

**Section A: Objective Type Questions**

**Q1. Choose the appropriate Answer:** (8x1.5=12)

- i. Personnel Administration is crucial for:  
A Organizational efficiency    B Employee satisfaction  
C Public service delivery    D All of the above
- ii. Bureaucratic red tape leads to:  
A Efficient decision-making    B Delays in administration  
C Increased productivity    D None of the above
- iii. In the merit system, candidates are evaluated primarily based on:  
A Personal connections    B Age and experience  
C Political affiliations    D Academic and professional qualifications
- iv. LBSNAA is located in:  
A Hyderabad    B Mussoorie  
C Shimla    D New Delhi
- v. Which of the following is not an All India Service?  
A IAS    B IPS  
C IRS    D Indian Forest Service (IFS)
- vi. The UPSC was established under:  
A Article 315 of the Constitution    B Article 323 of the Constitution  
C Article 320 of the Constitution    D Article 325 of the Constitution
- vii. Who are considered generalists in the civil service?  
A Administrative officers    B Engineers  
C Doctors    D Lawyers
- viii. The principle of neutrality helps in:  
A Strengthening political power    B Promoting favoritism  
C Ensuring unbiased administration    D Increasing bureaucratic control

**Section-B: Descriptive Type Questions (Short Type)**

**Q2: Answer all the Questions** (8 x 4 =32)

- i. What are the key functions of Personnel Administration?
- ii. What is rank classification?
- iii. Define the principle of merit-based promotion.
- iv. Name any two central training institutions for civil servants in India and the services they train.
- v. What are the All India Services?
- vi. What is the significance of performance appraisal in civil services?
- vii. What does the principle of anonymity entail for civil servants?
- viii. Define bureaucratization.

**Section – C: Descriptive Type Questions (Medium Type)**

**Answer all the questions:** (4 x 7=28)

**Q 3.** Analyze the advantages and disadvantages of position-based and rank-based classification systems.

OR

Explain the significance of Personnel Administration in achieving organizational goals.

**Q 4.** Discuss the various types of training programmes for civil servants in India.

OR

Compare the promotion systems based on seniority and merit, highlighting their advantages and disadvantages.

**Q 5.** Discuss the features of Central Services in India.

OR

Examine the service conditions of civil servants and their impact on administrative efficiency.

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- Q6.** Evaluate the impact of political interference on the neutrality and impartiality of civil servants.

OR

Describe the most common modes of corruption found in civil services.

**Section – D: Descriptive Type Questions (Long Type)**

**Answer any two of the following: (2 x 14=28)**

- Q7.** Discuss meaning, nature and scope of Personnel Administration.
- Q8.** Describe the entire recruitment process for civil services in India, from notification to final selection.
- Q9.** Discuss the composition and functions of Union Public Service Commission (UPSC).
- Q10.** Critically analyse generalists versus specialists debate in personnel administration.