

1. Which of the following is not correctly matched?

- | | | |
|----------------|---|-----------------------|
| (a) Wing | — | Deputy Secretary |
| (b) Department | — | Secretary |
| (c) Branch | — | Under Secretary |
| (d) Section | — | First Line Supervisor |

2. Which of the following pairs is not correctly matched?

- | | | |
|-----------------------------|---|------|
| (a) District Collector | — | 1772 |
| (b) Divisional Commissioner | — | 1839 |
| (c) Portfolio System | — | 1859 |
| (d) Chief Secretary | — | 1799 |

3. Which of the following is not correctly matched?

- | | | |
|-----------------------------|---|----------|
| (a) District Collector | — | Hastings |
| (b) Chief Secretary | — | Curzon |
| (c) Divisional Commissioner | — | Bentinck |
| (d) Local Governments | — | Rippon |

4. The attached offices are responsible for:

1. Providing executive direction required in the implementation of policies.
 2. Serving as a repository of technical information.
 3. Advising the ministry on technical aspects of policies.
 4. Detailed execution of the policies of the government.
- (a) 1 and 2
(b) 2, 3 and 4
(c) 1, 2 and 3
(d) 1, 2, 3 and 4

5. Which of the following is not a feature of a public corporation?

- (a) It is wholly owned by the state.
- (b) It is a separate entity for legal purposes.
- (c) It is not subject to budget, accounting and audit laws.
- (d) In majority of cases, its employees are civil servants.

6. In 1675, the East India Company established a regular gradation of posts. Which of the

following is the correct order?

- (a) Writer, Factor, Apprentice, Merchants
 - (b) Factor, Writer, Merchants, Apprentice
 - (c) Apprentice, Factor, Writer, Merchants
 - (d) Apprentice, Writer, Factor, Merchants
7. Which of the following are the recommendations of Macaulay Committee?
- 1. Open competition system for recruitment to the civil services.
 - 2. Age of 18–23 years for the admission to the tests.
 - 3. Examinations will be held in England and India.
 - 4. A probationary period before final appointment.
 - 5. Continuation of the East India College
 - (a) 1, 2, 3 and 5
 - (b) 1, 2, 4 and 5
 - (c) 1, 2 and 4
 - (d) 1 and 2
8. The position and role of Cabinet Secretary has been affected by the emergence of a powerful:
- (a) Planning Commission
 - (b) Finance Commission
 - (c) National Development Council
 - (d) Prime Minister's Secretariat/Office
9. Which of the following is not a feature of a departmental undertaking?
- (a) It is financed by annual appropriations from the treasury.
 - (b) It is subject to accounting and audit controls.
 - (c) Its staff consists of regular civil servants.
 - (d) It does not possess sovereign immunity of the state.
10. Which of the following did not support the company form?
- 1. Krishna Menon Committee
 - 2. A.D. Gorwala Report
 - 3. Administrative Reforms Commission
 - 4. First Five-Year Plan
 - 5. Estimates Committee
 - (a) 2 and 4
 - (b) 1, 2 and 4
 - (c) 2, 4 and 5
 - (d) 1, 3 and 5
11. Which of the following are recommendations of Charles Aitchison Commission?
- 1. Categorisation of civil services into imperial, provincial and subordinate.
 - 2. Raising of age limit to 25 years.
 - 3. Abolition of Statutory Civil Service System.
 - 4. Simultaneous conduction of exams in England and India upheld.

- (a) 1, 2, 3 and 4
- (b) 1, 2 and 3
- (c) 1 and 3
- (d) 1, 2 and 4

12. Which of the following supported the corporation form?

1. Krishna Menon Committee
 2. A.D. Gorwala Report
 3. Administrative Reforms Commission
 4. First Five-Year Plan
 5. Estimates Committee
- (a) 2 and 4
 - (b) 1, 2 and 4
 - (c) 2, 4 and 5
 - (d) 1, 3 and 5

13. Who of the following in the Central Secretariat acts on behalf of the Secretary?

- (a) Joint Secretary
- (b) Under Secretary
- (c) Deputy Secretary
- (d) Section Officer

14. The term 'ministry' first came into vogue in which of the following year?

- (a) 1919
- (b) 1935
- (c) 1947
- (d) 1950

15. Which of the following is not a feature of a government company?

- (a) It is created by an executive decision.
- (b) It enjoys a separate legal entity of its own.
- (c) It is subject to accounting and audit rules.
- (d) At least 51 per cent of the capital stock is owned by the government.

16. Coal India Limited is a:

- (a) Public corporation
- (b) Government company
- (c) Sector corporation
- (d) Departmental undertaking

17. Which of the following have recommended the establishment of sector corporations?

1. Administrative Reforms Commission
2. Krishna Menon Committee
3. Estimates Committee
4. Arjun Sengupta Committee

5. A.D. Gorwala Report
- only 1
 - 1 and 3
 - 1 and 4
 - 1 and 2
18. Which of the following statements are true about Central Secretariat in India?
- It assists the council of ministers in the fulfilment of its responsibilities and duties.
 - It is based on the belief that policy-making must be separated from policy execution.
 - It is the totality of all the ministries and departments of Central Government.
 - Secretariat system in India is similar to both British and Swedish systems.
- 1, 3 and 4
 - 2, 3 and 4
 - 2 and 3
 - 1, 2 and 3
19. Cabinet Secretariat is a:
- Line agency
 - Auxiliary and staff agency
 - Staff agency
 - Line and staff agency
20. A secretariat organisation in the Central Government is a:
- Line agency
 - Auxiliary agency
 - Staff agency
 - Staff and line agency
21. Which of the following function is not performed by the Secretariat?
- Framing rules and regulations.
 - Sectoral planning and programme formulation.
 - Maintaining contact with state governments.
 - Evaluation of the work done by the executive agencies.
 - Develop greater personnel and organisational competence.
- 3
 - 4
 - 5
 - None
22. Which of the following is based on the belief that “India may be governed from Simla or Calcutta, but is administered from the plains?”
- Split system of secretariat organisation
 - Office of the District Collector
 - Tenure system of Secretariat staffing
 - Attached and subordinate offices

23. Which of the following supported the tenure system?

1. Simon Commission
 2. Maxwell Committee
 3. Llewellyn Smith Committee
 4. Wheeler Committee
- (a) 1 and 2
 - (b) 1, 3 and 4
 - (c) 1, 2 and 3
 - (d) 1, 2, 3 and 4

24. What is the correct ascending order of the following officers in the Secretariat?

1. Joint Secretary
 2. Deputy Secretary
 3. Additional Secretary
 4. Director
 5. Secretary
 6. Under Secretary
- (a) 5, 3, 1, 4, 2, 6
 - (b) 5, 3, 1, 2, 4, 6
 - (c) 6, 2, 4, 1, 3, 5
 - (d) 6, 4, 2, 1, 3, 5

25. Who of the following is the first line supervisor in the Secretariat hierarchy?

- (a) Secretary
- (b) Deputy Secretary
- (c) Under Secretary
- (d) Section Officer

26. Which of the following is not a department under Ministry of Personnel, Public Grievances and Pensions created in 1985?

- (a) Department of Personnel and Training
- (b) Department of Personnel and Career Planning
- (c) Department of Administrative Reforms and Public Grievances
- (d) Department of Pensions and Pensioner's Welfare.

27. Which of the following statements are true about the post of Cabinet Secretary?

1. He works under the direct control of Prime Minister
 2. He is usually the senior most civil servant of the country.
 3. The official warrant of precedence gives him the first place among civil servants.
 4. He is the head of the Cabinet Secretariat.
 5. This office was created in 1950.
- (a) 1, 2 and 4
 - (b) 1, 3 and 4
 - (c) 1, 2, 3 and 4

(d) 1, 2, 3, 4 and 5

28. Which of the following statements are true about Prime Minister's Office (PMO)?

1. It enjoys the status of a department of the Government of India under Allocation of Business Rules.
2. It has a few attached and subordinate offices under it.
3. It came into existence in August 1947 by replacing the Secretary to the Governor-General.
4. Till 1967, it was called as the Prime Minister's Secretariat.

(a) 1, 2 and 3

(b) 1, 3 and 4

(c) 3 and 4

(d) 1 and 3

29. An attached office in the Central Government is a:

- (a) Auxiliary agency
- (b) Staff agency
- (c) Line agency
- (d) Line and staff agency

30. Which of the following statements are true about the Cabinet Secretary?

1. He has succeeded the Secretary of the Viceroy's Executive Council.
2. He is the Chairman of the Senior Selection Board.
3. He presides over the Chief Secretaries conference.
4. He is the Chairman of the Committee of Secretaries on Administration.
5. He is the Chief Coordinator of Central Administration.

(a) 1, 2 and 3

(b) 2, 3 and 4

(c) 2, 3 and 5

(d) 1, 2, 3, 4 and 5

31. Which of the following is not a wing of Cabinet Secretariat?

- (a) Civil wing
- (b) Military wing
- (c) Administrative wing
- (d) Intelligence wing

32. Which of the following suggested that the role of a Secretary should be one of "Coordinator, policy guide, reviewer and evaluator?"

- (a) Gopala Swamy Ayyanger Report
- (b) Gorwala Report
- (c) Appleby Report
- (d) ARC Report

33. Which of the following is/are correct about subordinate offices?

1. They advise the ministry on technical aspects of policies.
2. They provide executive direction required in policy implementation.

3. They function as field establishments.
 4. They serve as repository of technical information.
 5. They are responsible for the detailed execution of policies.
 - (a) 1, 2 and 5
 - (b) 2, 3 and 4
 - (c) 3 and 5
 - (d) only 5
- 34.** The term 'civil servant' came to be used in the records of the East India Company by:
- (a) 1760
 - (b) 1756
 - (c) 1772
 - (d) 1765
- 35.** A division in the Central Secretariat is put under the charge of:
- (a) Joint Secretary
 - (b) Under Secretary
 - (c) Director
 - (d) Additional Secretary
- 36.** Which of the following are the departments of Home Ministry?
1. Department of States
 2. Department of Law and Order
 3. Department of Official Language
 4. Department of Home
 5. Department of Internal Security
 6. Department of Population
- (a) 1, 2, 3 and 6
 - (b) 1, 2 and 5
 - (c) 1, 2, 3 and 6
 - (d) 1, 3, 4 and 5
- 37.** The most important function of Central Secretariat is:
- (a) Coordination and interpretation of policies
 - (b) Framing of legislation and rules
 - (c) Budgeting and control of expenditure
 - (d) Assisting the minister in policy making
- 38.** Which of the following are correct about Central Administrative pool?
1. It is a reserve for manning Secretariat posts of and above the rank of Under Secretary.
 2. It was created in 1958.
 3. It includes officers drawn from the IAS, IPS, Class 1 Central Services and Class 1 State Services.
 4. Its control is vested in Home Ministry.
- (a) 1, 2, 3 and 4

- (b) 2, 3 and 4
- (c) 1, 3 and 4
- (d) None

39. Arrange the following gradation of posts in East India Company in the ascending order.

1. Factor
2. Apprentice
3. Senior Merchant
4. Writer
5. Junior Merchant

- (a) 4, 1, 2, 5, 3
- (b) 3, 4, 1, 5, 2
- (c) 2, 4, 1, 5, 3
- (d) 3, 5, 2, 4, 1

40. Which of the following pairs is incorrectly matched?

- | | | |
|------------------------|---|----------------------|
| (a) Commission form | — | Statutory |
| (b) Government company | — | Executive resolution |
| (c) Commodity board | — | Statutory |
| (d) Control board | — | Statutory |

41. Which of the following are true of Cabinet Secretariat?

1. It operates under the direction of Prime Minister.
 2. It came into existence in 1950.
 3. It is the chief coordinating agency of the Government of India.
 4. It helps the Prime Minister in the performance of his functions as the head of government.
- (a) 1, 2, 3 and 4
 - (b) 1, 3 and 4
 - (c) 1 and 3
 - (d) 1, 2 and 3

Matching Pattern

Match List I with List II and select the correct answers by using codes given below the lists.

42.

<i>List-I</i>	<i>List-II</i>
A. Covenanted Civil Service	1. Charter Act of 1793
B. College at Fort William	2. Charter Act of 1853
C. Europeanisation of Higher Civil Service	3. Lord Cornwallis
D. Open Competition	4. Wellesley

<i>Codes:</i>	A	B	C	D
(a)	4	3	2	1

(b)	2	3	1	4
(c)	3	4	1	2
(d)	2	4	1	3

43.

<i>List-I</i>	<i>List-II</i>
A. First Competitive Examination	1. 1854
B. Haileybury College	2. Lord Lytton
C. Statutory Civil Service	3. 1855
D. Committee on Indian Civil Service	4. 1806

<i>Codes:</i>	A	B	C	D
(a)	1	4	2	3
(b)	4	2	1	3
(c)	3	4	2	1
(d)	3	2	1	4

44.

<i>List-I</i>	<i>List-II</i>
A. Aitchison Commission	1. 1918
B. Islington Commission	2. 1886
C. Lee Commission	3. 1912
D. All India Services	4. 1924

<i>Codes:</i>	A	B	C	D
(a)	1	2	3	4
(b)	2	3	1	4
(c)	3	2	1	4
(d)	2	3	4	1

45.

<i>List-I</i>	<i>List-II</i>
A. Central Public Service Commission	1. 1935 Act
B. Staff Selection Board	2. Lee Commission
C. Joint Public Service Commission	3. 1926
D. Provincialisation of all-India Services	4. 1922

<i>Codes:</i>	A	B	C	D
(a)	4	3	1	2
(b)	3	4	1	2
(c)	3	1	2	4
(d)	2	4	3	1

46.

<i>List-I</i> (Officers grades)	<i>List-II</i> (Tenure system)
A. Joint Secretary	1. Three years

B. Under Secretary	2. Five years
C. Secretary	3. Four years
D. Deputy Secretary	4. Five years

<i>Codes:</i>	A	B	C	D
(a)	2	4	1	3
(b)	2	4	3	1
(c)	4	1	3	2
(d)	2	1	4	3

47.

<i>List-I</i>	<i>List-II</i>
A. Central Secretariat Service	1. 1938
B. Finance-commerce pool	2. 1957
C. Central administrative pool	3. 1960
D. The post of Director	4. 1948

<i>Codes:</i>	A	B	C	D
(a)	2	1	4	3
(b)	3	2	1	4
(c)	4	1	2	3
(d)	1	4	3	2

48.

<i>List-I</i>	<i>List-II</i>
A. Additional Secretary	1. Section
B. Under Secretary	2. Division
C. Director	3. Department
D. Special Secretary	4. Branch
	5. Wing

<i>Codes:</i>	A	B	C	D
(a)	3	4	2	1
(b)	5	2	4	3
(c)	5	4	2	3
(d)	3	1	4	5

49.

<i>List-I</i>	<i>List-II</i>
A. Modernisation of civil service	1. Wellesley
B. Recruitment of civil servants	2. Aitchison
C. Training of civil servants	3. Cornwallis
D. Classification of civil service	4. Lord Lee
	5. Macauley

<i>Codes:</i>	A	B	C	D
---------------	---	---	---	---

(a)	3	2	1	5
(b)	4	5	2	1
(c)	5	4	3	1
(d)	3	5	1	2

Assertion (A) and Reason (R) Pattern

Answer the following questions by using the codes given below.

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

50. *Assertion:* The Secretariat enables the Secretary to examine objectively the proposals emanating from the executive agencies keeping in view broader point of view of the Government as a whole.

Reason: The Secretary is the secretary to the Government as a whole, not to his minister alone.

51. *Assertion:* Each officer in the Secretariat disposes of work at his level and submits important cases to higher level.

Reason: All different grades of officials function on the principle of 'Filter'.

52. *Assertion:* A government company form of public enterprise is described as a fraud on the Constitution.

Reason: It evades the constitutional responsibilities which a state controlled agency has, in a democratic society, to the Government and to the Parliament.

53. *Assertion:* Cabinet Secretary acts as a buffer between ministers and the civil servants.

Reason: He is head of the civil service.

54. *Assertion:* A Secretary is the chief advisor to the minister on all aspects of policy and administrative affairs.

Reason: He represents his ministry before the Public Accounts Committee of Parliament.

55. *Assertion:* A public corporation is accountable to the Parliament of India.

Reason: The Parliament of India is the custodian of public finance.

56. *Assertion:* The Administrative Reforms Commission of India (ARC) has recommended the adoption of public corporation form in general.

Reason: It suggested that a government company form can be adopted in case of private participation or predominantly trading concerns.

57. *Assertion:* The Prime Minister's Office (PMO) assists the Prime Minister in the discharge of his responsibilities as the head of Union Government.

Reason: It is generally not concerned with Cabinet cases.

58. The Indian Institute of Public Administration was established in:

- (a) 1957

- (b) 1958
- (c) 1954
- (d) 1959

59. Which of the following is not correctly matched?

- (a) ASCI — Hyderabad
- (b) IAASTC — New Delhi
- (c) IIPA — New Delhi
- (d) ISTM — New Delhi

60. The posting of an IAS probationer is decided by:

- (a) Director of LBS National Academy of Administration
- (b) Central Ministry of Personnel
- (c) Chief Minister of state
- (d) Chief Secretary of state

61. “The doctrine of ministerial responsibility has two facets. The minister has complete autonomy within his sphere of authority. As a necessary corollary, he must take full responsibility for the action of his servants.”

This statement is associated with:

- (a) Krishna Menon Committee
- (b) Administrative Reforms Commission
- (c) Chagla Commission
- (d) Gopalaswamy Ayangar Report

62. The Administrative Staff College of India was established in:

- (a) 1957
- (b) 1958
- (c) 1959
- (d) 1962

63. In India the ministerial responsibility was upheld for the first time in:

- (a) 1954
- (b) 1956
- (c) 1958
- (d) 1960

64. The grievances of specialists against the generalists includes which of the following?

1. Discrimination in pay and allowances.
 2. Greater and quicker chances of promotion to generalists.
 3. Manning of Secretariat posts by the generalists.
 4. Opportunity enjoyed by the generalists to move from one department to another department.
- (a) 1 and 2
 - (b) 1 and 3
 - (c) 1, 3 and 4

(d) 1, 2, 3 and 4

65. The Indian Administrative Service training school was started in 1947 at:

- (a) Simla
- (b) Mussoorie
- (c) New Delhi
- (d) Mount Abu

66. The National Academy of Administration was set up at Mussoorie in:

- (a) 1954
- (b) 1957
- (c) 1959
- (d) 1958

67. The conditions of service of members of All-India Services are determined by:

- (a) President of India
- (b) Constitution of India
- (c) Parliament of India
- (d) Union Public Service Commission

68. Classification of Central Services under Class I, II, III, and IV was changed into Groups A, B, C and D on the recommendation of:

- (a) Second Pay Commission
- (b) Fourth Pay Commission
- (c) Third Pay Commission
- (d) First Pay Commission

69. The Indian Institute of Public Administration is engaged in:

- 1. Teaching
 - 2. Training
 - 3. Research
 - 4. Publication
- (a) 1, 2 and 3
 - (b) 2 and 4
 - (c) 1, 3 and 4
 - (d) 2, 3 and 4

70. The institute which offers training to both private and public sector employees is:

- (a) ASCI
- (b) NIRD
- (c) IIPA
- (d) ISTM

71. The present system of recruitment to higher civil services in india is based on the recommendations of which of the following committees/commissions?

- 1. Satishchandra Committee

2. Lee Commission
 3. Kothari Committee
 4. Aitchison Commission
 5. Macaulay Committee
- (a) 1, 3 and 5
 - (b) 1, 2 and 3
 - (c) 2, 3, 4 and 5
 - (d) 3 only

72. The arguments put forward in favour of the All-India Services includes:

1. They facilitate coordination among the Union and the states.
 2. Their personnel can man strategic positions due to high standards.
 3. They strengthen the principle of ministerial responsibility in the states.
 4. They boost the morale of the State Civil Services.
 5. They help in ensuring unity and integrity of the country.
- (a) 1, 2, 3, and 5
 - (b) 2, 3, and 4
 - (c) 1, 2, and 5
 - (d) 2, 4 and 5

73. Which one of the following statements is incorrect?

- (a) Kothari Committee was appointed in 1974.
- (b) Kothari Committee submitted its report in 1976.
- (c) Kothari Committee's recommendations were accepted in 1977.
- (d) Kothari Committee's recommendations were implemented in 1979.

74. The first choice of selection out of the list of successful candidates arranged in order of merit by the UPSC is given to the:

- (a) Ministry of Home Affairs
- (b) Ministry of Finance
- (c) Ministry of External Affairs
- (d) Ministry of Personnel

75. The probationers of which of the following Central Services do not attend the combined foundational training course organised for the probationers of All-India and Central Services at Mussoorie?

- (a) Indian Foreign Services
- (b) Central Secretariat Service
- (c) Indian Postal Service
- (d) Indian Meteorological Service

76. Which of the following statements regarding National Academy of Administration are correct?

1. It started functioning in Mussoorie in 1959.
2. Since 1974, it is called Lal Bahadur Shastri National Academy of Administration.

3. It operates under Cabinet Secretariat.
4. It provides foundational training only to IAS probationers.
5. It was setup by merging the IAS Training School and the IAS staff college.
 - (a) 1, 2, 3 and 5
 - (b) 2, 3 and 4
 - (c) 1 and 5
 - (d) 1, 2 and 4

77. Which of the following civil services finds mention in the Constitution?

1. Indian Administrative Service
2. Indian Forest Service
3. Indian Police Service
4. All-India Judicial Service
5. Indian Foreign Service
 - (a) 1 and 3
 - (b) 1, 2 and 3
 - (c) 1, 3 and 5
 - (d) 1, 3, and 4

78. The correct statements are:

1. The 'sandwich pattern' of training for the IAS probationers was introduced in 1968.
2. The foundational course meant for the training of IAS and other Central Services probationers is of six months.
3. The IAS probationers undergo two spells of training, with a gap of one year between them.
4. The posting of an IAS probationer is decided by Director of LBS National Academy of Administration.
 - (a) 1, 2 and 3
 - (b) 2, 3 and 4
 - (c) 2 and 3
 - (d) 3 only

79. The 'sandwich pattern' of training for the IAS probationers was introduced on the recommendation of:

- (a) P.H. Appleby Report
- (b) UPSC
- (c) Administrative Reforms Commission of India
- (d) National Development Council.

80. Which of the following statements are correct with regard to Indian Institute of Public Administration.

1. It was established in 1953.
2. It is engaged in administrative research.
3. It organises refresher courses for the officers of Central Government, state government and public undertakings.
4. It is engaged in the publication of material on various aspects of administration.

5. Since 1970, it has been organising nine-month advanced professional programme in public administration for senior civil servants.

- (a) 1, 2 and 3
- (b) 2, 3 and 4
- (c) 2, 3, 4 and 5
- (d) 1, 2, 3 and 4

81. Which of the following training institutions are located at New Delhi?

- 1. Administrative Staff College for Educational Planners and Administrators
- 2. Central Emergency Relief Training Institute
- 3. Family Planning Training and Research Centre
- 4. Indian Institute of Mass Communication
- 5. Institute of Applied Manpower Research

- (a) 1, 2, 4 and 5
- (b) 1, 3, 4 and 5
- (c) 2, 3 and 4
- (d) 3 and 4

82. The correct statements are:

- 1. The generalists and specialists dichotomy originated with the Northcote–Trevelyan Report.
- 2. The Fulton Committee recommended greater role for specialists.
- 3. The ARC recommended that Chairmen/Managing Directors or Directors of public enterprises must be generalists.
- 4. The Macaulay Committee report supported generalist-based administration.
- 5. The Estimates Committee of Parliament did not recommend the appointment of specialists in higher positions.

- (a) 1 and 4
- (b) 1, 2, 4 and 5
- (c) 1, 2 and 4
- (d) 1, 4 and 5

83. Which of the following are the components of training for Indian Foreign Service?

- 1. Foundational Course at the National Academy of Administration
- 2. Professional Course at the Foreign Service Institute
- 3. District training
- 4. Attachment to a military unit
- 5. Bharat Darshan Tour

- (a) 1, 2 and 5
- (b) 2, 3 and 4
- (c) 1, 3 and 5
- (d) 1, 2, 4 and 5

84. Which of the following is not a Central Service?

- (a) Archaeological Service
- (b) Botanical Survey of India

(c) Geological Survey of India

(d) Cooperative Service

85. The Joint Consultative Machinery in India was established on the recommendation of:

(a) First Pay Commission

(b) Second Pay Commission

(c) Third Pay Commission

(d) Administrative Reforms Commission

86. Which of the following are the principles of compensation for government servants?

1. Social considerations

2. Maintenance of efficiency

3. Parity with outside employment

4. Cost of living

5. Equal pay for equal work

6. Political considerations

(a) 2, 3 and 4

(b) 3, 4, 5 and 6

(c) 1, 2, 3, 4, 5 and 6

(d) 1, 2, 3, 4 and 5

87. Administrative Staff College of India was established on recommendation of:

(a) Gorwala Report

(b) P.H. Appleby

(c) ARC of India

(d) All India Council for Technical Education

88. Arrange the following forms of disciplinary action in the proper order in terms of intensity:

1. Withholding of promotions

2. Reduction in rank

3. Reprimand

4. Dismissal from service

5. Recovery from pay

6. Removal from service

(a) 3, 1, 5, 2, 6, 4

(b) 3, 1, 2, 5, 4, 6

(c) 2, 3, 1, 5, 4, 6

(d) 2, 1, 3, 4, 5, 6

89. Arrange the following steps involved in initiating disciplinary proceedings in the proper order:

1. Framing of charges against the employees

2. Suspension of the employees

3. Giving opportunity to defend

4. Calling for an explanation from the employees

5. Punishment order
 6. Findings and report
 - (a) 1, 2, 3, 4, 5, 6
 - (b) 4, 5, 6, 3, 2, 1
 - (c) 4, 1, 2, 3, 6, 5
 - (d) 4, 1, 6, 2, 3, 5
- 90.** Which of the following are not included in Joint Consultative Machinery Scheme?
1. Grade A Services
 2. Union territory employees
 3. Police personnel
 4. Central Secretariat Service, Grade B
 - (a) 1, 2, 3 and 4
 - (b) 2, 3 and 4
 - (c) 1, 2 and 3
 - (d) 3 and 4
- 91.** The Chairman of the National Council of Joint Consultative Machinery is:
- (a) Personnel Secretary
 - (b) Home Secretary
 - (c) Finance Secretary
 - (d) Cabinet Secretary
- 92.** In India, the classification of civil services is determined by:
- (a) Civil Services Rules, 1955
 - (b) Civil Services Rules, 1950
 - (c) Civil Services Rules, 1947
 - (d) Civil Services Rules, 1930
- 93.** The conditions of service of persons appointed to Indian Police Service are governed by:
- (a) Indian Police Act, 1961
 - (b) Indian Police Act, 1950
 - (c) All India Services Act, 1951
 - (d) Indian Civil Service Act, 1955
- 94.** Which of the following is not a set of conduct rules for civil servants in India?
- (a) Railway Services (Conduct) Rules, 1956
 - (b) All India Services (Conduct) Rules, 1954
 - (c) Defence Services (Conduct) Rules, 1950
 - (d) Central Civil Services (Conduct) Rules, 1955
- 95.** Which of the following are the major penalties imposed on civil servants?
1. Withholding of promotion
 2. Removal from service
 3. Withholding of increments
 4. Reduction to lower scale

- 5. Compulsory retirement
- 6. Recovery of pecuniary loss
 - (a) 1, 2, 3 and 6
 - (b) 2, 3, 4, and 5
 - (c) 2, 4, 5 and 6
 - (d) 2, 4 and 5
- 96. The authority to make disciplinary action against an employee of Indian Forest Service is vested in:
 - (a) Parliament of India
 - (b) Chairman–UPSC
 - (c) Supreme Court of India
 - (d) President of India
- 97. Which of the following recommended complete ban of strikes by civil servants?
 - (a) First Pay Commission
 - (b) Third Pay Commission
 - (c) Gorwala Report
 - (d) Administration Reforms Commission
- 98. Whitley Councils were introduced in India for the first time on the recommendation of:
 - (a) Administrative Reforms Commission
 - (b) Second Pay Commission
 - (c) First Pay Commission
 - (d) Third Pay Commission
- 99. Which of the following is not correctly matched?
 - (a) Third Pay Commission–1970
 - (b) First Pay Commission–1946
 - (c) Fourth Pay Commission–1983
 - (d) Second Pay Commission–1958
- 100. Which of the following is not correctly matched?
 - (a) Central Civil Services (Conduct) Rules–1955
 - (b) Railway Services (Conduct) Rules–1958
 - (c) All-India Services (Conduct) Rules–1954
 - (d) Railway Services (Conduct) Rules–1956
- 101. Which of the following principle is the counterpart of the doctrine of ministerial responsibility?
 - (a) Neutrality
 - (b) Impersonality
 - (c) Integrity
 - (d) Anonymity

Assertion (A) and Reason (R) Pattern

Answer the following questions by using the codes given below

- (a) Both A and R are true and R is the correct explanation of A .
- (b) Both A and R are true but R is not the correct explanation of A .
- (c) A is true but R is false.
- (d) A is false but R is true.

102. *Assertion:* Indian Forest Service is an All-India Service.

Reason: The States Reorganisation Commission recommended the creation of Indian Forest Service.

103. *Assertion:* The Ministry of Personnel is the managing authority for the IAS.

Reason: The IAS is an All-India Service par excellence.

104. *Assertion:* The Indian Foreign Service is the top most Central service in terms of status, prestige, pay and allowances.

Reason: Its recruits undergo a four-year training programme.

105. *Assertion:* The Indian Forest Service is created as an All-India Service after the Independence.

Reason: The UPSC conducts an exclusive examination consisting of a written test and an interview to select its recruits.

106. *Assertion:* The Staff Selection Commission was created in 1975.

Reason: The Government of India had no centralised agency to make recruitment to Group C.

107. *Assertion:* In case of promotion from Group B to Group A, the departments have to consult the public service commissions.

Reason: Departmental promotion committees are established to handle promotions at the departmental level.

108. *Assertion:* An employee who is appointed through promotion cannot be removed or dismissed by any authority which is subordinate to the authority by which he was promoted.

Reason: Promotion involves a fresh (new) appointment.

109. *Assertion:* Extraordinary leave (leave without pay) is granted when no other leave is admissible.

Reason: It can be granted for more than five years in case of permanent officials.

110. *Assertion:* The principles of neutrality and anonymity do not go together.

Reason: The principle of anonymity flows from the doctrine of ministerial responsibility.

111. *Assertion:* The civil service in a developing society like India plays a very important role.

Reason: The civil servants perform administrative and financial functions only.

Matching Pattern

Match List-I with List-II and select the correct answer by using the codes given below the lists.

112.

<i>List-I</i>	<i>List -II</i>
A. Indian Revenue Service	1. Ministry of Personnel
B. Indian Forest Service	2. Ministry of Home Affairs

- | | |
|---------------------------|---|
| C. Indian Foreign Service | 3. Ministry of Forests and Environments |
| D. Indian Police Service | 4. Ministry of External Affairs |
| | 5. Ministry of Finance |

<i>Codes:</i>	A	B	C	D
(a)	1	3	2	4
(b)	5	4	2	1
(c)	5	3	4	2
(d)	1	5	2	4

113.

<i>List-I</i>	<i>List-II</i>
A. O and M Division	1. 1964
B. Department of Administrative Reforms	2. 1954
C. Department of Personnel	3. 1985
D. Ministry of Personnel	4. 1970

<i>Codes:</i>	A	B	C	D
(a)	1	2	4	3
(b)	2	1	4	3
(c)	2	1	3	4
(d)	3	2	4	1

114.

<i>List-I</i>	<i>List-II</i>
A. Orientation training	1. Administrative Staff College
B. Central training	2. National Police Academy
C. Professional training	3. National Academy of Administration
D. In-service training	4. National Institute of Rural Development

<i>Codes:</i>	A	B	C	D
(a)	4	2	1	3
(b)	4	3	2	1
(c)	3	1	2	4
(d)	3	4	2	1

115.

<i>List-I (Training agencies)</i>	<i>List-II (Setup in)</i>
A. Administrative Staff College of India	1. 1948
B. National Institute of Rural Development	2. 1954
C. Indian Institute of Public Administration	3. 1958
D. Institute of Secretariat Training and Management	4. 1959
	5. 1957

<i>Codes:</i>	A	B	C	D
(a)	5	3	2	1

(b)	3	5	1	2
(c)	3	4	2	5
(d)	5	4	1	3

116.

<i>List-I</i> (Training Institutions)		<i>List-II</i> (Located at)		
A.	All-India Institute of Local Self-government	1.	Ahmedabad	
B.	National Forest Research Institute	2.	Nagpur	
C.	Indian Institute of Management	3.	Shimla	
D.	Income Tax Training School	4.	Mumbai	
		5.	Dehradun	
<hr/>				
<i>Codes:</i>	A	B	C	D
(a)	5	3	1	4
(b)	3	4	2	5
(c)	5	4	2	1
(d)	4	5	1	2

117.

<i>List -I</i> (Training agencies)		<i>List-II</i> (Located at)		
A.	Central Audit and Accounts Training School	1.	Hyderabad	
B.	Railway Staff College	2.	Mussoorie	
C.	National Academy of Administration	3.	Shimla	
D.	National Police Academy	4.	Nagpur	
		5.	Baroda	
<hr/>				
<i>Codes:</i>	A	B	C	D
(a)	4	5	2	1
(b)	3	5	2	1
(c)	3	4	1	5
(d)	3	4	2	1

118.

<i>List-I</i> (Committees)					<i>List-II</i> (Related to)				
A.	All-India Council for Technical Education				1.	National Police Academy			
B.	P.H. Appleby Report				2.	Department of Personnel			
C.	Kohli Committee				3.	Indian Institute of Public Administration			
D.	Administrative Reforms Commission.				4.	Administrative Staff College			
					5.	Indian Foreign Service			
<hr/>									
<i>Codes:</i>		A	B	C	D				
(a)		4	3	5	2				
(b)		5	4	1	3				
(c)		4	3	1	2				
(d)		5	4	2	3				

119.

<i>List-I</i> (Ministers)					<i>List-II</i> (Conflicted with secretaries)				
A.	Gulzari Lal Nanda				1.	H.M. Patel			
B.	Rajiv Gandhi				2.	B.C. Ganguli			
C.	T.T Krishnamachari				3.	L.P. Singh			
D.	K. Hanumanthaiya				4.	A.P. Venkateswaran			
<hr/>									
<i>Codes:</i>		A	B	C	D				
(a)		2	4	3	1				
(b)		3	1	2	4				
(c)		3	4	1	2				
(d)		2	3	4	1				

120.

<i>List-I</i>					<i>List-II</i>	
A.	Creation of Indian Economic Service				1.	1947
B.	Creation of Indian Administrative Service				2.	1956
C.	Creation of Central Secretariat Service				3.	1963
D.	Creation of Indian Forest Service.				4.	1961
						5.
<hr/>						
<i>Codes:</i>		A	B	C	D	
(a)		3	2	5	1	
(b)		4	3	2	5	
(c)		4	1	5	3	
(d)		3	4	2	1	

121.

<i>List-I</i> (Commissions)					<i>List-II</i> (Related to)				
A.	Chagla Commission				1.	Training of Indian Foreign Service			
B.	Administration Reforms Commission				2.	Ministerial responsibility			
C.	Gore Committee				3.	Strengthening of All-India Services			
D.	Sarkaria Commission				4.	Training of IPS			
					5.	Functional field for IAS			
<hr/>									
<i>Codes:</i>		A	B	C	D				
(a)		3	4	2	1				
(b)		5	3	1	4				
(c)		2	5	4	3				
(d)		2	5	1	3				

122.

<i>List-I</i>					<i>List-II</i>				
A.	Invalid pension				1.	Granted to a public servant who retires after attaining t of superannuation.			

- | | |
|---------------------------|---|
| B. Superannuation pension | 2. Granted to a public servant whose permanent post is abolished. |
| C. Compensation pension | 3. Granted to a public servant who retires on account of a bodily or mental infirmity. |
| D. Retiring pension | 4. Granted to a public servant who is removed from service on account of misconduct. |
| | 5. Granted to a public servant who retires after completing a fixed period of qualifying service. |

<i>Codes:</i>	A	B	C	D
(a)	5	2	3	1
(b)	3	1	2	5
(c)	5	1	2	4
(d)	3	2	1	5

123.

<i>List-I</i>	<i>List-II</i>
A. Third Pay Commission	1. Varadachariar
B. First Pay Commission	2. Raghubir Dayal
C. Fourth Pay Commission	3. Jagannath Das
D. Second Pay Commission	4. Singhal
	5. Rajamannar

<i>Codes:</i>	A	B	C	D
(a)	1	3	4	5
(b)	3	2	1	4
(c)	2	1	4	3
(d)	2	3	5	1

124. The Performance budget was introduced in India on the recommendation of:

- (a) Estimates Committee
- (b) Appleby Report
- (c) Comptroller and Auditor-General of India
- (d) Administrative Reforms Commission

125. The creator of zero-based budgeting was:

- (a) Peter A. Phyrr
- (b) Jimmy Carter
- (c) Guy Peters
- (d) Hoover Commission

126. The Performance budget was introduced in India in:

- (a) 1958
- (b) 1968
- (c) 1978

(d) 1964

127. Preparation of the budget is the responsibility of:

- (a) Department of Revenue
- (b) Department of Expenditure
- (c) Department of Economic Affairs
- (d) Department of Budget

128. Which of the following is not a principle of budget making?

- (a) The budget must be a balanced one
- (b) Budgeting should be net and not gross
- (c) Estimating should close
- (d) The Rule of Lapse

129. Which of the following are the advantages of zero-based budgeting?

- 1. It eliminates low priority programmes.
 - 2. It improves programme effectiveness dramatically.
 - 3. It brings out the programmes and accomplishments in financial and physical terms.
 - 4. It makes the high impact programmes to obtain more finances.
 - 5. It reduces tax increases.
- (a) 2 and 4
 - (b) 2, 3 and 4
 - (c) 1, 2, 4 and 5
 - (d) 1, 2, 3, 4 and 5

130. The Rule of Lapse as a principle of budgeting is inherent in the principle of:

- (a) Form of estimates to correspond to form of accounts
- (b) Estimating should be close
- (c) One budget for all financial transactions
- (d) Annuality of the budget

131. Which of the following figures are taken as the basis for the preparation of the budget?

- 1. Actual figures of the previous year.
 - 2. Sanctioned budget estimates for the current year.
 - 3. Revised estimates of the current year.
 - 4. Proposed estimates for the next year.
 - 5. Actuals of the current year available at the time of preparation of the estimates.
 - 6. Actuals for the corresponding period of the previous year.
- (a) 1, 2 and 4
 - (b) 2, 3 and 5
 - (c) 2, 3 and 4
 - (d) 1, 2, 3, 4, 5 and 6

132. Arrange the following tiers in the classification of accounting structure in proper order:

- 1. Major head
- 2. Subhead

3. Sectoral head
4. Detailed head
5. Minor head
 - (a) 1, 4, 2, 3, 5
 - (b) 3, 2, 1, 5, 4
 - (c) 3, 1, 5, 2, 4
 - (d) 1, 3, 2, 5, 4

133. The Secretary of the ministry who is the chief accounting authority of the ministry discharges his responsibility in this regard through the:

- (a) Principal Accounts Officer
- (b) Public Accounts Committee
- (c) Controller-General of Accounts
- (d) Integrated Financial advisor

134. The scheme of Integrated Financial Advisors was introduced in all the ministries of the Government of India in:

- (a) 1974
- (b) 1972
- (c) 1976
- (d) 1978

135. According to the Administrative Reforms Commission, the financial year should begin on:

- (a) 1st November
- (b) 1st July
- (c) 1st September
- (d) 1st January

136. Which of the following are the principles of budgeting?

1. The budget should be a balanced one.
2. Integration of the revenue and capital aspects.
3. Estimates on a departmental basis.
4. Estimates should be on a revenue basis.
5. Budgeting should be net and not gross.
 - (a) 1, 3 and 5
 - (b) 1 and 3
 - (c) 1, 2 and 4
 - (d) 1, 3 and 4

137. Who/which of the following first recommended the introduction of performance budget in India?

- (a) An American Expert, Frank W. Krause
- (b) Administrative Reforms Commission
- (c) Paul. H. Appleby
- (d) Estimates Committee

138. Which of the following statements are incorrect about budget?

1. It is a tool of legislative control over executive.
 2. It is a tool of executive control over administration.
 3. It is a tool of judicial control over administration.
 4. It is a tool of citizens' control over administration.
 5. It is an instrument of social and economic change in the society.
- (a) 1, 2 and 5
(b) 3 and 4
(c) 1 and 5
(d) 1, 2 and 3

Matching Pattern

Match List-I with List-II and select the correct answer by using the codes given below the lists.

139.

<i>List-I</i>					<i>List-II</i>				
A.	Cash budget				1.	France			
B.	Dual budget				2.	Britain			
C.	Revenue budget				3.	USA			
D.	Single budget				4.	India			
<hr/>									
<i>Codes:</i>		A	B	C	D				
	(a)	2	4	3	1				
	(b)	4	3	2	1				
	(c)	3	1	4	2				
	(d)	3	4	1	2				

140.

<i>List-I</i>					<i>List-II</i>				
A.	Railway Budget				1.	1950			
B.	Comptroller and Auditor-General				2.	1921			
C.	Integrated Financial Advisor				3.	1921			
D.	Public Accounts Committee				4.	1976			
<hr/>									
<i>Codes:</i>		A	B	C	D				
	(a)	3	2	4	1				
	(b)	1	3	2	4				
	(c)	3	1	4	2				
	(d)	3	1	2	4				

Assertion (A) and Reason (R) Pattern

Answer the following questions by using the codes given below.

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

141. *Assertion:* The budget is prepared under the leadership and direction of the Ministry of Finance.

Reason: The Ministry of Finance is the central financial agency of the Government of India.

142. *Assertion:* The Ministry of Finance supervises the expenditure of administrative ministries.

Reason: It carries out the financial policies of the government of India.

143. *Assertion:* The financial system in India has been traditionally centralised.

Reason: The Finance Ministry has been exercising the overall financial control and supervision.

144. *Assertion:* The budget should be prepared on the basis of gross estimates and not net estimates.

Reason: It makes the parliamentary control over public expenditure meaningful.

145. The techniques of citizens' control over administration are:

1. Election
 2. Public opinion
 3. Pressure groups
 4. Advisory committees
 5. Recall
- (a) 1, 2, 3 and 4
 - (b) 2, 3 and 5
 - (c) 3, 4 and 5
 - (d) 1, 2, 3, 4 and 5

146. Which of the following is not a tool of executive control over public administration?

- (a) Power of appointment and removal
- (b) Line agencies
- (c) Appeal to public opinion
- (d) Civil services code

147. The judicial control over administrative acts emanates from the Doctrine of:

- (a) Separation of powers
- (b) Judicial review
- (c) Rule of law
- (d) Delegated legislation

148. The first country in the world to introduce the right to information was:

- (a) Norway
- (b) USA
- (c) Sweden
- (d) Finland

149. Which of the following is not a formal instrument of executive control over administration?

- (a) Political direction
- (b) Personnel management
- (c) Ordinances
- (d) Professional ethics

150. In the context of judicial control over administration, malfeasance stands for:

- (a) Error of law
- (b) Error of fact-finding
- (c) Abuse of authority
- (d) Error of procedure

151. Which one of the following is not a means of executive control over administration?

- (a) Civil service code
- (b) Advisory agencies
- (c) Appeal to public opinion
- (d) Statutory appeal

152. Which of the following are the means of citizens' control over administration?

- 1. Pressure groups
 - 2. Statutory appeals
 - 3. Recall
 - 4. Election
 - 5. Advisory committees
- (a) 2, 3 and 4
 - (b) 1, 4 and 5
 - (c) 1, 3, 4 and 5
 - (d) 1, 3 and 4

153. The most effective means of citizens' control over administration is:

- (a) Election
- (b) Pressure Groups
- (c) Advisory Committees
- (d) Public Opinion

154. Which of the following are the means of judicial control over administration?

- 1. Suits against government
 - 2. Judicial review
 - 3. Rule of law
 - 4. Statutory appeal
 - 5. Droit administratif
- (a) 1, 2 and 3
 - (b) 1, 2 and 4
 - (c) 2, 4 and 5
 - (d) 1, 3 and 5

155. Which of the following are not the means of judicial control over administration?

1. Criminal and civil suits against public officials
 2. Delegated legislation
 3. Writs
 4. Administrative adjudication
 5. Lack of jurisdiction
- (a) 1 and 3
(b) 1, 3 and 5
(c) 2 and 4
(d) 2, 4 and 5

156. Which of the following are the limitations of judicial control over administration?

1. Its intervention takes place only when it is sought by the affected person.
 2. It is a post mortem control.
 3. Statutory limitations in certain cases.
 4. Error of fact-finding.
 5. Technical nature of the administrative activities.
- (a) 1, 2 and 3
(b) 2, 3 and 5
(c) 2, 3 and 4
(d) 1, 2, 3 and 5

157. Which of the following are the staff agencies used by the executive to control administration in India?

1. Cabinet Secretariat
 2. Department of Administrative Reforms
 3. Union Public Service Commission
 4. Planning Commission
 5. Comptroller and Auditor-General of India
- (a) 1, 3 and 4
(b) 2, 4 and 5
(c) 2, 3 and 4
(d) 1, 2 and 4

158. In the context of judicial control over administration, misfeasance stands for:

- (a) Lack of jurisdiction
(b) Error of law
(c) Abuse of authority
(d) Error of procedure

159. The least effective means of executive control over administration is:

- (a) Executive legislation
(b) Budgetary system
(c) Staff agencies

(d) Appeal to public opinion

160. The primary objective of judicial control over administration is:

- (a) To restrict the discretion and arbitrariness of administrative agencies.
- (b) To help in redressing the grievances of citizens.
- (c) To safeguard the rights and liberty of the citizens.
- (d) To contain and penalise the wrongful acts of government officials.

Assertion (A) and Reason (R) Pattern

Answer the following questions by using the codes given below.

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

161. *Assertion:* The public administration is subject to judicial control.

Reason: Any illegal administrative act can be challenged in the court of law.

162. *Assertion:* Democratic administration means much more than electing the representatives who make policies.

Reason: It ensures people's participation in the administrative process.

163. *Assertion:* The Finance Ministry exercises financial control over administrative ministries.

Reason: It is responsible for the formulation and execution of the budget.

164. *Assertion:* Public administration is influenced by the pressure groups.

Reason: Their activities are always legitimate.

165. *Assertion:* Legislative control over administration in a parliamentary system is different from that of presidential system.

Reason: An important feature of democratic government is the legislative control over administration.

166. *Assertion:* Judicial control over administration emanates from the principle of judicial review.

Reason: Judicial review means the power of the courts to declare the laws and orders of the government as invalid if they are against the constitution.

Matching Pattern

Match List-I with List-II and select correct answer by using the codes given below the lists.

167.

<i>List-I</i>	<i>List-II</i>
A. No Confidence Motion	1. Executive control
B. Budget	2. Judicial control
C. Mandamus	3. Legislative control
D. Lokayuktas	4. Citizens' control

<i>Codes:</i>	A	B	C	D
(a)	2	1	4	3
(b)	4	1	2	3
(c)	3	1	4	2
(d)	3	1	2	4

168.

<i>List-I</i> (Types of control)	<i>List-II</i> (Means of control)
A. Judicial control	1. Interpellations
B. Legislative control	2. Appeal to public opinion
C. Citizens' control	3. Statutory Appeal
D. Executive control	4. Recall

<i>Codes:</i>	A	B	C	D
(a)	3	1	4	2
(b)	4	3	2	1
(c)	3	4	1	2
(d)	2	4	1	3

169. The functions performed by the Chief Secretary at the state level are performed at the Central level by:

1. Cabinet Secretary
 2. Rural Development Secretary
 3. Defence Secretary
 4. Personnel Secretary
- (a) 1, 3 and 4
(b) 1, 2 and 3
(c) 1 and 4
(d) 1, 2 and 4

170. District administration stands for:

1. Law and order administration within a district
 2. Revenue administration within a district
 3. Development administration within a district
 4. Public administration within a district
- (a) 1 only
(b) 2 only
(c) 1, 2 and 3
(d) 4 only

171. The office of a District Collector was created by:

- (a) Robert Clive
- (b) Lord Cornwallis
- (c) Lord Warren Hastings
- (d) Lord Wellesley

- 172.** Who of the following compared the District Collector to a tortoise on whose back stood the elephant of the Government of India?
- (a) Sir George Campbell
 - (b) Sir William Wilson
 - (c) The Imperial Gazetteer of India
 - (d) Ramsay MacDonald
- 173.** The Chief Secretary is described as a *Residual Legatee* which means that:
- (a) He is the chief advisor to the Chief Minister.
 - (b) He is the Secretary to the state Cabinet.
 - (c) He is the head of the civil services in the state.
 - (d) He looks after those matters which do not fall within the sphere of other secretaries.
- 174.** Which of the following statements are true about the Chief Secretary?
- 1. He acts as the chief public relations officer of the government.
 - 2. He acts as the channel of communication in intergovernmental matters.
 - 3. He is the only advisor to the Chief Minister.
 - 4. In 1974, the post of Chief Secretary was brought on par with that of the Secretary to the Government of India.
- (a) 1, 3 and 4
 - (b) 1, 2 and 4
 - (c) 1 and 2
 - (d) 2 and 4
- 175.** Arrange the following in ascending order:
- 1. *Tehsil*
 - 2. Sub-division
 - 3. Village
 - 4. *Pargana*
- (a) 2, 1, 4, 3
 - (b) 2, 1, 3, 4
 - (c) 3, 4, 1, 2
 - (d) 3, 4, 2, 1
- 176.** Which of the following departments at the district level is headed by the District Collector?
- (a) Revenue Department and Police Department
 - (b) Police Department and General Administration Dept
 - (c) General Administration Department and Judicial Department
 - (d) Revenue and General Administration Department
- 177.** Who of the following act as the Returning Officer for elections to parliamentary and assembly constituencies?
- (a) Superintendent of Police
 - (b) District Judge
 - (c) Divisional Commissioner

(d) District Collector

178. The District Collector belongs to which of the following departments of the state government?

- (a) Revenue Department
- (b) Home Department
- (c) Rural Development Department
- (d) General Administrative Department

179. Which of the following is the basic territorial unit of administration in India?

- (a) Revenue Division/Sub-division
- (b) *Tehsil/Mandal*
- (c) District/Zila
- (d) Village

180. The office of the District Collector was created in India in:

- (a) 1771
- (b) 1772
- (c) 1774
- (d) 1777

181. In which of the following states the District Collector is known as the district magistrate?

- 1. Jammu and Kashmir
 - 2. Uttar Pradesh
 - 3. Assam
 - 4. West Bengal
- (a) 1 and 2
 - (b) 2 and 3
 - (c) 2 and 4
 - (d) 1 and 4

182. Which of the following are the common functions performed by the Chief Secretary and the Cabinet Secretary?

- 1. Both are chief coordinators of their respective administrations.
 - 2. Both are chief advisors to their respective chief executives.
 - 3. Both are administrative heads of their respective secretariats.
 - 4. Both are secretaries to their respective cabinets.
 - 5. Both are administrative heads of their respective cabinet secretariats.
- (a) 1, 2, 3, and 4
 - (b) 2, 3 and 4
 - (c) 1, 2, 4 and 5
 - (d) 3, 4 and 5

183. Which of the following state Secretariat department is headed by a specialist civil servant secretary?

- (a) Agriculture Department
- (b) Irrigation and Power Department

(c) Excise and Taxation Department

(d) Public Works Department

184. Who of the following officers of the Housing Department is/are most prominently associated with the formulation of policy at the state level?

(a) Housing Commissioner

(b) The Secretary of the Housing Department and Housing Commissioner

(c) The Secretary of the Housing Department, Housing Commissioner, Additional Commissioner and Joint Commissioner

(d) The Secretary of the Housing Department

185. Which of the following factors are responsible for the decline of the District Collector's prestige and authority in the post-Independence period?

1. Change in the form of the government.

2. Growth in the number of departments in districts.

3. The emergence of Panchayati Raj.

4. Change in the ends and objectives of the government.

5. Rise of Commissionerate system of law and order administration.

(a) 1, 3 and 4

(b) 1, 2 and 5

(c) 2, 3 and 5

(d) 1, 2, 3, 4 and 5

186. The incumbent to the post of Chief Secretary is selected by the:

(a) Cabinet Ministers

(b) Governor

(c) Chief Minister

(d) Prime Minister

187. The most important department in the State Secretariat is:

(a) Home

(b) Finance

(c) General Administration

(d) Personnel

188. The Directorate in the state administration is:

(a) A policy-making agency

(b) A constitutional agency

(c) A statutory agency

(d) An executive agency

189. Which of the following statements about Chief Secretary and Cabinet Secretary are correct?

1. Both offices originated at the Central level.

2. The powers and functions of both are equal.

3. Both supervises the implementation of the decisions of their respective cabinets.

4. The office of Cabinet Secretary originated at the Central level, while that of Chief Secretary at the state level.
 5. The powers and functions of both are unequal.
 - (a) 1, 2 and 3
 - (b) 2, 3 and 4
 - (c) 3, 4 and 5
 - (d) 1, 3 and 5
- 190.** The most commonly used nomenclature for the head of a Directorate in the state administration is:
- (a) Secretary
 - (b) Registrar
 - (c) Commissioner
 - (d) Director
- 191.** The functions of the Chief Secretary includes:
1. Acting as the ex-officio Secretary to the state council of ministers.
 2. Acting as the Secretary to the Chief Minister.
 3. Acting as the principal advisor to the Chief Minister.
 4. Acting as the principal advisor to the Governor.
 5. Acting as the Secretary to the state cabinet.
 - (a) 1, 2 and 3
 - (b) 1, 3 and 5
 - (c) 3 and 5
 - (d) 2, 3 and 4
- 192.** Which of the following factors are/is not responsible for the decline in the prestige and authority of a District Collector in the post-Independence era?
1. Replacement of police state by the welfare state
 2. Separation of judiciary from the executive
 3. Replacement of the ICS by the IAS
 4. Increasing political consciousness of the people
 5. Replacement of unitary state by a federal one
 - (a) 1, 3 and 5
 - (b) 2, 3 and 4
 - (c) 3 and 5
 - (d) only 5

Assertion (A) and Reason (R) Pattern

Answer the following questions by using the codes given below:

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.

(d) *A* is false but *R* is true.

193. *Assertion:* The Chief Secretary is not the Administrative head of the State Secretariat.

Reason: The Cabinet Secretary is not the administrative head of the Central Secretariat.

194. *Assertion:* A collector's functions and duties cannot be defined in a clearcut manner.

Reason: He is the head of district administration and an agent of state government in the district.

195. *Assertion:* A Secretary in the State Secretariat is the Secretary to the state government as a whole, not to his minister alone.

Reason: A State Secretariat is a policy-making body.

Matching Pattern

Match List-I with List-II and select the correct answer by using the codes given below the lists.

196.

<i>List-I</i>					<i>List-II</i>				
A.	Chief Executive Officer				1.	Uttar Pradesh			
B.	District Revenue Officer				2.	Gujarat			
C.	Additional District Magistrate				3.	Maharashtra			
D.	District Development Officer				4.	Tamil Nadu			
					5.	Rajasthan			
<hr/>									
<i>Codes:</i>		A	B	C	D				
	(a)	2	4	1	3				
	(b)	2	5	4	3				
	(c)	3	2	1	4				
	(d)	3	4	1	2				

197.

<i>List-I</i>					<i>List-II</i>				
A.	<i>Firka</i>				1.	Maharashtra			
B.	<i>Pargana</i>				2.	Tamil Nadu			
C.	<i>Prant</i>				3.	Uttar Pradesh			
D.	Circle				4.	Punjab			
					5.	Maharashtra			
<hr/>									
<i>Codes:</i>		A	B	C	D				
	(a)	3	2	4	1				
	(b)	2	3	5	4				
	(c)	2	3	5	1				
	(d)	5	2	4	1				

198.

<i>List I (Institutions)</i>					<i>List II (Originated in)</i>				
A.	Board of Revenue				1.	1687			

B. Municipal Corporation	2. 1799
C. Divisional Commissioner	3. 1786
D. District Collector	4. 1829
	5. 1772

<i>Codes:</i>	A	B	C	D
(a)	3	1	4	5
(b)	2	4	3	1
(c)	2	3	1	4
(d)	3	1	5	4

199.

<i>List I (Village Functionaries)</i>	<i>List II (Present in)</i>
A. Lekhpal	1. Maharashtra
B. Talati	2. Tamil Nadu
C. Karnam	3. Maharashtra
D. patel	4. UP
	5. MP

<i>Codes:</i>	A	B	C	D
(a)	3	4	5	1
(b)	5	3	1	4
(c)	4	5	2	3
(d)	4	3	2	1

200.

<i>List I (Name of executive agency)</i>	<i>List II (Designation of head)</i>
A. Animal Husbandry Department	1. Inspector-General
B. Labour Department	2. Registrar
C. Jail Department	3. Director
D. Cooperative Department	4. Chief Conservator
	5. Commissioner

<i>Codes:</i>	A	B	C	D
(a)	5	3	2	4
(b)	3	5	1	2
(c)	3	2	5	4
(d)	5	2	3	1

201.

<i>List I (Agencies)</i>	<i>List II (Present in)</i>
A. Board of Revenue	1. Gujarat
B. Financial Commissioner	2. Tamil Nadu
C. Revenue Tribunal	3. Punjab

<i>Codes:</i>	A	B	C
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(a)	3	2	1
(b)	2	3	1
(c)	2	1	3
(d)	3	1	2

202.

<i>list-I</i>	<i>List II</i>
A. De facto ruler	1. Secretariat
B. Policy making	2. Governor
C. De jure ruler	3. Directorate
D. Policy implementation	4. Chief Minister
	5. Chief Secretary

<i>Codes:</i>	A	B	C	D
(a)	5	2	3	4
(b)	4	1	2	3
(c)	3	4	5	1
(d)	2	5	4	3

203. Arrange the following officials of the State Secretariat in descending order:

1. Under Secretary
 2. Joint Secretary
 3. Special Secretary
 4. Assistant Secretary
 5. Deputy Secretary
- (a) 2, 3, 5, 1, 4
 - (b) 3, 2, 5, 4, 1
 - (c) 3, 2, 5, 1, 4
 - (d) 2, 3, 5, 4, 1

204. Which of the following statements with regard to the Prime Minister's Office/Secretariat are incorrect?

1. It came into being in 1950.
 2. It enjoys constitutional status.
 3. Since 1978, it is known as the Prime Minister's Office.
 4. It has no attached or subordinate office under it.
- (a) 1, 2 and 4
 - (b) 1, 2 and 3
 - (c) 2, 3 and 4
 - (d) 2 and 3

205. Which of the following are correct with regard to the similarities between a Government Company and Public Corporation?

1. The employees of both are not civil servants.
2. Both are generally not subject to budget, accounting and audit laws and procedures

applicable to government departments.

3. Both have a distinct legal personality.
 4. The governing boards of both are constituted by the government.
- (a) 1, 2 and 3
 - (b) 2, 3 and 4
 - (c) 1, 2, 3 and 4
 - (d) 1, 2 and 4

206. Which of the following departments were set up in 1843 when the Secretariat of the 'Supreme Government' was separated from that of the Government of Bengal?

1. Public Department
 2. Military Department
 3. Finance Department
 4. Home Department
 5. Foreign Department
- (a) 1, 2 and 4
 - (b) 2, 3, 4 and 5
 - (c) 2, 3 and 4
 - (d) 3, 4 and 5

207. The Directorate of Public Grievances was set up as an organ of Cabinet Secretariat in:

- (a) 1978
- (b) 1984
- (c) 1986
- (d) 1988

208. In which of the following classes of cases, the judiciary can intervene in administrative activities?

1. Error in the finding of facts
 2. Error of procedure
 3. Abuse of discretion
 4. Lack of jurisdiction
 5. Error of law
- (a) 1, 3 and 4
 - (b) 1, 2 and 4
 - (c) 3 and 5
 - (d) 1, 2, 3, 4 and 5

209. Which of the following statements are incorrect?

1. The budgets of union territories are included in the budget of the Central Government.
2. Finance Ministry's previous permission is necessary to include new items in the estimates of the ministries/departments.
3. If there is a difference of opinion between the Administrative Ministry and the Finance Ministry upon the inclusion of a scheme in the budget estimates, the decision of the latter is final.

4. The concerned Integrated Financial Advisor has to approve the new schemes of ministries before their submissal to the Finance Ministry and the Planning Commission.
- (a) 2 and 3
 - (b) 3 and 4
 - (c) Only 3
 - (d) 2 and 3

210. The scrutiny exercised by the Ministry of Finance over budgetary estimates prepared by the Administrative Ministries:

- 1. Is mainly from the point of view of the policy of the expenditure.
- 2. Is nominal with regard to standing charges.
- 3. Is mainly from the point of view of economy and availability of funds.
- 4. Is more detailed in respect to new items.

Of the above, the correct statements are:

- (a) 3 and 4
- (b) 1, 2, 3 and 4
- (c) 2, 3 and 4
- (d) 2 and 4

211. Which of the following are true about the office of District Collector?

- 1. It was created in 1774.
- 2. It has many parallels in the administrative system of other countries.
- 3. It was created by Warren Hastings.
- 4. It succeeded the *Karori-Faujdar* of Mughal period.

- (a) 1, 3 and 4
- (b) 2, 3 and 4
- (c) 2 and 3
- (d) 3 and 4

212. Which of the following are the reasons for the deteriorating relations between ministers and secretaries?

- 1. Ministers do not encourage free, frank and impartial advice from the secretaries.
- 2. Lack of proper understanding with regard to their respective roles.
- 3. Attitude of the ministers to blame their secretaries for their failures.
- 4. Their respective roles are not defined.

- (a) 1, 2 and 3
- (b) 1, 3 and 4
- (c) 2, 3 and 4
- (d) 3 and 4

213. Which of the following are the objectives of the foundational training course imparted to higher civil services at Mussoorie?

- 1. To provide an understanding of the constitutional, economic, social, political, administrative and cultural context, within which the administrators have to function.
- 2. To develop a feeling of belongingness and a common outlook among the members of the higher civil service.

3. To inculcate-professional, administrative and human values among the probationers.
4. To prepare the probationers for higher positions and greater responsibilities.
 - (a) 1, 2 and 4
 - (b) 2, 3 and 4
 - (c) 1, 2, 3 and 4
 - (d) 1, 2 and 3

214. Which of the following principles means that the civil servant would merely advise the political executive from behind the curtain?

- (a) Neutrality
- (b) Commitment
- (c) Impersonality
- (d) Anonymity

215. Which one of the following is not a function of a District Collector?

- (a) Welfare of the agriculturists
- (b) Civil defence
- (c) Welfare of the members of the armed forces
- (d) Settlement of criminal cases.

216. *Assertion (A)* : The relationship between the Secretariat and the Directorates in state administration has assumed the character of a controversy.

Reason (R): There is no demarcation of functions between the Secretariat and the Directorates.

Select the correct code:

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

217. Which of the following are true?

1. Estimates Committee recommended the separation of accounts from audit.
2. Muddiman Committee is the first one to advocate separation of accounts from audit.
3. Separation of accounts from audit led to the departmentalisation of accounts in the Central Government.
4. Union territories have separated accounts from audit.
5. Under the present system, the Secretary of the Ministry is the chief accounting authority.
 - (a) 1, 3, 4 and 5
 - (b) 1, 2, 3 and 5
 - (c) 3, 4 and 5
 - (d) 1, 3 and 5

218. Which of the following are the British legacies in Indian Administration?

1. Administrative Training
2. Bicameralism

3. Division of powers between the Centre and states
4. Police administration
5. Anonymity of civil service
 - (a) 1, 2 and 4
 - (b) 2, 4 and 5
 - (c) 2, 3, 4 and 5
 - (d) 1, 2, 3, 4 and 5

219. Which of the following are true of Prime Minister's Office ?

1. It enjoys the status of a department under the GOI Allocation of Business Rules.
2. It is responsible for the PM functioning as head of the Cabinet.
3. It was strengthened for the first time during the period of Indira Gandhi.
4. It has affected the status and position of the Cabinet Secretariat.
 - (a) 1 and 4
 - (b) 1 and 3
 - (c) 1, 2 and 4
 - (d) 1, 3 and 4

220. Which of the following are true of a Cabinet Secretary?

1. The office of Cabinet Secretary was created on the recommendation of A.D. Gorwala Report.
2. He took the place of the Secretary to the Governor-General (Personal).
3. He is in no sense, the invigilator on behalf of the Prime Minister.
4. His role is also of an advisor and conscience-keeper to all permanent officials.
 - (a) 1 and 4
 - (b) 2 and 4
 - (c) 3 and 4
 - (d) 2, 3 and 4

221. *Assertion (A):* The Union Home Ministry is the advisory and coordinating body in the field of law and order administration.

Reason (R): The main responsibility for law and order lies with states.

Select the correct code:

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

222. Which of the following are the statutory bodies?

1. Central Water and Power Commission
2. Railway Board
3. Central Board of Revenue
4. Central Social Welfare Board
5. Oil and Natural Gas Commission
 - (a) 1, 2 and 4

- (b) 2, 3 and 4
- (c) 1, 2, 3 and 5
- (d) 2, 3 and 5

223. Match the following:

<i>List-I</i>	<i>List-II</i>
A. Introduction of performance budget in India	1. 1976
B. Separation of accounting from audit	2. 1975
C. Introduction of the scheme of delegation of financial powers	3. 1968
D. Introduction of the scheme of Integrated Financial Advisors	4. 1958 5. 1976

<i>Codes:</i>	A	B	C	D
(a)	2	1	4	5
(b)	5	1	3	2
(c)	3	2	4	5
(d)	3	5	4	1

224. Which of the following are provided by the LBS National Academy of Administration?

1. Professional training for the IAS probationers.
 2. One-week training programme for the senior officers.
 3. A combined foundational course for all the probationers of the All-India Services and Group 'A' Central Services.
 4. Management Development Programme of four weeks for the senior IAS officers.
- (a) 1 and 3
 - (b) 1, 3 and 4
 - (c) 1, 2 and 3
 - (d) 1, 2, 3 and 4

225. Which of the following are the principles governing the relationship between political and permanent executives?

1. The civil servant enjoys full freedom to express himself frankly in tendering advice to his minister.
 2. The civil servant should observe the principles of neutrality, anonymity and impartiality.
 3. The civil servant should execute faithfully all policies and decisions of the minister even when they are against the advice tendered by him.
 4. The civil servant has the ultimate prerogative in policy-making.
- (a) 2, 3 and 4
 - (b) 1, 2 and 4
 - (c) 1, 2 and 3
 - (d) 2 and 3

226. The arguments put forward against All-India Services include:

1. They restrict the autonomy and patronage of states.
2. They involve larger expenditure on the state governments.

3. They do not facilitate inter-change of experience.
4. Their members are not familiar with the local language and culture.
 - (a) 1, 2, 3 and 4
 - (b) 1, 2 and 4
 - (c) 2, 3 and 4
 - (d) 1 and 4

227. Civil service code as a means of executive control over administration covers which of the following matters?

1. Integrity of officials
2. Marital restrictions
3. Financial transactions of civil servants
4. Loyalty to the state
5. Political activities of civil servants
 - (a) 1, 2 and 5
 - (b) 1, 2, 3, 4 and 5
 - (c) 2, 3 and 4
 - (d) 3 and 4

228. Which of the following are the functions of Prime Minister's Office?

1. To help the PM discharge his responsibilities as the Chairman of the National Development Council.
2. To liaise with the state governments on matters in which the PM is interested.
3. To help the PM discharge his duties as head of the Cabinet.
4. To assist the PM discharge his responsibilities as the Chairman of the Planning Commission.
 - (a) 2 and 4
 - (b) 1, 3 and 4
 - (c) 1, 2 and 4
 - (d) 2, 3 and 4

229. Public corporation and government company differ in respect to:

1. Autonomy
2. Ownership
3. Formation
4. Accountability
 - (a) 1, 2 and 4
 - (b) 2 and 3
 - (c) 1, 2, 3 and 4
 - (d) 2, 3 and 4

Matching Pattern

Match List-I with List-II and select the correct answer by using the codes given below the respective lists.

230.

<i>List-I</i> (Scope of judicial control)	<i>List-II</i> (Implications)
A. Error of law	1. When the administrator makes a mistake in the discovery of facts and acts on wrong presumption.
B. Abuse of authority	2. When the administrator acts without authority or outside geographical limits of his authority.
C. Lack of jurisdiction	3. When the administrator does not follow the laid-down procedure.
D. Error of fact-finding	4. When the administrator misinterprets the law and thus, imposes upon the citizen obligations which are not required by the content of law. 5. When the administrator uses his authority vindictively to harm some person.

<i>Codes:</i>	A	B	C	D
(a)	5	4	3	2
(b)	4	3	1	5
(c)	5	3	4	2
(d)	4	5	2	1

231.

<i>List-I</i>	<i>List-II</i>
A. Line-Item budget	1. It presents budget in terms of functions, programmes, activities and projects.
B. Zero-based budget	2. It incorporates a scheme of planning in the budgetary process.
C. Performance budget	3. It presents budget in terms of object-wise classification.
D. PPBS	4. It involves a total re-examination of all schemes afresh. 5. It is a formal process of policy review for eliminating undesired and outdated programmes.

<i>Codes:</i>	A	B	C	D
(a)	3	4	1	5
(b)	5	1	3	2
(c)	2	3	4	1
(d)	3	4	1	2

232. Which of the following statements are correct about the Chief Secretary?

- 1. He has no parallel functionary in the Central Government.
 - 2. He is the Secretary by rotation of the Zonal Council.
 - 3. His position in the state administration is not affected by the imposition of President's rule in the state.
 - 4. He acts as the Residual Legatee at the state level.
- (a) 1, 2, 3 and 4

- (b) 1 and 2
- (c) 1, 2 and 4
- (d) 2 and 4

233. *Assertion (A):* The Directorate in the state administration is an executive agency.

Reason (R): A state Secretariat is a policy-making agency.

Select the correct code:

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

234. Which of the following statements are correct?

1. The 'Sandwich Pattern' of training for IPS probationers was introduced in 1985.
 2. The 'Sandwich Pattern' of training for IAS probationers was introduced on the recommendations of ARC.
 3. The 'Sandwich Pattern' of training for IAS probationers was introduced in 1969.
 4. The 'Sandwich Pattern' of training for IPS probationers was introduced on the recommendations of National Police Commission of 1977.
- (a) 1, 2, 3 and 4
 - (b) 2 and 3
 - (c) 1, 2, and 3
 - (d) 2, 3 and 4

235. *Assertion (A):* In 1976, the office of the Controller-General of Accounts was created in the Central Government.

Reason (R): In 1976, the Central Government introduced the scheme of departmentalisation of accounts.

Select the correct code:

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

236. Which of the following are the reasons for the executive control over administration?

1. To translate the laws of Parliament into action.
 2. To uphold the law of the land.
 3. To uphold the principle of collective responsibility.
 4. To fulfill the promises made on the floor of the house.
- (a) 1, 2, 3 and 4
 - (b) 1, 3 and 4
 - (c) 3 and 4
 - (d) Only 3

237. Which of the following pairs are correctly matched?

1	Abuse of authority	— Misfeasance
2	Malfeasance	— Error of law
3	Error of procedure	— Malfeasance
4	Malfeasance	— Abuse of Authority
5	Error of Law	— Misfeasance

- (a) 1 and 2
- (b) 4 and 5
- (c) 1 and 3
- (d) 3 and 5

238. *Assertion (A):* The principle of anonymity flows directly from the doctrine of ministerial responsibility.

Reason (R): The doctrine of ministerial responsibility means that the minister is responsible for the actions of the civil servants working under him.

Select the correct code:

- (a) Both *A* and *R* are true and *R* is the correct explanation of *A*.
- (b) Both *A* and *R* are true but *R* is not a correct explanation of *A*.
- (c) *A* is true but *R* is false.
- (d) *A* is false but *R* is true.

239. Which of the following are functions of the Cabinet Secretariat?

- 1. To prepare Cabinet agenda and its minutes.
 - 2. To help the PM in the performance of his functions as head of the Cabinet.
 - 3. To keep track of the progress made by the departments of Central Government in implementing Cabinet Decisions.
 - 4. To act as a watchdog or invigilator on behalf of the PM.
- (a) 1, 3 and 4
 - (b) 1, 2 and 3
 - (c) 1 and 3
 - (d) 1, 2, 3 and 4

240. Which of the following are true of memorandum of understanding (MOU) in the context of administration of public undertakings?

- 1. It was introduced on the recommendation of the 'Committee to Review the policy for public enterprises'.
 - 2. It is a device to give autonomy to the public enterprises management.
 - 3. It defines the obligations of ministry and public enterprises.
 - 4. It is the Indian version of the French contractual system.
- (a) 2, 3 and 4
 - (b) 1, 2, 3 and 4
 - (c) 2 and 3
 - (d) 1, 2 and 4

241. Which of the following have weakened the tenure system of Secretariat staffing?

- 1. Creation of Central Secretariat Service.

2. Increasing number of specialists being recruited in the Secretariat.
 3. Creation of Central administrative pool.
 4. Replacement of the unitary government by a federal one.
- (a) 1, 2 and 3
 - (b) 1, 2 and 4
 - (c) 1, 2, 3 and 4
 - (d) 1, 3 and 4

242. Which of the following pattern of relationship between the secretariat and executive agencies was recommended both by the Estimates Committee and by the Second Pay Commission?

- (a) Common office pattern
- (b) Single file pattern
- (c) Link officer pattern
- (d) Ex-officio Secretariat status pattern

243. Consider the following statements about Civil Service in a developing society:

1. It should act as an agent of change
2. It should have concern for social equity
3. It should have concern for vested interests
4. It should be politically neutral

Which of the above are correct? Choose the answer from the codes given below:

Codes:

- (a) 1 and 2
- (b) 1, 2 and 3
- (c) 1, 2 and 4
- (d) 2, 3 and 4

244. Which one of the following is a common objective of the 'Rule of Lapse', 'Sunset Legislation' and 'Zero-Based Budgeting'?

- (a) Economy in expenditure
- (b) Legislative control
- (c) Review and reauthorisation of expenditures
- (d) Ensuring achievement of physical targets

245. Which of the following form part of the budget in India?

1. Estimated income and expenditure for the following year
2. Revised figures for the preceding year
3. Revised estimates for the current year
4. Actual figures for the previous year

Select the correct answer from the codes given below:

Codes:

- (a) 1 and 2
- (b) 1 and 3
- (c) 1, 2 and 3

(d) 1, 3 and 4

246. The Staff Selection Commission is

- (a) an 'attached office' under the Ministry of Personnel
- (b) a 'subordinate office' of the UPSC
- (c) an autonomous body under the Ministry of Personnel
- (d) a statutory body under the UPSC

247. Match List-I with List-II and select the correct answer by using the codes given below the respective lists.

<i>List-I</i>		<i>List-II</i>	
A.	Organized as a major sub-division of a department of government	1.	Public Corporation
B.	Represents a combination of government ownership and business management	2.	Control Board
C.	The Articles of Association are drawn up by the government and can be revised by it	3.	Departmental Undertaking
D.	Devised for multipurpose projects	4.	Government Company

<i>Codes:</i>	A	B	C	D
(a)	4	1	3	2
(b)	3	1	4	2
(c)	3	2	4	1
(d)	4	2	3	1

248. Which of the following are features of All India Services?

- 1. They are common to both Central and state governments.
- 2. They are common to all offices of the Government of India throughout the country.
- 3. The concept of All India Service is based on Tenure System.
- 4. The members of All India Services are representatives of the Central Government.

Choose the correct answer from the codes given below:

Codes:

- (a) 1 and 2
- (b) 2 and 3
- (c) 3 and 4
- (d) 1 and 3

249. Match List-I with List-II and select the correct answer by using the codes given below the lists:

<i>List-I (Organisation)</i>		<i>List-II (Function)</i>	
A.	Ministry of Home Affairs	1.	Management of I.A.S.
B.	U.P.S.C.	2.	Recruitment to Class III (Non-Tech) Posts
C.	Ministry of Personnel	3.	Cadre controlling of I.P.S.
D.	Staff Selection Commission	4.	Recruitment to Class II posts
		5.	Advising on inter-service promotion

<i>Codes:</i>	A	B	C	D
(a)	3	5	2	1
(b)	3	5	1	2
(c)	1	3	5	4
(d)	5	2	3	1

250. Which of the following are the positions enjoined upon the Chief Secretary of a State?

1. Secretary to the Cabinet
2. Chief Adviser to the Chief Minister
3. Chief of the Secretaries
4. Head of the Civil Service
5. Representative of the State in all legal matters

Choose the correct answer from the codes given below:

Codes:

- (a) 1, 2 and 3
- (b) 2, 3 and 4
- (c) 1, 2, 3 and 4
- (d) 2, 3, 4 and 5

251. Which of the following statements are true?

1. The territorial jurisdictions of the regional and district offices are co-terminus.
2. The territorial jurisdictions of regional offices of different departments are not co-terminus.
3. The territorial jurisdictions of regional offices of the Central and state governments are one and the same.
4. The territorial jurisdictions of the regional and district offices are different.

Select the correct answer from the codes given below:

Codes:

- (a) 1 and 3
- (b) 2 and 3
- (c) 2 and 4
- (d) 3 and 4

252. Consider the following in relation to the Prime Minister's Office:

1. It assists the Prime Minister, as the head of the Cabinet.
2. It coordinates the activities of government departments.
3. It keeps liaison with state governments on matters of Prime Minister's interest.
4. It helps the Prime Minister to perform his functions as the head of the government.

Which of these are correct?

- (a) 1 and 3
- (b) 2 and 4
- (c) 3 and 4
- (d) 1, 2 and 4

253. Which one of the following is *not* the function of the State Secretariat?

- (a) Coordination and cross-clearance between the administrative departments in the Secretariat
- (b) Taking policy decisions on administrative departments' proposals
- (c) Framing proposals for legislative enactments on the basis of policy decisions of the Heads of Directorates
- (d) Functioning as the main channel of communication between the Central and other state governments

254. After Independence, the role of the District Collector has undergone a substantial change due to:

- (a) rise of political consciousness
- (b) democratic decentralisation
- (c) role of mass media
- (d) public interest litigations

255. Which one of the following is *not* correct about the role of civil servants in developing countries?

- (a) Planning and implementing development programmes
- (b) Monitoring and evaluating development schemes/projects
- (c) Formulating development policies
- (d) Working towards socio-economic development and nation-building

256. Deficit financing is resorted to by the government

- (a) to increase the budget allocation for different ministries
- (b) to meet the gap between the revenue and expenditure budgets
- (c) to increase government expenditure on specific items
- (d) to pay the salaries of government employees

257. Consider the following:

Right to information is necessary in India because it:

1. increases people's participation in administration
2. makes administration more accountable to people
3. makes administration more innovative
4. makes people aware of administrative decision-making.

Which of these are correct?

- (a) 1, 2 and 3
- (b) 2, 3 and 4
- (c) 1, 2 and 4
- (d) 1, 3 and 4

258. Consider the following statements:

In all parliamentary democracies, the civil servants become more powerful because of:

1. principle of collective responsibility
2. principle of ministerial responsibility
3. the practice of delegated legislation.

Which of these statements are correct?

- (a) 1 and 2
- (b) 2 and 3
- (c) 1, 2 and 3
- (d) 1 and 3

259. Which one of the following statements is *not* correct?

- (a) The Railway Budget and the Demand for Grants relating to Railways are presented to the Parliament separately.
- (b) Generally one Demand for Grant is presented in respect of each ministry or department.
- (c) The Demand for Grants for the Department of Telecommunications is presented to the Parliament separately.
- (d) The Demand for Grants of various ministries include both plan and non-plan estimates of expenditure under each Head.

260. Which one of the following governments have enacted Right to Information Act in the year 2001?

- (a) Government of Andhra Pradesh
- (b) Government of Himachal Pradesh
- (c) Government of National Capital Territory of Delhi
- (d) Government of Tamil Nadu

261. The document published by the British government in 1991 with the objective of raising the standards of public services was entitled:

- (a) Civic Declaration
- (b) Civil Rights Charter
- (c) Citizen's Charter
- (d) White Paper on Equal Opportunities

262. Match List-I with List-II and select the correct answer using the codes given below the lists:

<i>List-I (Officer)</i>		<i>List-II (Responsibility)</i>			
A.	Secretary	1.	Incharge of a branch of the departn		
B.	Additional Secretary	2.	Overall incharge of the department		
C.	Deputy Secretary	3.	Incharge of a number of sections.		
D.	Under Secretary	4.	Shares responsibilities of the Heac		
			department.		
<hr/>					
<i>Codes:</i>	A	B	C	D	
(a)	1	4	3	2	
(b)	2	4	1	3	
(c)	2	3	4	1	
(d)	1	3	4	2	

263. Which one of the following was established to improve administrative efficiency of the government departments?

- (a) Central Statistical Organisation
- (b) Organisations and Methods Division

(c) Ministry of Personnel, Public Grievances and Pension

(d) Ministry of Statistics and Programme Implementation

264. Who among the following advocated the need for psychological tests in recruitments of the civil services in India?

(a) Paul Appleby

(b) A.D. Gorwala

(c) Harry W. Blair

(d) V.Subramaniam

265. Consider the following statements:

Recruitment to the Indian Administrative Services is made by:

1. open competitive examination.

2. promotion of members of State Civil Services.

3. selection in special cases from among persons who hold gazetted posts under the state governments and are not members of the State Civil Services.

Which of these statements is/are correct?

(a) Only 1

(b) 1 and 2

(c) 1 and 3

(d) 1, 2 and 3

266. The Minister–Civil Servant relationship in India emerged as a result of

(a) Government of India Act, 1935

(b) Montague–Chelmsford Reforms, 1919

(c) Indian Constitution, 1950

(d) Morley-Minto Reforms, 1909

267. Consider the following services:

1. Overseas Communication Service

2. Military Engineering Service

3. Company Law Board Service

4. Defence Lands and Cantonment Service

Which of these is/are Central services?

(a) 3 only

(b) 2 only

(c) 2 and 4

(d) 1, 2, 3 and 4

268. In view of the developmental orientation of district administration, which one of the following can be regarded as the chief role of a District Collector?

(a) As a ruler

(b) As a coordinator

(c) As a manager

(d) As a supervisor

269. Which of the following is *not* a department of State Secretariat?

- (a) Census
- (b) Home
- (c) Revenue
- (d) Planning

270. Fiscal policy aims at:

- (a) increasing exports
- (b) making credit available in plenty to the industries
- (c) making cheap credit available to the industries
- (d) accelerating the economic growth

271. The fiscal deficit represents:

- (a) the excess of foreign exchange payments over foreign exchange receipts.
- (b) the total amount of borrowed funds required by the government to fully meet its expenditure.
- (c) the excess of imports over exports.
- (d) None of the above.

272. Which of the following indicates that how much of the government borrowings are going towards meeting expenses other than interest payments?

- (a) Primary deficit
- (b) Revenue deficit
- (c) Primary revenue deficit
- (d) Budgetary deficit

273. Consider the following statements:

Legislative accountability of a minister is essential because

1. he is the political head of the department.
2. he cannot delegate policy-making function to the senior administrators in his department as it is a political function.
3. administrative policy is based on political direction.
4. policy in the final analysis is based on a popular mandate.

Which of these statements is/are correct ?

- (a) 1 only
- (b) 2 and 3
- (c) 1 and 4
- (d) 2, 3 and 4

274. Which one of the following is *not* correct?

Citizens' participation makes the administrative process

- (a) responsive
- (b) effective
- (c) efficient

(d) transparent

275. Central Secretariat in the Government of India comprises:

- (a) Presidential Secretariat, Lok Sabha Secretariat and Cabinet Secretariat
- (b) All Ministries and Departments (with Secretaries to the government) in the Government of India
- (c) Prime Minister's Secretariat and Cabinet Secretariat
- (d) Lok Sabha Secretariat and Rajya Sabha Secretariat

276. Consider the following statements:

The Cabinet Secretariat

- 1. is a constitutional body
- 2. is a staff agency
- 3. works under the direction of the Prime Minister
- 4. is a creation of the Cabinet.

Which of these statements are correct?

- (a) 1 and 2
- (b) 2 and 3
- (c) 3 and 4
- (d) 1 and 4

277. Who among the following is the sole representative of a state government in the district?

- (a) Chairman of Zila Parishad
- (b) MP from the District
- (c) Divisional Commissioner
- (d) District Collector

278. Which one of the following is *not* included in deficit financing in India?

- (a) Withdrawal of past accumulated cash balance
- (b) Borrowing from the Central bank
- (c) Issue of new currency
- (d) Borrowing from the people

279. Match List-I with List-II and select the correct answer using the code given below the lists:

<i>List-I</i> (Commission/ Report)	<i>List-II</i> (Recommendation)
A. Aitchison Commission	1. Increase of emoluments for the members of the Civil Services in order to disengage the European Civil Servants from returning home.
B. Islington Commission	2. Proposed classification of all the services into imperial, provincial and subordinate services.
C. Montague Chelmsford Report	3. Holding of simultaneous examinations in India and England for ICS.
D. Lee Commission	4. To associate Indians in every branch of the Civil Services.

<i>Codes:</i>	A	B	C	D
(a)	3	1	2	4
(b)	2	4	3	1
(c)	3	4	2	1
(d)	2	1	3	4

280. Which one of the following is the correct ascending order of the administrative levels in a State?

- (a) Secretariat-Directorate-Divisional-District
- (b) Directorate-Secretariat-Divisional-District
- (c) Secretariat-Divisional-District-Directorate
- (d) District-Divisional-Directorate-Secretariat

281. Consider the following statements:

- 1. There are 25 state cadres in all for the all-India services.
- 2. The Ministry of Personnel, Public Grievances and Pensions is the cadre-controlling authority for all the three all-India services.

Which of the statements given above is/are correct?

- (a) 1 only
- (b) 2 only
- (c) Both 1 and 2
- (d) Neither 1 nor 2

282. Which of the following organisations are under the administrative control of the Department of Personnel and Training, the Ministry of Personnel, Public Grievances and Pensions, Government of India?

- 1. Central Vigilance Commission
- 2. Central Administrative Tribunal
- 3. Lal Bahadur Shastri National Academy of Administration
- 4. Sardar Vallabhbhai Patel National Police Academy
- 5. Union Public Service Commission
- 6. Public Enterprises Selection Board

Select the correct answer using the code given below:

- (a) 2, 3 and 5
- (b) 5 and 6
- (c) 1, 2, 3, 4 and 6
- (d) 1, 2, 3, 5 and 6

283. Consider the following statements:

- 1. Jagjivan Ram was appointed as the Chairman of the Central Social Welfare Board when it was set up in 1953.
- 2. The National Commission for Women was set up as a national apex statutory body in 1992.
- 3. The National Institute of Public Co-operation and Child Development is an autonomous

body and functions under the aegis of the Ministry of Health and Family Welfare.

Which of the statements given above is/are correct?

- (a) 1 and 2
- (b) 2 only
- (c) 3 only
- (d) 2 and 3

284. 'Good Governance' and 'Participating Civil Society for Development' were stressed in World Bank Report of

- (a) 1992
- (b) 1997
- (c) 2000
- (d) 2003

285. Which one among the following is *not* a function of the State Secretariat?

- (a) To assist a Minister in the formulation of policy.
- (b) To act as a channel of communication.
- (c) To prepare draft of the legislation to be introduced in the Legislative Assembly.
- (d) To assist the legislature in the secretarial work.

286. Which one among the following is responsible for all policy issues pertaining to external aid received by the Government of India?

- (a) Planning Commission
- (b) Department of Economic Affairs, Government of India
- (c) Department of Revenue, Government of India
- (d) Finance Commission

287. Which of the following handles the work relating to the drafting of the Rules of Business of the Union Government?

- (a) Office of the Speaker of the Lok Sabha
- (b) Cabinet Secretariat
- (c) Prime Minister's Office
- (d) Ministry of Parliamentary Affairs

288. Who/which among the following is responsible for evaluation and processing of proposals relating to the capital restructuring of various Central Public Sector Undertakings of the Union Government?

- (a) Controller General of Accounts
- (b) Comptroller and Auditor-General
- (c) Department of Industrial Policy and Promotion
- (d) Department of Public Enterprises

289. The competitive examination to the ICS was for the first time held in India, consequent to the

- (a) Indian Councils Act, 1892
- (b) Indian Councils Act, 1909
- (c) Government of India Act, 1919

(d) Government of India Act, 1935

- 290.** Which one of the following statements about the Central Board of Direct Taxes is ***not*** correct?
- (a) The Central Board of Direct Taxes provides essential inputs for policy and planning of direct taxes in India.
 - (b) The Central Board of Direct Taxes is not responsible for administration of direct tax laws.
 - (c) The Chairman and Members of the Central Board of Direct Taxes are selected from the Indian Revenue Service only.
 - (d) Various functions and responsibilities of the Central Board of Direct Taxes are distributed amongst the Chairman and the Members, with only fundamental issues reserved for collective decision by the Board.
- 291.** Which one of the following States has a joint All-India Service cadre with Arunachal Pradesh, Goa, and Union Territories?
- (a) Sikkim
 - (b) Mizoram
 - (c) Nagaland
 - (d) Jharkhand
- 292.** Who is the Chairman of the Civil Service Board in India?
- (a) Secretary (Personnel), Government of India
 - (b) Cabinet Secretary, Government of India
 - (c) Chairman, Union Public Service Commission
 - (d) Establishment Officer, Government of India

Answers

1. a	2. b	3. b	4. c
5. d	6. d	7. c	8. d
9. d	10. d	11. c	12. d
13. c	14. c	15. c	16. c
17. c	18. d	19. c	20. c
21. d	22. c	23. d	24. c
25. d	26. b	27. d	28. d
29. c	30. d	31. c	32. d
33. c	34. d	35. c	36. d
37. d	38. d	39. c	40. d
41. c	42. c	43. c	44. d
45. b	46. d	47. c	48. c
49. d	50. a	51. a	52. a
53. a	54. b	55. a	56. b
57. b	58. c	59. b	60. d
61. c	62. a	63. c	64. d

65. c	66. c	67. c	68. c
69. d	70. a	71. a	72. c
73. c	74. c	75. b	76. c
77. d	78. d	79. c	80. b
81. b	82. c	83. d	84. d
85. b	86. d	87. d	88. a
89. c	90. c	91. d	92. d
93. c	94. c	95. d	96. d
97. d	98. c	99. d	100. b
101. d	102. b	103. b	104. c
105. b	106. a	107. b	108. a
109. c	110. d	111. c	112. c
113. b	114. b	115. a	116. d
117. b	118. c	119. c	120. c
121. c	122. b	123. c	124. d
125. a	126. b	127. c	128. b
129. c	130. d	131. d	132. c
133. d	134. c	135. a	136. b
137. d	138. b	139. d	140. c
141. a	142. a	143. a	144. a
145. d	146. b	147. c	148. c
149. d	150. c	151. d	152. c
153. d	154. b	155. d	156. d
157. d	158. b	159. d	160. c
161. a	162. a	163. a	164. c
165. b	166. d	167. d	168. a
169. c	170. d	171. c	172. d
173. d	174. c	175. c	176. d
177. d	178. d	179. c	180. b
181. c	182. c	183. d	184. d
185. d	186. c	187. c	188. d
189. d	190. d	191. b	192. d
193. d	194. a	195. a	196. d
197. c	198. a	199. d	200. b
201. b	202. b	203. c	204. b
205. c	206. b	207. d	208. d
209. c	210. c	211. d	212. a
213. d	214. d	215. d	216. c
217. a	218. d	219. a	220. c
221. a	222. d	223. d	224. d

225. c	226. b	227. b	228. c
229. c	230. d	231. d	232. c
233. b	234. b	235. a	236. b
237. b	238. a	239. b	240. b
241. b	242. a	243. c	244. c
245. d	246. a	247. b	248. d
249. b	250. c	251. c	252. c
253. c	254. b	255. c	256. b
257. c	258. b	259. c	260. c
261. c	262. b	263. b	264. b
265. d	266. b	267. d	268. b
269. a	270. d	271. b	272. a
273. d	274. c	275. b	276. b
277. d	278. d	279. b	280. d
281. d	282. d	283. b	284. a
285. d	286. b	287. b	288. a
289. c	290. b	291. b	292. b
