

**ELANGANA STATE BOARD OF INTERMEDIATE EDUCATION
HYDERABAD**

MODEL QUESTION PAPER (w.e.f. 2014-15)

PUBLIC ADMINISTRATION - FIRST YEAR

Time: 3 hrs

Max Marks : 100

Section A

I. Answer any THREE of the following questions in not exceeding 40 lines each.

Each question carries 10 Marks

3 x 10 = 30 Marks

1. Explain Nature and Scope of Public Administration.
2. Describe the bases of Departmental Organization.
3. Examine the assumptions of Classical Theory of Organization.
4. Discuss the Methods of Recruitment.
5. Explain the Principles of Budgeting.

Section B

II. Answer any EIGHT of the following questions in not exceeding 20 lines each.

Each question carries 5Marks

8 x 5 = 40 Marks

6. Examine the relationship between Political Science and Public Administration.
7. What are the characteristics of Planning?
8. What are the techniques of Co-ordination?
9. Explain which Principles are to be followed for bases of Departmental Organization.
10. Explain the Principles of Management enunciated by Henry Fayol.
11. What are the essentials of Promotion System?
12. Explain the importance of Budget.
13. Describe the methods of Legislative Control over Administration
14. Examine different methods of Judicial Control over Administration.
15. Examine the means of Control over Civil Servants in India.
16. Identify the Issues of Office Accommodation .
17. Discuss the significance of Records in Public Offices.

Section-C

III. Answer any FIFTEEN of the following questions in not exceeding 5 lines each

Each question carries 2 Marks

15 x 2 = 30

18. Importance of Public Administration
19. Study of Public Administration
20. Private Administration
21. Division of Labour
22. Unity of Command
23. Staff Agencies
24. Meaning of Organization
25. Howthorne Studies
26. System Theory
27. Formalism.
28. Pre-entry Training
29. UPSC
30. Functions of APPSC
31. Types of Budget
32. C & AG
33. Public Accounts Committee
34. Lok Pal
35. Judicial Activism
36. Office Lay-out
37. Use of Computers
