

FBQ1: The group of people required to act collectively upon all matters that fall within their jurisdiction is called _____

Answer: *Board*

FBQ2: The grading of duties according to degrees of authority and corresponding responsibility in an organisation is known as _____

Answer: *Scalar*

FBQ3: The term "O"™ and "M"™ means _____

Answer: *Organisation and Management*

FBQ4: The estimate of all the government undertakings in one budget is known as _____

Answer: *Single budget*

FBQ5: A goal " oriented statement in modern political system is otherwise known as _____

Answer: *Public policy*

FBQ6: Compromise and bargaining decision " making strategy is a peculiar feature of _____ model

Answer: *Bureaucratic*

FBQ7: A network of human relationship is popularly known as _____

Answer: *Organisation*

FBQ8: Human relationship is direct product of _____ perspective?

Answer: *Humanistic*

FBQ9: The breach of administrative procedure is called _____

Answer: *File -Jumping System*

FBQ10: The principle of span of control is credited to _____

Answer: *Gratcunas*

FBQ11: The civil service permanency of tenure is a fallout of the _____

Answer: *Pendleton Act*

FBQ12: The system that emphasizes qualification and capability in employment and promotion of personnel in an organisation is known as _____

Answer: *Merit System*

FBQ13: A company is established for purpose of _____

Answer: *Private Profit*

FBQ14: Selection from within the service is otherwise known as _____

Answer: *Promotion*

FBQ15: Public corporation is constituted for _____

Answer: *Public benefit*

FBQ16: The process of attracting the proper and suitable type of candidates for particular jobs is called _____

Answer: *Recruitment*

FBQ17: The training imparted to the employees during the course of their service is called _____

Answer: *Post-Entry Training*

FBQ18: Selection from within the service is also referred to as _____

Answer: *Recruitment*

FBQ19: The grouping of posts on the basis of their respective assignments and responsibilities is known as _____

Answer: *Classification*

FBQ20: The customary way of working together with the conduct of an organisation's business is called _____

Answer: *Procedure*

FBQ21: The mechanism for the determination of the amount of discretion permitted to administrative officers and agencies is referred to as _____

Answer: *Administrative Law*

FBQ22: The power vested on the executive to make law on certain cases is called _____

Answer: *Delegated legislation*

FBQ23: An agency through which the government manages its commercial and economic activities is known as _____

Answer: *Public Enterprises*

FBQ24: The process which is carefully conceived, rearranged and conducted under expert guidance is called _____

Answer: *Informal Training*

FBQ25: Training directed specifically towards employees of an organisation is called _____

Answer: *In-Service Training*

FBQ26: The leave granted to an employee to acquire further educational qualification is called _____

Answer: *Study Leave*

FBQ27: Apart from self-efforts, post-entry training could be obtained through _____

Answer: *Refresher course*

FBQ28: The Pendleton Act was passed by the United States Congress in the year _____

Answer: *1883*

FBQ29: An institution authorised by law to achieve a public purpose is called _____

Answer: *Public Corporation*

FBQ30: The German Sociologist who popularized the study of bureaucracy is known as _____

Answer: *Max Weber*

FBQ31: The chief proponent of the humanistic conception of organisation is _____

Answer: *Henri Fayol*

FBQ32: The solid foundation of administration lies with the _____

Answer: *Departments*

FBQ33: The second type of organisation is called _____

Answer: *Departmental system*

FBQ34: Auxiliary agencies have been widely criticized for _____

Answer: *Encroachment*

FBQ35: The centralization and decentralization of authority within a department depends on _____

Answer: *Management Philosophy*

FBQ36: The country where the spoils system originated is _____

Answer: *United States*

FBQ37: The main business of the ordinary court is to _____

Answer: *Settle disputes*

FBQ38: The document containing estimates of revenue and expenditure of a country, usually for the fixed period of the year is called _____

Answer: *Budget*

FBQ39: The estimated amount actually to be received or spent in the year is called _____

Answer: *Revenue Budget*

FBQ40: The organisation of administrative work on the basis of the class or classes of people for whom it is meant is referred to as _____

Answer: *Clientele Principle*

FBQ41: The organisation of administrative work to ensure that the wings of the department are spread over a wide area is known as _____

Answer: *Geographic Principle*

FBQ42: A primary skill of a specialized type in an organization is called _____

Answer: *Process*

FBQ43: A system where a distinction is made between different grades of personnel, and promotion from lower to the higher grade is strictly restricted is known as _____

Answer: *Aristocratic system*

FBQ44: A system which insists that no one man has any more intrinsic right to official station than another is called _____

Answer: *Democratic system*

FBQ45: The process of finding suitable candidates to fill the various offices in an organisation is called _____

Answer: *Recruitment*

FBQ46: The upgrading and saddling a personnel with heavier and greater responsibilities is called _____

Answer: *Promotion*

FBQ47: The redeployment of an employee from one place of work to another in the same grade and on the same position is known as _____

Answer: *Transfer*

FBQ48: The principle which ensures that length of service determines the order of precedence in promotion is known as _____

Answer: *Seniority Principle*

FBQ49: The system of judging the qualification of employees for promotion on the basis of service record is called _____

Answer: *Efficiency Rating*

FBQ50: _____ has the fundamental purpose of establishing a two-way flow of mutual understanding based on truth.

Answer: *Public Relations*

Multiple Choice Questions (MCQs):

MCQ1: The advantages of the Board type of organisation excludes _____

Answer: Lack of team spirit

MCQ2: _____ is not among the advantages of Bureau type of organisation

Answer: It may lead to one man's despotism

MCQ3: The different aspects of personnel systems includes all the following except _____

Answer: Aristocratic System

MCQ4: _____ does not fall into the characteristics of bureaucracy as enunciated by Weber.

Answer: Impersonality

MCQ5: Tenure systems exclude _____

Answer: Tenure at the will of appointing officer

MCQ6: The tenure system that suits only the offices of political nature but does not suit the administrative class is known as _____

Answer: Tenure for a fixed term

MCQ7: The basic unit of an administrative organisation is called _____

Answer: Position

MCQ8: The requirement of classification system do not include _____

Answer: Collection of detailed facts with regard to the duties

MCQ9: The defects of spoils system do not include _____

Answer: Creation of a class of office-seeker

MCQ10: The method of recruitment aimed at providing equality of opportunities to all to compete in open market of public service is based on _____

Answer: Spoils system

MCQ11: The problems associated with securing right and competent persons for administration include all except _____?

Answer: Location of the appointing power

MCQ12: The process of attracting the proper and suitable type of candidates for particular job is known as _____.

Answer: Selection

MCQ13: _____ is adopted in the appointment that is purely of a policy-making nature.

Answer: Autocratic Method

MCQ14: _____ enables an employee to adjust himself to the new situations

Answer: Interview

MCQ15: The process that is intended to enable an aspirant to pass an examination or otherwise to show fitness of mind which will make for subsequent success is known as _____

Answer: Pre-entry education

MCQ16: The main objective of training does not include _____

Answer: To produce a civil servant that can be taken for granted

MCQ17: One of the following does not fit into the type of formal training.

Answer: Trial and error training

MCQ18: The training undertaken in the course of service in an organisation is called _____

Answer: Post-Entry Training

MCQ19: The importance of promotion excludes _____

Answer: It keeps the employees interested in the job

MCQ20: _____ does not fall into the advantages of seniority principle.

Answer: It keeps the morale of employees boosted

MCQ21: The means of ascertaining public opinion excludes _____

Answer: Platform

MCQ22: Obstacles to Public Relations exclude _____

Answer: Limited fund

MCQ23: Public employees' association include _____

Answer: Professional Association

MCQ24: Associations that are strictly formed by the employees of subordinate public services are called _____

Answer: Oppressed Workers

MCQ25: The organisations which bring members of the same profession together for the exchange of information and experience is known as _____

Answer: Guild Club

MCQ26: The Act that granted the Civil Service permanency of tenure is known as _____

Answer: Civil Service Act

MCQ27: The grading of duties according to degrees of authority and corresponding responsibility is called _____

Answer: The Scalar Process

MCQ28: A government company has one of the following features _____

Answer: Independence-oriented

MCQ29: The Bureau Type of organisation is plagued by the following defects except _____

Answer: Team spirit

MCQ30: Functions of staff exclude _____

Answer: Supervisory

MCQ31: _____ does not include the kinds of independent establishment.

Answer: Government Corporation

MCQ32: One of the following functions is not among the exclusive preserve of the Line Agencies.

Answer: Making decisions

MCQ33: The classical writers on public administration were mainly _____ in orientation.

Answer: Ideological

MCQ34: The bases of organisation include all but one of the following.

Answer: Clientele Principle

MCQ35: The important principles of budget making excludes _____

Answer: Budget should be exact

MCQ36: The advantages of delegated legislation excludes _____

Answer: Neglect of public interest

MCQ37: _____ does not form part of the legal rights of public employees.

Answer: Right to Agitation

MCQ38: The main defects of procedures exclude _____

Answer: Precedents

MCQ39: Public Corporations has the following features except _____

Answer: Judicial character

MCQ40: Centralized system has the following advantages excluding _____

Answer: Maxim control

MCQ41: The different principles on which a department is organised exclude _____

Answer: The functional principle

MCQ42: Every department is headed by a political chief known as _____

Answer: The Barrister

MCQ43: _____ is created to satisfy the needs of the people locally and easily.

Answer: Field stations

MCQ44: The factors necessitating the centralization and decentralization of authority includes _____

Answer: History of Organisation

MCQ45: _____ does not fall into the category of public enterprise.

Answer: Nigerian Airways

MCQ46: Problems of public corporation exclude _____

Answer: The problem of Legislative Responsibility

MCQ47: Max Weber is associated with _____ in Administration.

Answer: Autocracy

MCQ48: The foundations of personnel system exclude _____
Answer: Tenure system

MCQ49: The process of introducing an employee to the basic concept of the job is called _____
Answer: In-Service Training

MCQ50: Pre-Entry Training can be given through _____
Answer: Refresher Courses