

MGT111 Important MCQs for Final Term

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

- Safety Need
- Basic Need
- Self-Belongingness Need
- Self-Actualization Need

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

- Public expenditure
- Federal finance
- public revenue
- Financial administration

3. Public Administration is about management of Public

- Rules
- Programs
- Places
- Safety

4. Organizational level refers to the:

- Tiers
- Planes
- Layers
- All of the given options

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

- Informal appraisal
- Formal appraisal
- Quasi appraisal
- Objective appraisal

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

- to do politics

- to develop cities
- welfare of people
- to manages courts of the country

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

- Agriculture sector
- Textile sector
- Banking sector
- Education sector

8. Which of the following tool/s is/are used for training need analysis?

- Performance appraisal
- Employee survey
- Job analysis
- All of the given options

9. Head office of Ministry of Finance is located in _.

- Karachi
- Lahore
- Rawalpindi
- Islamabad

10. Which of the following is NOT the type of budget?

- Performance budgeting
- Planning-programming budgeting
- Incremental budgeting
- Cost budgeting 102

11. When the organization gives the high degree of authority to the top management only for the functions of the organization, it is best described as:

- Centralization of management
- Decentralization of management
- Delegation of authority
- Flatter organizational structure

12. Which of the following is the main focus of the reforms in the Public Administration of Pakistan?

- To enhance efficiency
- To reduce the cost
- To change the traditions
- To increase generalists

13. The managerial position in government sector is started from which of the following scale?

- BS-18
- BS-17
- BS-19
- BS-15

14. A visible action is called _____ .

- Emotion
- Behaviour
- Attitude
- None of the above

15. Which of the following statement best defines the term 'Pervasiveness of Plan'?

- Existence of plan at top level of organization
- Existence of plan at lower level of organization
- Existence of plan at all levels of organization
- Existence of plan at middle level of organization

16. Which of the following is the first step in human resource management?

- Recruitment
- Selection
- HR planning
- Performance appraisal

17. When the supervisor communicates to his/her subordinates and directs him/her about the project then this type of communication is termed as:

- Lateral communication
- Diagonal communication
- Horizontal communication
- Vertical communication

18. In which year Adam Smith had written "Wealth of Nation"?

- 1776
- 1885
- 1774
- 1675

19. The in-depth study of technical, financial and economic viability of a project is referred as:

- Project Appraisal
- Project Feasibility
- Project Preparation
- Project Approval

20. Which of the following is the highest court of criminal and civil cases in the district?

- High court
- Supreme court
- Session court
- Civil court

21. Which of the following clearly defines that who will communicate to whom in the organization?

- Authority structure
- Job specialization
- Information ownership
- Size of the organization

22. Autonomous bodies are NOT administratively controlled by the:

- Board of Governors
- Concerned Ministry
- Cabinet of Ministers
- Prime Minister Secretariat

23. The leadership which exercises in organizational situation to achieve its goals is termed as:

- Managerial leadership
- Trait leadership

- Transactional leadership
- Situational leadership

24. In case of federation, the accounts of the country are presented to whom before presenting to assemblies?

- Prime Minister
- Secretary Finance
- **President**
- Auditor General

25. The book that provides instructions on the placement, promotion, transfer, discipline and training of civil servants is named as:

- **Esta code**
- Establishment code
- Civil servants code
- Compendium code

26. Which of the following is the last step of selection process?

- Medical examination
- **Job offer**
- Testing
- Interview

27. The 'Pay and Service Commission' in 1962 had reduced the group of services into:

- Five tiers
- eight tiers
- **seven tiers**
- four tiers

28. Which of the following disturbs and interferes the communication

- Symbols
- **Noise**
- Gesture
- Word of mouth

29. Use of processes to change resources into goods and services is called

_____ .

- Inputs
- Outputs
- System
- Transformation

30. The togetherness of members of groups is termed as:

- Potency effectiveness
- Outcome interdependence
- Team cohesiveness
- Task interdependence

31. The issuing of licenses & permits by District Magistrate is categorized under which of the following function of district administration?

- Judicial
- Revenue
- Coordinative
- Executive

32. The process by which two parties interact to resolve conflict jointly is termed as:

- Communication
- Negotiation
- Grapevine
- Authority

33. The team which works together toward performance of work assigned to it, is best termed as:

- Quality circle
- Task force
- Committee
- Panel

34. The income from property and investment comes under the head of:

- Tax receipt
- Non-tax receipt
- Excise duty
- Tariff

35. Transformational leaders are also called as:

- Managerial leaders
- Charismatic leaders
- Employee-related leaders
- Trait leaders

36. Which of the following article of the constitution of Pakistan ensures the establishment of NFC?

- 162(1)
- 160(1)
- 163(3)
- 164(2)

37. Who initiates the communication with some purpose?

- Sender
- Receiver
- Decoder
- Recorder

38. NIPA stands for:

- National Institute of Public Administration
- National Integrated Policy of Administration
- National Identity of Private Accommodations
- National Intensive Public Administration

39. Which of the following is the disadvantage of grapevine communication?

- It helps to socialize the employees
- It helps in problem solving
- It can leak out the confidential information
- It helps superiors to know about the views of employees

40. The decision making done at the time of earthquake of 2005 in Pakistan is a clear example of:

- Structured decisions
- Repetitive decisions

- Non-programmed decisions
- Recurrent decisions

41. Controller Examination in a University is termed as:

- Organizational level
- Organizational role
- Organizational tier
- Organizational span

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

- Quarrel
- Clash
- Conflict
- None of the given options

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

- efficient organization
- over-efficient organization
- notorious organization
- less efficient organization

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

- The Roles of the Manager
- The Functions of the Executive
- The Duties of Seniors
- The Influences of the Managers

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

- Encourages inter-department coordination
- Involves time consuming meetings
- Emphasizes on local market
- Facilitates the interrelated tasks

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

- Legitimate
- Expert
- Referent
- Reward

47. In constitutional document, preamble means

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

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

- Spanish
- English
- German
- French

49. PAAS stands for?

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

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

- Coordination
- Centralization
- Hierarchy
- Division of labour

