

CLASS - XII

SUBJECT - PUBLIC ADMINISTRATION

TIME allowed: 3 hours.

Maximum Marks: 80

General Instructions:

- (i) All questions are compulsory. Marks of each question are indicated against it.**
- (ii) Question number 1 to 20 are objective type questions, in which multiple choice type one/ two word /sentence type questions, fill in the blanks and Assertion(A) and Reason (R) type questions. Each question carries one mark.**
- (iii) Question number 21 to 29 are very short answer type questions. Answer each question in about 40 to 50 words. Internal choice is available in three very short answer type questions. Each question carries 2 marks.**
- (iv) Question number 30 to 35 are short answer type questions. Answer each question in about 60 to 70 words. Internal choice is available in three short answer type questions. Each question carries 4 marks.**
- (v) Question number 36 to 38 are essay type questions. Answer each question in about 150 words. Each question carries 6 marks.**
- (vi) An internal choice has been provided in all essay type questions of 6 marks each.**

PART - A

Choose the correct option from the given four options of the following multiple choice type questions:

(1) Plural executive system has been created in. **1**

- A) India
- B) England
- C) Switzerland
- D) None of these

2 Who elected the president in India? **1**

- A) public
- B) prime minister
- C) parliament
- D) electoral college

3 Finance commission is appointed by. **1**

- A) chief minister
- B) vice- President
- C) president
- D) prime minister

4 When was the supreme court of India established? **1**

- A) 26 January 1950
- B) 26 January 1952
- C) 26 January 1954
- D) 26 January 1956

5 Only the employee with the longest service period should be promoted. Which principle of promotion is this? **1**

- A) principle of merit
- B) principle of seniority
- C) Both
- D) none of these

6 "The comptroller and auditor general is the custodian of public money." Whose Statement is this? **1**

- A) Ashok Chanda
- B) dimock
- C) Dr. Ambedkar
- D) Paul Appleby

7 Public corporation was firstly established in.. **1**

- A) America
- B) England
- C) India
- D) Pakistan

8 What is meant by department? **1**

- A) commission
- B) council of ministers
- C) part of a union
- D) government

9 To whom does the finance bill go after it is passed by parliament? 1

A)Prime minister

B)Speaker

C)President

D)None of these

10 In which city is the institute for training the candidates of Indian Police Services.

A)Delhi

B)Hyderabad

C)Nagpur

D)Mussoorie

11 Due to lack of following, a feeling of frustration arises among the employees. 1

A)MOTIVATION

B)Government intervention

C)Promotion

D)Communication

12 who is the administrative head of the department? 1

A)Secretary

B)Joint secretary

C)Prime minister

D)President

Answer each of the following questions in one or two words/ sentences:

13 Which House of parliament is presented the budget first? **1**

14 Write any **one** function of the comptroller and auditor general. **1**

15 Write **one** characteristic of a public corporation. **1**

Fill in the blanks

16 All India services is recruited by..... **1**

17 In America, Public corporations are controlled by..... **1**

18 Recruitment from outside is called..... Recruitment. **1**

Given below are two statements in which the first is shown as Assertion(A) and second as Reason (R). Read the statement carefully and choose correct option from the options (A),(B),(C),(D) given below...

19. Assertion (A) - The tenure of Gram panchayat is 7 years. **1**

Reason (R) - The tenure of Zilla Parishad is 5 years.
years.

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

B) (**R**) is true , but (**A**) is false.

C) Both (**A**) and (**R**) are true and (**R**) is the correct explanation of (**A**).

D) Both **(A)** and **(R)** are true and **(R)** is not the correct explanation of **(A)**.

20. Assertion (A) - Public corporation is not established by law. 1

Reason (R) - Public corporation helps the government to implement its policies.

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

B) **(R)** is true, but **(A)** is false.

C) Both **(A)** and **(R)** true ,and **(R)** is the correct explanation of **(A)**.

D) Both **(A)** and **(R)** are true and **(R)** is not the correct explanation of **(A)**.

PART - B

Very short answer type questions

Q.21 Write any **two** functions of supreme court. 2

Q22. In which article of the constitution is the comptroller and auditor 2 general is described ?

OR

What is the procedure for removal of comptroller and auditor general in India.

Q.23 What is meant by "**Budget**" ? 2

Q.24 Write any **two** characteristics of Public corporations. **2**

Q25 Describe any **two** types of training. **2**

Q26. What do you mean by common law? **2**

Q.27 Describe **two** objectives of Panchayati Raj. **2**

OR

Mention any two solutions to overcome the problems of Panchayati Raj system .

Q.28 Write the name of any **two** major corporations established in India. **2**

Q.29 Write the name of the bases of the department. **2**

OR

What do you mean by department?

PART - C

Short answer type questions

Q30. Who is the chief executive of India? Describe his **four** military powers. **1+3**

OR

Write four differences between councils of ministers and cabinet.

Q31. Explain the jurisdiction of the Supreme court. **4**

Q32. Describe the functions of Union Public Service Commission. **4**

Q33 Describe the problems of recruitment. **4**

Q34. Write any **four** objectives of training. **4**

OR

Training is given to strengthen the skills ,power ,intelligence and attitude of an employee in a certain direction. In this context explain the importance of training.

Q35 Write any **four** merits of *Seniority Principle of Promotion*. **4**

OR

Promotion maintains work efficiency among employees. Do you agree with this opinion? If yes then describe the importance of promotion in personnel administration.

PART – D

essay type questions

Q36. Describe the different types of executive. **6**

OR

Describe the powers of Prime minister. **6**

Q37. "The Indian constitution is United in spirit " **Discuss.** **6**

OR

(i) Write the reasons why the central government is powerful in India. **3**

(ii) "The Indian constitution is *semi federal*". **Discuss.** **3**

Q38. Describe the problems of *Panchayati Raj*. **6**

OR

(i) Describe the functions of panchayat. **3**

(ii) Write the characteristics of department. **3**