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Public Administration 2008-Solved MCQs Competitive Exams Set 2

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11. Managerial authority denotes
- a. Right to act or direct the action of other in attainment of organizational goals
 - b. Right to give orders and power to extract obedience
 - c. Supreme coordinating power
 - d. All of these
 - e. None of these

Answer: (a)

12. Which of the following statements is false?
- a. Authority and responsibility co-exist
 - b. Responsibility can be delegated
 - c. Accountability arise out responsibility
 - d. Authority is the Supreme coordinating power
 - e. None of these

Answer: (b)

13. Decentralization is (as an organization concept)
- a. Delegation of actual performance of work
 - b. Physical or geographical dispersal of its activities
 - c. Delegation of decision making
 - d. All of these

e. None of these

Answer: (c)

14. Personnel functions is a

a. Line function

b. Staff functions

c. Can be either line or staff

d. Neither line nor staff

e. None of these

Answer: (b)

15. All of the following statements regarding manpower planning are true except

a. Manpower planning is merely forecasting of demand and supply of humans resources

b. planning of Manpower is a continuous process

c. Manpower plans may be formal or informal

d. Manpower planning is a vital managerial function

e. None of these

Answer: (d)

16. Job description implies

a. Personal capacities and inclinations deemed necessary for successful job performance.

b. Written statement of the main duties and responsibilities which job entails

c. Process that ensures that right kind of people at the right placed at the right time do thing for which they are economically most useful

d. None of these

Answer: (b)

17 . An individual who systematically develops a subordinate's abilities through intensive tutoring is named as

a. Mentor

b. Manager

c. supervisor

d. Peer

e. None of these

Answer: (a)

18. A plan for allowing each employee to determine the make-up of his or her fringe benefit Package is

a. Compensation

b. Salary administration

c. Cafeteria compensation

d. Loaning

e. None of these

Answer: (c)

19. Which of the following statement regarding the communication is false

a. communication is perception

b. communication is expectation

c. communication provides for feedback mechanism

d. communication and information are synonymous

e. None of these

Answer: (d)

20. Open door policy is an aid to

a. Downward communication

b. upward communication

c. Both a & b

d. None of these

Answer: (b)