

COMBINED COMPETITIVE EXAMINATION (MAIN)
PUBLIC ADMINISTRATION

Paper-I

Time : 3 Hours

Full Marks : 200

- Note : (1) The figures in the right-hand margin indicate full marks for the questions.*
(2) Attempt five questions in all.
(3) Question No. 1 is compulsory.

1. Answer any *ten* questions from the following : 4×10=40
- (a) What is Public Administration?
 - (b) What is 'POSDCORB' view of Public administration?
 - (c) What is classical theory of organization?
 - (d) What do you mean by Unity of Command?
 - (e) What are the contributory factors in decision-making?
 - (f) What are the types of Chief Executive?
 - (g) Describe the position classification system of Civil Service in India.
 - (h) What is Budget?
 - (i) What is the essence of accountability in administration?
 - (j) What is O & M?
 - (k) What is administrative development?
 - (l) What is public policy?
2. Answer any *eight* questions from the following : 5×8=40
- (a) Explain the scope of Public Administration.
 - (b) What is behavioural approach?

- (c) What is span of control?
- (d) Explain the functions of Chief Executive.
- (e) What are the distinctions between line and auxiliary?
- (f) Describe the functions of personnel administration.
- (g) Explain the process of the preparation of budget.
- (h) What is performance appraisal?
- (i) Discuss the processes and obstacles of Administrative Reforms.
- (j) What is Administrative Tribunal?

3. Answer any *five* questions from the following : 8×5=40

- (a) Describe the distinctions between Public and Private Administration.
- (b) Explain Max Weber's concept of bureaucracy.
- (c) Explain the concept of 'scalar chain'.
- (d) Discuss different types of communication in an organization.
- (e) Explain the significance of Headquarters and field relationship.
- (f) What are the functions of Civil Service?
- (g) Discuss the scope of the study of Comparative Public Administration.
- (h) Explain the meaning and techniques of work measurement.

4. Answer any *four* questions from the following : 10×4=40

- (a) Discuss the major themes of New Public Administration as highlighted by Minnowbrook Conference of 1968.
- (b) Explain the meaning, sources and types of authority.
- (c) Discuss the advantages and problems of Public Corporations.
- (d) Explain the meaning and advantages of merit system of recruitment.
- (e) What are the duties and powers of Comptroller and Auditor-General?

5. Answer any *two* questions from the following : 20×2=40

- (a) Deliberate on the controversy between the Generalist and Specialist Approaches.
- (b) Discuss the relationship between Citizen and Administration.
- (c) What is Delegated Legislation? Discuss the advantages and disadvantages of delegated legislation.

6. Answer any *four* questions from the following : 10×4=40
- (a) Discuss the meaning and significance of discipline in Civil Service.
 - (b) Describe the importance of retirement benefits of employees.
 - (c) What are the broad bases on which a wholesome morale in Civil Service can be maintained?
 - (d) Explain human relations theory.
 - (e) Explain the concept of civil service neutrality.
 - (f) Explain the various methods of training in Civil Service.
7. Answer any *two* questions from the following : 20×2=40
- (a) "Development administration is concerned with maximizing innovation for development." Elucidate.
 - (b) "Public policy is whatever government chooses to do or not to do." (Thomas R. Dye). Discuss.
 - (c) "Performance budgeting shifts emphasis from the means of accomplishment to the accomplishment itself." Explain.
8. 'Scientific management theory seeks to improve an organization's efficiency by systematically improving the efficiency of task completion by utilizing scientific, engineering, and mathematical analysis.' Explain. 40
9. "The overwhelming significance of the problems of leadership has mounted with the revolutionary growth of such factors of size, complexity, specialization, organizational entities, technical developments and social demands." (Seckler Hudson). In the light of the statement, discuss the significance and qualities of leadership needed for modern day administration. 40
10. What is administrative accountability? Examine the various methods of control over administration required to provide safeguard against misuse of power by the administration. 40