

Total No. of Questions – 37

Regd.

Total No. of Printed Pages – 2

No.

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Part – III

PUBLIC ADMINISTRATION, Paper – I

(English Version)

Time : 3 Hours]

[Max. Marks : 100

SECTION – A

3 × 10 = 30

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

Define the Public Administration and explain the scope.

Explain the bases of organisation.

Write the features of the Prismatic Society.

Write the structure and functions of Andhra Pradesh Public Service Commission.

What is meant by Budget ? Explain the principles of Budget.

SECTION – B

8 × 5 = 40

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

Explain the differences between Public and Private Administration.

Explain the advantages of division at work.

What are the characteristics of planning ?

Explain the systems theory.

Discuss the methods of recruitment.

Explain how the budget is prepared.

Explain the principles of Records Management.

Write the advantages of a computer.

14. Explain the priorities in the selection of office buildings.
15. Explain the citizens control over administration.
16. Explain the structure and functions of Lokayukta.
17. Explain the Right to Information Act.

SECTION - C

15 x 2 = 30

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

18. Managerial view
19. Private Administration
20. POSDCORB
21. Span of control
22. Staff Agency
23. Co-ordination
24. Ecology
25. Types of Training
26. Interview
27. Comptroller and Auditor General
28. Appropriation Bill
29. Video conference
30. Computer
31. No confidence motion
32. Lokpal
33. Administrative Officer
34. Rule of Lapse
35. Unity of command
36. SMS
37. Welfare State