Question FBQ1 : Performance budget is one of the classifications of budget. True or false \_\_\_\_\_\_\_\_\_?  
Answer: True  
  
Question FBQ2 : The foundation of personnel system does not includes \_\_\_\_\_\_\_\_\_ of incumbency  
Answer: Tenure  
  
Question FBQ3 : Board excludes \_\_\_\_\_\_\_\_ Agency  
Answer: Inter-governmental  
  
Question FBQ4 : The need for principles of promotion arose because the opportunities for it are \_\_\_\_\_  
Answer: Limited  
  
Question FBQ5 : The principle that stipulates that promotion would be made on the basis of qualifications and achievements of the employee is known as \_\_\_\_\_\_ principle   
Answer: Merit  
  
Question FBQ6 : Public \_\_\_\_\_\_ is aimed at disseminating to the public information about the government policies and acts of the government.   
Answer: Relations  
  
Question FBQ7 : The organizations which bring members of the same profession together for the exchange of information and for the advancement of their profession is called \_\_\_\_\_\_   
Answer: Professional Associations  
  
Question FBQ8 : Ministry of Finance is not a classic example of Public \_\_\_\_\_\_\_\_\_Agencies in Nigeria.   
Answer: Relations  
  
Question FBQ9 : An employee who is equipped with in-depth knowledge of science and technology in one particular sector is known as a\_\_\_\_\_\_\_\_   
Answer: Specialist  
  
Question FBQ10 : According to Waldo, the prescribed or customary way of working together with the conduct of an organization’s business is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Answer: Procedure  
  
Question FBQ11 : The determination of questions of a judicial or quasi-judicial nature by an administrative agency is known as \_\_\_\_\_\_\_  
Answer: Administrative Adjudication  
  
Question FBQ12 : The process of making funds available for government activities and for ensuring the lawful and efficient utilization of these funds is called Public \_\_\_\_\_\_\_\_\_Management  
Answer: Finance  
  
Question FBQ13 : The permanency of tenure in the civil service is a product of the \_\_\_\_\_\_\_\_ Act  
Answer: Pendleton  
  
Question FBQ14 : The responsibility of \_\_\_\_\_\_\_ is to seek an improvement on the wages and better service conditions of their members.  
Answer: Trade Union  
  
Question FBQ15 : The essential objective of public corporation is to serve \_\_\_\_\_\_\_\_\_  
Answer: Public Benefit  
  
Question FBQ16 : A company is established with the aim of maximizing \_\_\_\_\_\_\_  
Answer: Profit  
  
Question FBQ17 : Employees other than specialists in an organization are called\_\_\_\_\_\_  
Answer: Bureaucrats  
  
Question FBQ18 : According to Spires, \_\_\_\_\_\_ is nearly always voluntary in organizations.  
Answer: Membership  
  
Question FBQ19 : The fact that organizations are treated as social and legal entities derives from their \_\_\_\_\_\_  
Answer: Corporate status  
  
Question FBQ20 : The \_\_\_\_\_\_\_ concept refers to the emphasis on the formal design of the administrative structure of organization.  
Answer: Mechanistic  
  
Question FBQ21 : The approach that conceives organization as a miniature society is called the \_\_\_\_\_\_\_\_\_\_ approach  
Answer: Functionalist  
  
Question FBQ22 : The perspective that conceives organization as essentially a human phenomenon is known as the \_\_\_\_\_\_\_\_\_\_conception    
Answer: Humanistic  
  
Question FBQ23 : An organization whereby leadership is prescribed is said to be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in nature   
Answer:    
  
Question FBQ24 : The principle of organization which stresses technique or primary skill of a specialized type is called \_\_\_\_\_\_\_   
Answer: Process  
  
Question FBQ25 : According to Mooney, a pyramidal structure of an organization refers to \_\_\_\_\_\_\_\_   
Answer: Scalar Chain  
  
Question FBQ26 : The number of subordinates which a superior officer can effectively supervise, direct and control is called \_\_\_\_\_\_\_\_\_   
Answer: Span of control  
  
Question FBQ27 : The principle of organization which stipulates that each employee in a subordinate level should be accountable to the next higher level and only to one superior is known as unity of \_\_\_\_\_  
Answer: Command  
  
Question FBQ28 : The agencies that are concerned with the implementation of fulfillment of the primary objectives of the government and deal directly with the people is called \_\_\_\_\_\_\_  
Answer: Line Agencies  
  
Question FBQ29 : The agencies that are concerned with the implementation of fulfillment of the primary objectives of the government and deal directly with the people is called \_\_\_\_\_\_\_  
Answer: Line Agencies  
  
Question FBQ30 : A system in which service is treated as an independent unit having no direct relations to other services is known as \_\_\_\_\_\_\_\_ or Uncorrelated System  
Answer: Independent  
  
Question FBQ31 : An organization in which decision-making authority is vested in the top level of the organization to which all matters pertaining to a particular problem have to be referred is known as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Answer: Centralized Organization  
  
Question FBQ32 : An agency of the government through which the government manages its commercial and economic activities is called as \_\_\_\_\_\_  
Answer: Public Enterprise  
  
Question FBQ33 : The actions of public employees through refusal to work in order to further their objectives and get their demands fulfilled is referred to as \_\_\_\_\_\_\_\_\_\_\_  
Answer: Strike  
  
Question FBQ34 : That which is well accepted to achieve desired ends in an organization is called \_\_\_\_\_\_   
Answer: Good procedure  
  
Question FBQ35 : \_\_\_\_\_ has been widely acknowledged as the fuel for the engine of public administration.   
Answer: Finance  
  
Question FBQ36 : The organ of government that is responsible for the formulation of the financial policy of the government and preparation of the estimates of expenditure and revenue for the ensuing financial year is \_\_\_\_\_\_\_\_\_   
Answer: Executive  
  
Question FBQ37 : The financial plan which contains estimates of revenue and expenditure of a country, or an organization is called \_\_\_\_\_\_  
Answer: Budget  
  
Question FBQ38 : The Human Relations theory is mostly associated with \_\_\_\_\_\_\_  
Answer: Henri Fayol  
  
Question FBQ39 : The late 1930s marked the emergence of a revolt against \_\_\_\_\_\_\_ in organizational theory.  
Answer: Traditionalism  
  
Question FBQ40 : The solid foundations of administration lie within the \_\_\_\_\_\_\_  
Answer: Departments  
  
Question FBQ41 : A group of members who are required to act collectively upon all matters falling within their jurisdiction is called \_\_\_\_\_\_\_\_\_  
Answer: Board  
  
Question FBQ42 : \_\_\_\_\_ are created to satisfy the needs of the people locally and globally.  
Answer: Field – stations  
  
Question FBQ43 : \_\_\_\_\_ is concerned with the economic welfare of the people.  
Answer: Public Enterprises  
  
Question FBQ44 : The traditional unit of public administration is known as \_\_\_\_\_\_  
Answer: Department  
  
Question FBQ45 : A systematic analysis of bureaucracy was given by \_\_\_\_\_\_\_  
Answer: Max Weber  
  
Question FBQ46 : The grouping together of persons or things in some common basis is known as \_\_\_\_\_\_\_\_  
Answer: Classification  
  
Question FBQ47 : The basic unit of an administrative organization is called \_\_\_\_\_\_\_  
Answer: Position  
  
Question FBQ48 : The duration which civil servants will hold office is referred to as \_\_\_\_\_\_\_\_\_  
Answer: Tenure  
  
Question FBQ49 : \_\_\_\_\_\_\_ means that public office constitutes a spoil to be enjoyed by the political party victorious at the polls  
Answer: Spoils System  
  
Question FBQ50 : A system in which the appointment and conditions of service of an employee are determined solely by his educational and technical qualifications and personal capacities is known as \_\_\_\_   
Answer: The Merit System  
  
Question MCQ1 : The foundations of the modern personnel system includes\_\_\_\_\_\_\_\_\_\_\_\_\_   
Answer: Tenure system  
  
Question MCQ2 : \_\_\_\_\_\_\_\_\_\_\_is not among the obstacles to good public relations   
Answer: The influence of diplomacy  
  
Question MCQ3 : The various objectives of the unions exclude\_\_\_\_\_\_\_\_   
Answer: To insist on the spoils system  
  
Question MCQ4 : \_\_\_\_\_ does not include the legal rights of employees   
Answer: Right to absence without leave  
  
Question MCQ5 : The advantages of strikes do not include one of the following   
Answer: It exposes the weakness of labour unions  
  
Question MCQ6 : The conception of procedure as “the prescribed or sustaining way of working together with the conduct of an organization’s business” was by \_\_\_\_\_\_\_\_   
Answer: Waldo  
  
Question MCQ7 : The day-to-day work of the government is done through the\_\_\_\_\_\_\_\_   
Answer: Procedure  
  
Question MCQ8 : All but \_\_\_\_\_ include the functions of O and M   
Answer: Demonstration  
  
Question MCQ9 : \_\_\_\_\_ is not associated with Administrative Law   
Answer: Waldo  
  
Question MCQ10 : The criticism of Dicey’s views include all with the exception of \_\_\_\_\_\_\_   
Answer: Supremacy of the Law  
  
Question MCQ11 : The following justify the imperative of delegated legislation except \_\_\_\_\_\_\_\_   
Answer: Need to check abuse of powers  
  
Question MCQ12 : The following is excluded from the causes of the growth of Administrative Adjudication   
Answer: Violation of the rule of law  
  
Question MCQ13 : One of the advantages of Administrative Adjudication is \_\_\_\_\_\_   
Answer: Cheapness  
  
Question MCQ14 : \_\_\_\_\_ is an agency of financial administration   
Answer: Complementary budget  
  
Question MCQ15 : The characteristics of organizations exclude \_\_\_\_\_\_\_\_\_   
Answer: Partisanship  
  
Question MCQ16 : The organization of administrative work on the basis of the class or classes of people for whom it is meant is known as \_\_\_\_\_\_\_\_\_\_   
Answer: Max Weber  
  
Question MCQ17 : \_\_\_\_\_\_\_ has officially prescribed goals and relationship   
Answer: Formal organization  
  
Question MCQ18 : Auxiliary agencies perform various important functions which exclude \_\_\_\_\_   
Answer: Expel workers from organization  
  
Question MCQ19 : All except \_\_\_\_\_\_\_\_ are types of Budget   
Answer: Complementary budget  
  
Question MCQ20 : Auxiliary agencies perform various important functions which exclude \_\_\_\_\_   
Answer: Render useful services to the departments  
  
Question MCQ21 : The pitfalls of procedures exclude\_\_\_\_\_\_   
Answer: Efficiency  
  
Question MCQ22 : The agencies which do not serve the public but the line agencies is known as \_\_\_\_\_\_   
Answer: Auxiliary Agencies  
  
Question MCQ23 : \_\_\_\_\_\_ refers to an agency of the government through which the government manages its commercial and economic activities   
Answer: Administration  
  
Question MCQ24 : A collaborative effort by people to accomplish certain goals is referred to as \_\_\_\_\_\_\_\_   
Answer: Administration  
  
Question MCQ25 : \_\_\_\_\_ is not associated with public corporation.   
Answer: Political Autocracy  
  
Question MCQ26 : The main functions of the staff as summarized by L.D. White include\_\_\_\_\_\_\_\_\_\_\_   
Answer: All the under mentioned  
  
Question MCQ27 : With the exception of \_\_\_\_\_\_\_, bureaucracy has the following essential characteristics   
Answer: Personalization of office  
  
Question MCQ28 : The process of attracting the proper and suitable type of candidates for particular jobs in administration is referred to as \_\_\_\_\_\_\_   
Answer: Recruitment  
  
Question MCQ29 : The problems of securing the right and competent persons for administration exclude \_\_\_\_\_\_   
Answer: Methods of remuneration  
  
Question MCQ30 : In public administration, the conscious effort made to improve or increase an employee’s skill, powers or intelligence and to develop his attitudes and schemes of values in desired direction is called \_\_\_\_\_\_   
Answer: Training  
  
Question MCQ31 : The activities directed towards improving the performance of individuals who are actually at work is known as \_\_\_\_\_\_\_   
Answer: In-Service training  
  
Question MCQ32 : The process that is aimed at acquainting an employee with the basic concept of his job, new work environments, organization and its goals is called\_\_\_\_\_\_\_\_   
Answer: Orientation Training  
  
Question MCQ33 : 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  
  
Question MCQ34 : The upgrading of an employee to a higher position saddled with heavier and greater responsibilities is referred to as \_\_\_\_\_\_   
Answer: Promotion  
  
Question MCQ35 : Transfer is usually based on the request of the employee and on \_\_\_\_\_\_\_\_\_   
Answer: Routine ground  
  
Question MCQ36 : The importance of promotion includes the following except \_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Answer: It helps in demoralizing employees  
  
Question MCQ37 : The principle which favours promotion on the basis of qualifications and achievements of the employee irrespective of length of service is known as \_\_\_\_\_\_\_\_\_   
Answer: Merit Principle  
  
Question MCQ38 : \_\_\_\_\_\_\_\_ is not among the three methods of judging the merits of the candidates   
Answer: State of origin  
  
Question MCQ39 : \_\_\_\_\_\_\_\_ is excluded from the many methods adopted by the unions to achieve their objectives   
Answer: Support of the government  
  
Question MCQ40 : \_\_\_\_\_\_\_\_ is not a career person within the executive branch   
Answer: A Specialist  
  
Question MCQ41 : The main advantages of O and M exclude \_\_\_\_\_\_\_\_\_   
Answer: Aura of technicality not avoided  
  
Question MCQ42 : All except \_\_\_\_\_\_\_ are some of the major defects of delegated legislation.   
Answer: Avoidance of legislation  
  
Question MCQ43 : The agencies of administrative adjudication may not compose \_\_\_\_\_\_\_   
Answer: A legislative council  
  
Question MCQ44 : The organization of a department on the basis of the nature of function or purpose is known as \_\_\_\_\_\_\_   
Answer: The Functional Principle  
  
Question MCQ45 : An attempt to group all services whose operations fall in the same general field into departments presided over by officers having general oversight of them all is called \_\_\_\_\_\_\_   
Answer: Integrated or Departmental System  
  
Question MCQ46 : The Bureau type runs the following risks except \_\_\_\_\_\_\_   
Answer: It leads to a unity of purpose  
  
Question MCQ47 : Centralization and decentralization are products of the following except\_\_\_\_\_\_\_   
Answer: Financial crisis  
  
Question MCQ48 : The techniques of ascertaining public opinion do not include \_\_\_\_\_\_\_   
Answer: Proclamation  
  
Question MCQ49 : \_\_\_\_\_ does not fall into the features of formal organization   
Answer: Control based on fulfillment of groups needs  
  
Question MCQ50 : An employee who is equipped with in-depth knowledge of science and technology in one particular branch or sector is known as \_\_\_\_\_\_\_\_   
Answer: A Specialist