The 'Pay and Service Commission' in 1962 had reduced the group of services into:
a. Five tiers
b. Eight tiers
c. **Seven tiers**
d. Four tiers

Q2. National Finance Commission deals with which of the following policy?
a. Economic
b. Social
c. Political
d. Tax

Q3. According to the constitution of Pakistan the prime minister of the country should be:
a. Non-Muslim
b. Muslim
c. Secular
d. Communist

Q4. The office of the Auditor General of Pakistan comes under which of the following category of departments of Ministry of Finance?
a. Attached
b. Autonomous
c. Dependent
d. Sovereign

Q5. Finance Division of Pakistan performs which of the following functions?
a. Formation of Annual Budget
b. Deal the financial matters of government
c. Regulation of banks
d. **All of the given options**

Q8. Public goods have all features, EXCEPT:
a. Non-rival
b. Non-diminished
c. Not exhausted
d. **Available at cost**

Q9. Which of the following are considered as Formal Organization?
a. WAPDA
b. PTCL

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c. Sui Northern Gas Company
d. All of the given options

Q10. Controller Examination of a University is termed as:
a. Organizational level
b. **Organizational role**
c. Organizational tier
d. Organizationa

Authority is the power due to some;
a. **Formal hierarchy**
b. Personal relations
c. Personal wealth
d. Family status

Q2. HR department of an organization performs which of the following functions?
a. Line functions
b. **Staff functions**
c. Specialized functions
d. Special functions

Q3. Which of the following authority is given to the departments or individuals to control specified processes, practices and policies?
a. Line
b. Staff
c. Functional
d. Formal

Q4. Which of the following is the process of integrating activities?
a. Planning
b. Coordination
c. Controlling
d. Specialization

Q5. What is the main focus of coordination among the different activities of an organization?
a. Enhance efficiency
b. Reduce ambiguities
c. Develop sequential activities
d. All of the given options

Q6. Which of the following can be a hindrance in effective delegation of authority?
a. Nature of business

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b. Budget of organization
c. **Shortage of well-trained managers**
d. Policies of the organization

Q8. If the cost of the plan is higher than its benefits then it is said to be:
a. Costly
b. Effective
c. Pervasive
d. Inefficient

Q9. Which of the following is considered as 'Grand Plan' made in the light of what opponent might do or not do?
a. Vision
b. Mission
c. Purpose
d. Strategy

Q10. In private sector organizations financial operating budget is termed as:
a. Financial statement
b. Balance sheet
c. **Profit plan**
d. Cash flow

1 In case the candidates clear the test, the organization would like to know about the……. of the candidate

a. Background investigation
b. In-depth selection interview:
c. Medical examination:
d. Job offer:

The payment of money into the fund, the withdrawal of money, the custody of other money etc. are regulated by the Act of …….

a. Parliament
b. Federal Consolidated Fund
c. None on of the given options
d. Both of the above

3 Training programs are also directed toward maintaining and improving…….performance.

a. Ex-Job
b. Future Job
c. Current Job
d. None of the given options

4……perquisites (like provision of transport, utility bills etc.

a. Fringe benefits
b. Standard salary
c. Additional compensation
d. Rewards

5 The performance of civil servants is judged ……. year and recorded on the Performa called the Performance Evaluation Report (PER).

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a. Quarterly
b. Semi annual
c. Annually
d. Monthly

6 A person who is 'worker' or 'workman' as defined in the ……

a. Factories Act 1934
b. Company act
c. Partnership act
d. Labor act

7 Public goods are (i.e. the use by one person cannot exclude other person)

a. Non excludable
b. Excludable.
c. Both of the given options
d. None of the given options

8 Public finance deals with the finance of the……

a. Government
b. Public
c. Private
d. Individual

9 It studies the multilayer (the 3 levels of government) system of government which necessitates a division of function and resources between the layers of government and inter-governmental relations.

a. Federal finance
b. Financial Administration
c. Public Expenditure
d. None of the given options

10 Higher taxation will, other things being equal, reduce demand in the economy which will have effect on the economy.

a. Inflationary
b. Neutral
c. None of the given options
d. Deflationary

1……..is also a kind of team. Problem Solving, quality circle teams meet for an hour weekly to discuss work-related problems, investigate the causes of problem, recommend solutions, and take corrective action.

- Project teams.
- **A quality circle**
- Committee
- Command team.

2 When you are working in a group a stage comes when team become interactive with each other .This is known as ……..

- **Storming**
- Norming
- Performing
- Adjourning

3 Less cohesive teams have …….

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- **High hostility, high misunderstanding**
- Low hostility, low misunderstanding
- No interaction at all
- None of the given options

4.....takes place when the sender translates the information to be transmitted into a series of words, symbols etc.

- Decoding
- **Encoding**
- Noise
- Feedback

5 If the organization is larger then the flow of communication time is expected to.....

- Decrease
- **Increase**
- Remain unchanged
- None of the above

6 Mimes are kind of .....communication.

- Formal
- **Informal**
- Both of above
- None of above

7 A darkroom employee may have found a particularly efficient way to develop photo prints and share with friends is a kind of.....

- Authority Structure
- Job Specialization
- **Information Ownership**
- All of the above

8 Before Devolution plan the.....was responsible for the cooperation and orderly application of all resources at district level.

- District Nazim
- DCO
- **District magistrates or deputy commissioner**
- TMO

9 **The district administration has its origin from the Muslim revenue system established by .....**

- Sultan Altamash
- Shahab Ud din Ghori
- **Sher Shah Suri**
- Emperor Akbar

10 **..... means the authority which determines and executes measures within an area inside and smaller then the whole state**.

- Provincial Government
- Federal Government
- District Government
- **Local Government**

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Q No. 1

Difference between Ministry and Department? 3 marks

Q No. 2

What is the main difference between Loan and Grants?3 marks

Q No. 3

Give any three factors that can effect the Motivation? 3 marks

Q No. 4

How local Government system 2000 improves citizen participation in Government factor? 5 marks

Q No. 5

What sort of benefit can socialization provide to employees in the organization? 5 marks

Q No. 6

Is Public administration as a science and art?

Public administration is both science and art. In fact it is more than an art than a science, because it is much more practical than theoretical. Both the aspects of administration should be harmoniously blended together so that best results may be obtained.

How can PTV use time departmentalization to coordinate and integrate its broadcast activities?

PTV has divided its time into different slots and these slots are associated with different kind of viewers.

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