

BOARD OF INTERMEDIATE EDUCATION, A.P, HYDERABAD

MODEL QUESTION PAPER-PUBLIC ADMINISTRATION- I YEAR (W.E.F.2008-09)

Time: 3 Hours

Max.marks:100

Section – A

Answer any **two** of the following in two or three pages each.

2x15=30marks

1. Explain the important aspects of office accommodation.
2. Discuss the principles of Budget making.
3. Explain the definitions of Recruitment and types of Recruitment.
4. Describe the definitions and scope of Public Administration.

Section – B

Answer any **four** of the following is not more than one page each.

4x10=40marks

5. Explain the differences between Public and Private Administration.
6. What is meant by “Division of Work”? Write the advantages of division of work.
7. What is meant by Hierarchy? Explain the merits and defects of Hierarchy.
8. Explain the composition and functions of Andhra Pradesh Public Service Commission.
9. Define Records. Write about its significance in Public Office Administration.
10. Describe the methods of Legislative Control over Administration in Parliamentary Democracy.
11. Write the meaning and bases of Organisation.
12. Discuss the characteristics of prismatic society.

Section – C

13. Write short notes on any five of the following in about six lines each.

5x5=25marks

- a. Computer
- b. Managerial view
- c. Open Office
- d. Training
- e. Fused society
- f. Appropriation Bill
- g. Lokayukta
- h. Written tests

- i. Span of control
- j. Comptroller & Auditor General of India (C&AG)

Section – D

14. Fill in the blanks:

5x1=5marks

- a. The aim of Public Administration is _____
- b. The concept of Ecology was proposed by _____
- c. The financial year in India starts from _____
- d. "POSDCORB" was coined by _____
- e. Balanced Budget means _____
