan passed women protection bill. The law thus passed and enacted by this
body is a type of _____ .
Select correct option:

internal control
external control
financial control
ACR

Quiz Start Time: 09:56 AM Time Left 52
sec(s)

Question # 2 of 15 (Start time: 09:58:10 AM) Total Marks: 1
The number of people a person can supervise is termed as:
Select correct option:

Chain of command
Hierarchical level
Span of control
Organizational level

Quiz Start Time: 09:56 AM Time Left 87
sec(s)

Question # 3 of 15 (Start time: 09:59:44 AM) Total Marks: 1
What is the assumption of Theory X of Douglas McGregor about humans?
Select correct option:

- Negative**
- Positive
- Neutral
- Indifferent

Quiz Start Time: 09:56 AM Time Left 65
sec(s)

Question # 4 of 15 (Start time: 10:01:16 AM) Total Marks: 1
_____ seats are reserved for non-Muslims in National Assembly of Pakistan.
Select correct option:

- 10**
- 11
- 21
- 25

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Quiz Start Time: 09:56 AM Time Left 52
sec(s)

Question # 5 of 15 (Start time: 10:02:44 AM) Total Marks: 1
Which of the following is NOT the type of budget?
Select correct option:

- Performance budgeting
- Planning-programming budgeting
- Incremental budgeting
- Cost budgeting**

Quiz Start Time: 09:56 AM Time Left 77
sec(s)

Question # 6 of 15 (Start time: 10:04:18 AM) Total Marks: 1
According to 1973 Constitution of Pakistan, parliament comprises of:
Select correct option:

- President
- National Assembly
- Senate
- All of the above**

Quiz Start Time: 09:56 AM Time Left 86
sec(s)

Question # 7 of 15 (Start time: 10:05:08 AM) Total Marks: 1
A response from receiver is called _____.
Select correct option:

- feedback
- message
- noise
- decoding

Quiz Start Time: 09:56 AM Time Left 57
sec(s)

Question # 8 of 15 (Start time: 10:06:29 AM) Total Marks: 1
Unity of Command describes as;
Select correct option:

- Receive orders from three superiors
- Receive orders from one superior
- Receive orders from two superiors
- Receive orders from many superiors

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Quiz Start Time: 09:56 AM Time Left 75
sec(s)

Question # 9 of 15 (Start time: 10:07:14 AM) Total Marks: 1
Prices of government operations are determined through _____.
Select correct option:

- market forces
- budgetary routines
- suo moto actions of courts
- ministry of commerce

Quiz Start Time: 09:56 AM Time Left 63

sec(s)

Question # 10 of 15 (Start time: 10:08:34 AM) Total Marks: 1

First step in Human Resource Planning is _____.

Select correct option:

Planning for future needs

Planning for the development of employees

Planning for future balance

None of the above

Quiz Start Time: 09:56 AM Time Left 75

sec(s)

Question # 11 of 15 (Start time: 10:10:08 AM) Total Marks: 1

The officers of Economic Pool were drawn from:

Select correct option:

CSP

Accounts and Finance Service

Both of the above

None of the above

Quiz Start Time: 09:56 AM Time Left 33

sec(s)

Question # 12 of 15 (Start time: 10:11:13 AM) Total Marks: 1

Which of the following article of Constitution of Pakistan describes the functions of Auditor General of Pakistan?

Select correct option:

Article 169

Article 179

Article 159

Article 189

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Quiz Start Time: 09:56 AM Time Left 53

sec(s)

not sure but idea is

Question # 13 of 15 (Start time: 10:12:20 AM) Total Marks: 1

The decision making done at the time of earthquake of 2005 in Pakistan is a clear example of:
Select correct option:

- Structured decisions
- Repetitive decisions
- Non-programmed decisions**
- Recurrent decisions

Quiz Start Time: 09:56 AM Time Left 74
sec(s)

Question # 14 of 15 (Start time: 10:13:53 AM) Total Marks: 1
The structured and routine decision making is termed as:
Select correct option:

- Programmed**
- Non-programmed
- Abrupt
- Novel

Quiz Start Time: 09:56 AM Time Left 65
sec(s)

Question # 15 of 15 (Start time: 10:15:26 AM) Total Marks: 1
Which of the following term is also used for “Transactional Leader”?
Select correct option:

- Bureaucratic leader**
- Charismatic leader
- Managerial leader
- Social leader

PAAS stands for?
Select correct option:

- Pakistan Audit and Administrative Service**
- Pakistan Audit and Accounts Service
- Pakistan Administrative and Accounts Service
- Pakistan Audit and Assistance Service

of the Controller General of Pakistan is attached department of _____ .
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Ministry of Zakat & Ushr
Ministry of Privatization
Ministry of Finance

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1969
1979

Which of the following is the main focus of Private Sector Administration?
Select correct option:

Public service

International relations
Profit earning
Policy formulation

Who is/are the main contributor/s of System School of Thought?
Select correct option:

Fermont E. Kast
James E. Rosenzweig
William Scott

All of the given options

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All of the given options

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1966

1965

1954

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Select correct option:

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National Assembly

Senate

All of the above

Which of the following term best defined the 'Government of India Act 1858'?
Select correct option:

Framework

Ordinance

Constitution is main shak hai

Agenda

Question # 13 of 15 (Start time: 07:54:52 AM) Total Marks: 1

Before the Administrative Reforms (1973), total group in Civil Service were

Select correct option:

15

10

12

13

Quiz Start Time: 07:40 AM Time Left 64
sec(s)

Question # 14 of 15 (Start time: 07:55:20 AM) Total Marks: 1

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

Select correct option:

Controlling

Leading

Planning

Organizing

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Quiz Start Time: 07:40 AM Time Left 16

sec(s)

Question # 15 of 15 (Start time: 07:56:03 AM) Total Marks: 1

"Authority" is the power due to some:

Select correct option:

Formal hierarchy

Personal relations

Personal wealth

Family status

. Question # 1 of 15 (Start time: 08:57:58 PM) Total Marks: 1

Which of the following is the main focus of Private Sector Administration?

Select correct option:

Public service

International relations

Profit earning

Policy formulation

a

2. Question # 2 of 15 (Start time: 08:59:07 PM) Total Marks: 1

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

Select correct option:

Quarrel

Clash

Conflict

None of the given options

c

3. Question # 3 of 15 (Start time: 08:59:49 PM) Total Marks: 1

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

Select correct option:

efficient organization

over-efficient organization

notorious organization

less efficient organization

d

4. Question # 4 of 15 (Start time: 09:00:38 PM) Total Marks: 1

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

Select correct option

:

The Roles of the Manager

The Functions of the Executive

The Duties of Seniors

The Influences of the Managers

b

5. Question # 5 of 15 (Start time: 09:01:21 PM) Total Marks: 1

Who is the founder of Theory of Hierarchy of Needs?

Select correct option:

Douglas McGregor

Abraham Maslow

Herbert Simon

Chester I. Bernard

b

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6. Question # 6 of 15 (Start time: 09:02:06 PM) Total Marks: 1

The actions of public administration are more visible to general public because these are:

Select correct option:

Reported in press

Measureable

Specific

Unrealistic

b?

7. Question # 7 of 15 (Start time: 09:03:02 PM) Total Marks: 1

_____ seats are reserved for women in National Assembly of Pakistan.

Select correct option

:

60

61

71

None of the above

d

8. Question # 8 of 15 (Start time: 09:03:40 PM) Total Marks: 1

The 1973 Constitution of Pakistan treats Islamabad as an independent:

Select correct option:

Region

Territory

Area

City

9. Question # 10 of 15 (Start time: 09:06:05 PM) Total Marks: 1

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

Select correct option:

Government

Public

Army

Jidiciary

10. Question # 11 of 15 (Start time: 09:07:23 PM) Total Marks: 1

'D' of "POSDCORB" stands for;

Select correct option:

Dodging

Directing

Demanding

Disclosing

b

11. Question # 12 of 15 (Start time: 09:08:29 PM) Total Marks: 1

National Finance Commission deals with which of the following policy?

Select correct option:

Economic

Social

Political

Tax

?

12. Question # 14 of 15 (Start time: 09:10:31 PM) Total Marks: 1

Which of the following is/are determinant/s of delegation of authority?

13. Select correct option:

Desire of uniformity of policy

Desire for independence

Control techniques

All of the given options

?

14. Question # 1 of 15 (Start time: 09:36:33 PM) Total Marks: 1

HR department of an organization is termed as which of the following f unction?

Select correct option:

Line function

Staff function

Specialized function

Special function

Question # 2 of 15 (Start time: 09:37:48 PM) Total Marks: 1

15. The number of people a person can supervise is termed as:

Select correct option:

Chain of command

Hierarchical level

Span of control

Organizational level

16. Question # 3 of 15 (Start time: 09:39:09 PM) Total Marks: 1

The group of two or more people combined together for common interests and activities is termed as:

Select correct option:

Department

Organization

Team

All of the given options

b

17. Question # 4 of 15 (Start time: 09:40:28 PM) Total Marks: 1

Which of the following is the executive head of government:

Select correct option:

President

Prime Minister

Interior Minister

Interior Secretary

b

18. Question # 5 of 15 (Start time: 09:41:36 PM) Total Marks: 1

Which of the following sector commonly uses the concept of "Departmentalization by customer"?

Select correct option:

Agriculture sector

Textile sector

Banking sector

Education sector

?

19. Question # 6 of 15 (Start time: 09:43:08 PM) Total Marks: 1

The character of 1973 Constitution of Pakistan is

Select correct option:

Federal

Unitary
Provincial
None of the above

d

.
20. Question # 7 of 15 (Start time: 09:44:04 PM) Total Marks: 1

FPSC stands for:

Select correct option:

Finance Public Service Commission

Federal Public Safety Commission

Federal Public Service Committee

Federal Public Service Commission

d

21. Question # 8 of 15 (Start time: 09:44:49 PM) Total Marks: 1

Which of the following is the process of integrating activities?

Select correct option

:

Planning

Coordination

Controlling

Specialization

b

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22. Question # 11 of 15 (Start time: 09:45:39 PM) Total Marks: 1

Which of the following is one of the disadvantages of the matrix organization?

Select correct option:

Encourages inter-department coordination

Involves time consuming meetings

Emphasizes on local market

Facilitates the interrelated tasks

b?

23. Question # 12 of 15 (Start time: 09:47:11 PM) Total Marks: 1

Political head of a ministry is ____ .

Select correct option:

Chief Justice of Pakistan

President of Pakistan

Secretary of Common Wealth

Minister

.
24. Question # 13 of 15 (Start time: 09:48:12 PM) Total Marks: 1

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

Select correct option:

Federation

Unitary form of government

Both of the above

None of the above

b

25. Question # 14 of 15 (Start time: 09:49:34 PM) Total Marks: 1

Government is the process of;

Select correct option:

Governing

Power Sharing

Law Making

Not any one of them

d

26. The system that is changeable is called ____ .

Select correct option

:

Organic system

Mechanic system

Tangible system

Intangible system

me

: a

6:37 PM

nxt

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

Select correct option:

Legitimate

Expert

Referent

Reward

6:38 PM

me

: aaaa

nxt

.

28. Total strength of National Assembly of Pakistan is

Select correct option:

340

341

342

343

6:39 PM

me

: c

nxt

29.

6:40 PM

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

Select correct option:

1955

1966

1965

1954

me

: aaaaa

6:41 PM

nxt

30. National Finance Commission deals with which of the following policy?

Select correct option:

Economic

Social

Political

Tax

6:42 PM

me

: a

31. In constitutional document, preamble means

Select correct option

:

Introduction to the constitution

End part of the constitution

Power of Judicial Review of Supreme Court

None of the above

me

: a

32. Whole is greater than parts is called _____

Select correct option:

[Synergy](#)

Subsystem

Close system

Environment

me

: a

.

33. A division is a

—

.

Select correct option:

[Ministry or part of ministry](#)

Autonomous body

private entity

None of the above

me

: d

34.

6:47 PM

Public Administration started as a formal discipline in UK & USA

in;

Select correct option:

1980

1973

1940

2005

35. The construction of Egyptian Pyramid was happened in;

Select correct option:

[1491 BC](#)

1591 BC

1491 AD

1490 BC

6:49 PM

me

: a

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36. Office of the Controller General of Pakistan is attached department of ____ .

Select correct option:

Ministry of Interior

Ministry of Zakat & Ushr

Ministry of Privatization

Ministry of Finance

me

: d?

37.

6:51 PM

In which of the following language, the book named as "General

38. Administration" by Henry Fayol was published?

Select correct option:

Spanish

English

German

French

me

: d

ddd

39.

6:52 PM

Which of the following company was established on December 31, 1600?

Select correct option:

.

Uni-Lever Company

East India Company

Balasore Import Company

Middle East Company

me

: bbbbbb

40. How many levels are there in the Maslow's Need Hierarchy?

Select correct option:

4

5

6

7

me

: b

41. Administrative Reforms Committee (1972) reduced 600 pay scales to

Select correct option:

20 Grades

16 Grades

25 Grades

23 Grades

42. Which of the following officials were responsible for irrigation, land measurement, hunting and roads in Maurya Empire.

Select correct option:

Tax Collectors

Excise and Taxation Officers

District Officials

Magistrates

43. The promotion in civil services of Pakistan is purely made on which of the following factors?

Select correct option:

Experience & Qualification

Personal Relations & Experience

Merit & Skills

Merit & Performance

44. Autonomous bodies have their own _____ .

Select correct option:

Board of Governors

Board of Revenue

Board of Auditors

None of the above

45. According to 1973 Constitution, Pakistan is a:

Select correct option:

Islamic state

Non-Islamic state

Secular state

None of the above

46. Federal Public Service Commission recruiting agency for:

Select correct option:

Federal government

Provincial government

Both of the above

None of the above

47. Woodrow Wilson was _____ of United States of America.

Select correct option:

President

Secretary of State

Prime Minister

Secretary of Defense

48. In which of the following language, the book named as "General Administration" by Henry Fayol was published?

Select correct option:

Spanish

English

German

French

49. The officers of Economic Pool were drawn from:

Select correct option:

CSP

Accounts and Finance Service

Both of the above

None of the above

50. Which of the following are considered as Formal Organization?

Select correct option:

WAPDA

PTCL

Sui Northern Gas Company

All of the given options

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

Select correct option:

1988-1999

1950-1970

1927-1948

1930-1937

52. Main proponents of system theory are:

Select correct option:

Fermont E. Kast

James E. Rosenzweig

William Scott

All of the above

53. Organizational level refers to the:

Select correct option:

Tiers

Planes

Layers

All of the given options

54. How many levels are there in the Maslow's Need Hierarchy?

Select correct option:

1

5

7

9

55. PAAS stands for?

Select correct option:

Pakistan Audit and Administrative Service

Pakistan Audit and Accounts Service

Pakistan Administrative and Accounts Service

Pakistan Audit and Assistance Service

56. of the Controller General of Pakistan is attached department of _____ .

Select correct option:

Ministry of Interior

Ministry of Zakat & Ushr

Ministry of Privatization

Ministry of Finance

57. To specify who reports to whom is termed as:

Select correct option:

Coordination

Centralization

Hierarchy

Division of labour

58. Before 1957, Pakistan Taxation Service recruited the people on which of the following basis?

Select correct option:

Permanent

Contractual

Ad-hoc

Daily wager

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

Select correct option:

Finance

Economic Affairs

State Bank of Pakistan

Economic Council

CSP stands for?

Select correct option:

Civil Service of Pakistan

Custom Service of Pakistan

Currency Service of Pakistan

Central Service of Pakistan

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

Select correct option:

Autonomous body

Public enterprise

Ministry

Department

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