

## Competitive Exams: Public Administration MCQs (Practice-Test 3 of 104)

1. Which one of the following statements about the meaning of supervision is NOT correct?
  - a. It includes direction, control and inspection
  - b. It includes only inspection
  - c. It is a process through which the subordinates are helped about their requirements by their superiors
  - d. It stands for direction of the work of others with authority
2. Match List I with List II and select the correct answer:

List-I

- a. Concerned with object of the organisation
- b. Prevent the executive from taking hasty and wrong decisions
- c. Experts in their area of work
- d. Responsible for the house-keeping

List-II

- a. Auxiliary agencies
- b. Technical staff agencies
- c. Line agencies
- d. Staff agencies and purchasing

**A B C D**

a. 4 3 2 1

b. 3 4 1 2

c. 3 4 2 1

d. 4 3 1 2

3. Consider the following statements regarding Line and Staff agencies

- a. Line agencies are an 'end' in themselves whereas Staff agencies are 'means' to an end
- b. Line agencies issue 'orders' down the line whereas Staff agencies issue orders within their agencies
- c. Line and Staff agencies are accountable to the people
- d. Line agencies are executive agencies whereas Staff agencies are advisory or consultative agencies

Which of these statements bring out the difference between Line and Staff agencies?

- a. 1, 3 and 4
- b. 1 and 4
- c. 1, 2 and 4
- d. 2, 3 and 4

4. Match List I with List II and select the correct answer:

List-I

- a. Scope for bias in decision making
- b. Helps to narrow down the alternatives
- c. Slow changes due to consensus approach in decision making
- d. Socio-economic environment of an organisation

List-II

- a. 'Fact and Value'
- b. Incrementalism
- c. Non-programmed
- d. MIS

**A B C D**

a. 3 4 1 2

b. 3 4 2 1

c. 4 3 2 1

d. 4 3 1 2

5. Which one of the following is a strategic decision? Decision taken by

a. a bureaucrat on an application for a licence

b. the Board of Directors on the introduction of new rules for changing the functioning of the production unit

c. the Managing Director on opening a new department in the organisation

d. the Managing Director on the transfer of an officer from the workshop to the head office

6. The odd one out of the following is

a. Country club leadership

b. Middle road leadership

c. Laissez faire leadership

d. Team leadership

7. Mr. X, an employee in an organisation, finds a notice about an increase in dearness allowance pasted on the notice board and passes on the information to everyone he meets. The exact model of communication applied in this instance is

a. cluster chain

b. probability chain

c. single-strand grapevine

d. gossip grapevine

8. Which one of the following is NOT an element of communication?

- a. Consistency
  - b. Uniformity
  - c. Rigidity
  - d. Adequacy
9. For increasing production, the Managing Director in a government company introduced health insurance with premium contributed by the company but this did not lead to an increase in production. Change however came when he made frequent visits to the workshop, reshuffled the job-schedule of the workers and reminded them of the market forces. Whose theory of motivation has an explanation for this change?
- a. Victor H. Vroom
  - b. Frederick Herzberg
  - c. Abraham Maslow
  - d. David McClelland
10. Which one of the following factors DOES NOT fall within the scope of the reinforcement theories of motivation?
- a. Proper monetary reward
  - b. Proper work environment
  - c. Praise for the desired performance
  - d. Reward at the moment of specific achievement
11. Consider the following statements regarding Civil Services/Civil Servants
- a. The structure of the civil service is conditioned by social realities
  - b. Civil servants perform the role of a change agent
  - c. Public perception and self-image of the civil service are contradictory
  - d. Civil servants always show high regard for democratic institutions

Which of these statements are true of Civil

Services/Civil Servants in developing societies?

- a. 1 and 2
- b. 3 and 4

c. 1, 2 and 3

d. 2, 3 and 4

12. Consider the following statements:

- a. When rank classification is accepted, candidates are appointed to a specific 'service'
- b. All public employees appointed to a 'service' are paid the same scale of pay
- c. Rank classification facilitates equal pay for equal work
- d. Rank classification is not based on order of merit

Which of these statements are correct?

a. 1 and 2

b. 2 and 3

c. 3 and 4

d. 1 and 4

13. Consider the following statements: The purpose of keeping a new recruit on probation is to

- a. give some time to him to learn the job
- b. give training to him to do his job
- c. assess his suitability and aptitude for the job
- d. provide opportunities to improve his qualifications

Which of these statements are correct?

a. 1, 2 and 3

b. 2, 3 and 4

c. 1, 3 and 4

d. 1, 2 and 4

14. Consider the following statements: Group discussions for selection of candidates are advantageous as they help in assessing a candidate's ability to

- a. excel other
- b. socialise with others

- c. work as a member of a group/team
- d. communicate effectively

Which of these statements are correct?

- a. 1 and 2
- b. 2 and 3
- c. 1, 3 and 4
- d. 1, 2, 3 and 4

15. Which one of the following is the correct sequence of formal disciplinary action against a civil servant?
- a. Censure-suspension-demotionwithholding increment
  - b. Censure-withholding promotion and increment reduction to a lower postsuspension
  - c. Suspension-censure-withholding of promotion and increments-reduction to a lower post
  - d. Censure-reduction to a lower postsuspension-with holding of promotion and increments