FEDERAL PUBLIC SERVICE COMMISSION

COMPETITIVE EXAMINATION FOR RECRUITMENT TO POSTS IN BPS-17, UNDER THE FEDERAL GOVERNMENT, 2004

PUBLIC ADMINISTRATION

TIME ALLOWED: THREE HOURS | MAXIMUM MARKS: 100

NOTE: Attempt **FIVE** questions in all, including **QUESTION NO. 8** which is **COMPULSORY**. All questions carry **EQUAL** marks.

1. "Public Administration is detailed and systematic application of law. Every particular application of law is an act of administration". (Woodro Wilson) Discuss the scope of public administration in the light of above statement.

2. "The administrative accountability of the public services is done under two heads that is internal and external control in Pakistan. Elaborate these in detail.

3. "The administrative leadership needs three bases to be securely build up namely personal, political and institutional". Do you agree with this statement? Explain.

4. What is deficit financing and deficit budgeting? Is deficit financing is a boon or curse. Discuss.

5. Describe the scope of personnel administration with special reference to aristocratic system of personnel administration.

6. What is administrative planning? Explain it in the light of personnel and techniques.

7. Write in detail the main hinderances of effective communication. Can these be remedied?

COMPULSORY QUESTION

8. Write only the correct answer in the Answer Book. Do not reproduce the question.

(1) The connection between the politics and public administration is:
- (a) Politics seeks to deal controversial issues and public administration is the means whereby decisions are implemented.
- (b) The politicians and administrators do not share unique partnership
- (c) Public administrators indulge in party politics
- (d) Administrators having strong political conviction, they cannot pursue a carrier of public servant
- (e) None of these

(2) How the Role of public administration is determined by the people or Government? Can it be a:
- (a) The civilization fails means the breakdown of public administration:
- (b) Modern democracy can perform this job well.
- (c) Moral conviction is vital for its role.
- (d) Social and economic developments are more feasible than any branch of government.
- (e) None of these

(3) Human Relations is the study of the people in action that is:
- (a) The people work in a team spirit or not.
- (b) Social factors are equally important besides technical.
- (c) Human aspect's ignorance is at management's risk.
- (d) Human's dignity is inseparable from human relations
- (e) None of these

(4) Management improvement is possible by systematic theory if:
- (a) Investigator helps the decision-maker in solving problem
- (b) Systematic theory identifies with operation research
- (c) Defence problem's programming is done smoothly
- (d) It ascertain the future performance
- (e) None of these

(5) The bureaucracy has certain characteristics, that are:
- (a) It is hero or villain or form of social organization
- (b) It has pathological tendencies.
- (c) It has a specialized structure of the nation
- (d) It is indispensable in modern country
- (e) None of these

(6) Bureaucracy is seen as corruptible or otherwise:
- (a) Bureaucracy is essential and necessary evil
- (b) Bureaucracy's role as a pariah or saviour
- (c) Bureaucracy is suspected politically.
- (d) If bureaucracy fails, it is accused as pariah.
- (e) None of these.

(7) Administrative leadership's character inspires confidence when it uses:
- (a) force and bargain to achieve goals
- (b) bases adequately built up.
- (c) leader must become the servant of the people
- (d) leader must possess professional ethics
- (e) None of these

PUBLIC ADMINISTRATION:

(8) Administrative accountability must be accompanied by:
(a) If power is not abused. (b) If Ombudsman is independent and non-partisan
(c) If it brings home through legislature (d) It can be achieved through responsible govt.
(e) None of these

(9) Judicial control can achieve administrative accountability successfully if:
(a) Rule of law is strictly followed
(b) Judicial process should not be cumbersome
(c) Judicial process should be easy and approachable
(d) Administrative action must be under judicial review.
(e) None of these

(10) Planning and its technique is common to all human activity such as:
(a) Unity of programme and timeliness of programme
(b) Peoples following is necessary for successful plan
(c) Planners' require reliable data for success
(d) Coordination is must in viable planning
(e) None of these

(11) How can effective planning be made meaningful:
(a) If it has management support (b) Its objective must be clearly defined
(c) Its feasibility standards must show wisdom (d) It provides valuable learning experience
(e) None of these

(12) Public corporation is the innovation of 20th century. The basic features are:
(a) Public corporation is a corporation by courtesy (b) It is created for particular purpose
(c) It is the result of Government's entry into business (d) It has virtue of business management
(e) None of these.

(13) Mechanistic theory is formal structure of organization. Its function are:
(a) Drawing up plan for large-scale enterprises. (b) It does not tally with realities
(c) It does not solve human problems (d) A human problem requires human solution
(e) None of these

(14) The organization is the act of designing administrative structure. It requires:
(a) The determination of what activities are necessary. (b) No engineering approach to achieve goal
(c) Staff for managing it. (d) The allocation of functions and responsibility to individual
(e) None of these.

(15) Centralization and decentralization are the problems of relationship between higher and lower levels of government. They can be solved by:
(a) Introduction of local bodies in the country. (b) Solving territorial and functional problems
(c) Solving the jurisdictional disputes. (d) Active determination of external factors between the two
(e) None of these

(16) Zero-base budgeting evaluates current and new activities and programs which solves:
(a) the governmental programs in detail
(b) the risks involving decision-developing and ranking packages
(c) the organizational services programs
(d) the basic developmental issues
(e) None of these.

(17) The civil services of Pakistan have become a caste by themselves involving public criticism such as:
(a) They are legacies of British colonial rule
(b) They have lowered the quality of national life
(c) They have breeded corruption and inefficiencies.
(d) They have become professionally incompetent.
(e) None of these.

(18) Communication is a crucial element in administration and felt by:
(a) As the heart of management (b) As it makes administrative procedure smooth
(c) As it is a nerve center of administration (d) As it is the blood stream of the organization
(e) None of these.

(19) Co-ordination is the removal of conflicts from the organization by:
(a) Securing co-operation and team work (b) Securing organizational goals
(c) Securing harmonious organization (d) Removing overlapping and working cross purposes
(e) None of these

(20) The public Services of Pakistan can be made worthwhile if:
(a) Young men and women are recruited on merit
(b) They are not used for political ulterior motives
(c) They are trained in nationalistic spirit and religious values
(d) They must be awarded equal; opportunity of advancement.
(e) None of these.

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