

189

III

Total No. of Questions – 37

Regd.

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Total No. of Printed Pages – 2

No.

Part – III
Public Administration, Paper – I
(English Version)

Time : 3 Hours]

[Max. Marks : 100

SECTION – A

3 × 10 = 30

Answer any **three** out of the following **five** questions :

1. Describe the definition and scope of public administration.
2. Explain the basis of departmental organization.
3. Discuss the characteristics of prismatic society.
4. Explain the principles of Budget.
5. Explain the organization & functions of UPSC.

SECTION – B

8 × 5 = 40

Answer any **eight** out of the following **twelve** questions :

1. Explain the similarities between public and private administration.
2. What are the advantages of division of work ?
3. Describe the meaning of Organization.
4. What is Planning ? Explain the types of planning.
5. Explain Luthar Gullik (POSDCORB) principle of organization.
6. Discuss the main features of system theory.
7. Explain the types of training.

13. Describe the functions of Accounting.
14. Explain structure and functions of Lokayukta.
15. Explain the open office system and its advantages.
16. Write the principles of office layout.
17. Explain the importance of Budget.

SECTION - C

15 x 2 = 30

Answer any **fifteen** out of the following **twenty** questions :

18. Office Automation
19. Private Administration
20. Line agency
21. Question Hour
22. Video conference
23. Zero Hour
24. Appropriation Bill
25. Budget means
26. SMS
27. Hierarchy
28. Promotion
29. Bazar canteen model
30. Managerial view
31. Audit
32. Office records
33. Office layout
34. Types of Budget
35. Unity of command
36. Organisation
37. Good Governance