Questions on- PUBLIC ADMINISTRATION-FOURTH PAPER

PUBLIC PERSONNEL ADMINISTRATION- 2020 MAY

**UNIT I**

**PUBLIC PERSONNEL ADMINISTRATION IN INDIA, TYPES OF PERSONNEL SYSTEM, PRINCIPLES OF PERSONNEL SYSTEM**

**Choose the correct answer**

1 .Who said ‘Personnel is the sovereign factor in public administration’

(a) Herman Finer

(b) Woodrow Wilson

(c) Robert Dahl

2. In POSDCORB, the letter ‘C’ stands for

(a) Control

(b) Coordinating

(c) Centre

3. Public Personnel Administration function involves

(a) POSNCORB

(b) POLSCORB

(c) POSDCORB

4. Aristocratic type of Personnel system developed in

(a) USA

(b) England

(c) India

5. The standard and efficiency of Public Administration depends on

(a) outlook of the employer

(b) educational qualification of the civil servants

(c) integrity of the civil service

6. Public Personnel Administration involves

(a) recruitment, training and classification

(b) recruitment only

(c) appointment only

7. Spoils system is associated with

(a) Germany

(b) USA

(c) UK

8. Bureaucratic system rests on the notion of

(a) political favouritism

(b) imperfection

(c) hierarchy of divisions

9. Equality of opportunity is ensured in

(a) spoils system

(b) merit system

 (c) aristocratic system

10. In the USA,the spoils system was discarded by which Act

(a) Pendleton Act,1883

(b) Hatch Act,1939

(c) Civil Service Act,1853

11. The requirements of the civil service include

 (a) partial selection and nepotism

 (b) impartial selection and political neutrality

 (c) fraudulence and deceit

12. Who used the term "manpower management" instead of "personnel management"

(a) Dale Yoder

(b) Thomas Spates

(c) Michael Jucius

13. One of the aims of Personnel Management is

(a) to maintain impartiality

(b) to create competition amongst the public servants

(c) to enable people to make their best contribution

14. Personnel are required to perform

(a) Line functions and Staff functions

(b) Line functions only

(c) Staff functions only

15. Personnel Administration functions in

(a) Formal Organisations

(b) Informal Organisations

(c) Formal and Informal organisations

16. Personnel Administration include within its scope

(a) recruitment, training, promotion

(b) selection and retirement only

(c) providing services only

17. An occupation which one takes up with expectation of advancement till retirement is

(a) promotion

(b) career

(c) recruitment

18. A person who specializes in some particular field is called

(a) generalist

(b) idealist

(c) specialist

19. In POSDCORB,the letter P stands for

(a)planning

(b)position

(c)promotion

20. The word’Aristocracy’means

(a)government by a king

(b)government by the people

(c)government by the nobles

21. The word ‘bureaucracy’was coined by

(a) Gourney

(b)Taylor

(c) Weber

22. One of the advantages of the Bureaucratic system is

(a) it produces the highest degree of pride

(b) it brings skilled mind to solution of technical problems

(c) it serves as an instrument of oppressing the employee’s ideas

23. The greatest disadvantage of the Bureaucratic system is

(a)it exempts public service from popular control

(b)it is incompetent

(c)it is inefficient

24. Who said ‘To the victor belongs the spoils’

(a)Andrew Jackson

(b)Woodrow Wilson

(c)William Marcy

25. Who said ,’My notion of democracy is that under it the weakest should have the same opportunity as the strongest’

(a)Mahatma Gandhi

(b)Abraham Lincoln

(c)Clement Atlee

26. The merit system was introduced in USA after the passage of which Act

(a) Hatch Act,1939

(b) Pendleton Act,1883

(c) Civil Service Reforms Act,1978

27. A system by which appointments and promotions in the civil service are based on competence rather than political favoritism is

(a)Spoils system

(b)Patronage system

(c) Merit system

28. The advantage of the Merit system

(a)ensures selection of qualified candidate on the basis of merit

(b)appointments controlled by political executives

(c)officials can be removed on any pretext

29. The Spoils system began in the year

 (a)1883

(b)1829

(c)1821

30. The word ‘Personnel’ means

(a)a body of persons employed in an organization

(b) relating to private life

(c)individual

31. The home of the Spoils system is

(a) India

(b) France

(c) USA

32. Equality of opportunity is ensured under the

(a)Merit system

(b)spoils system

(c)Patronage system

33. What is meant by the term ‘Merit’

(a)charming

(b) powerful

(c)worthiness

34. The most widely prevalent type of personnel system is

(a) Caste system

(b) Merit system

(c)Patronage system

35. In India,the merit principle has been in existence since

(a)1881

(b) 1850

(c)1854

36. Britain adopted the merit principle in

(a)1857

(b) 1861

(c) 1850

37. The Civil Service Act of USA in 1883 is also known as

(a) Civil Service Reforms Act

(b) Pendleton Act

(c) Civil Service Act

38. In USA,the immediate cause of substitution of spoils system by merit system was

(a)Assassination of Garfield

(b) Assassination of Jackson

(c) Assassination of Lincoln

39. The principle of employment on the basis of open competitive examinations is

(a) Spoils system

(b) Merit system

(c) Patronage system

40. Spoils system is also known as

(a) Merit system

(b) Caste system

(c)Patronage system

**UNIT-I**

**Answer Key - Multiple Choice**

1. a
2. b
3. c
4. b
5. c
6. a
7. b
8. c
9. b
10. a
11. b
12. a
13. c
14. a
15. c
16. a
17. b
18. c
19. a
20. c
21. a
22. b
23. a
24. c
25. a
26. b
27. c
28. a
29. b
30. a
31. c
32. a
33. c
34. b
35. c
36. a
37. b
38. a
39. b
40. c

**UNIT I- Fill in the blanks**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a branch of human resource management that is concerned with the acquisition, development, utilization, and compensation of a public organization’s workforce.
2. A civil servant is one whose main function is to administer the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The civil servants are mainly of two classes- lower clerical staff and ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Personnel Administration encompasses all activities related to\_\_\_\_\_\_\_\_\_\_\_\_\_ in the organization.
5. Personnel Administration entails the use of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to achieve organization’s objective as efficiently and economically as possible.
6. The primary aim of public personnel administration is to develop an appropriate organizational structure to ensure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. An important function of personnel administration is to obtain \_\_\_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_persons for different positions of the organization.
8. According to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_‘Public personnel administration is the process of acquiring and developing skilled employees and of retaining them to put forth their best efforts.’
9. In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_public administration occupies the central place in the scheme of ordering social activities but not so much in the developed countries.
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_\_ characterize the personnel practices in the developing countries.
11. Contemporary Public Personnel Administration in India is a heritage of the **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
12. The Conference on Personnel Administration was held in1968 under the auspices of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
13. Two features of a sound personnel system are: Intensifying professionalizationand **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**in selection for higher administrative positions.
14. In developed countries, public administration is generally viewed as playing a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as compared to developing countries.
15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the process of stimulating people to actions to accomplish the goals.
16. In United State the practice of making appointments in public services on the basis of political affiliation and personal relationship is known as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
17. The civil services of the developing countries tend to be large, underpaid and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_civil-service reforms were initiated in the nineteenth century when popular or economic demands for better public services overcame the political class’s preference to use civil-service appointments as the currency of politics.
19. The terms ‘human resource management’ (HRM) and ‘human resources’ (HR) are used synonymously with the term\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
20. The scope of personnel administration is vast and includes all major activities in the working life of an employee – from the time of his \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_into an organization until he leaves the organization.
21. Personnel administration (also called human resources management and human capital management)
22. encompasses all activities related to people in organizations.
23. It entails the use of human resources to accomplish
24. an organization’s objectives as efficiently and effectively as possible.
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29. ersonnel administration (also called human resources management and human capital management)
30. encompasses all activities related to people in organizations. It entails the use of human resources to accomplish
31. an organization’s objectives as efficiently and effectively as possible.

**Answer Key- UNIT I**

**Fill in the blanks**

1. Public personnel administration
2. law of the land.
3. higher administrative staff.
4. people
5. human resources
6. effective work performance.
7. qualified and competent
8. Felix A. and Lloyd G. Nigro
9. developing countries
10. Favouritism, nepotism
11. British Rule.
12. Indian Institute of Public Administration, New Delhi
13. Competitiveness
14. limited role
15. Motivation
16. Spoils System
17. politicized.
18. Merit-based
19. personnel management
20. entry

**UNIT II**

**RECRUITMENT, TYPES OF RECRUITMENT, UPSC, SPSC**

**Choose the correct answer**

1. Who said ‘Unless recruitment policy is soundly conceived, there can be little hope for building a first rate staff’

(a) Glenn Stahl

(b) H.J.Laski

(c) C.K.Allen

2. When vacant posts are filled up by suitable candidates who are already in service it is called

(a) recruitment by promotion

(b) recruitment from within

 (c) recruitment from outside

3. Negative recruitment stands for

(a) Elimination of political influence

(b) Prevention of favouritism

(c) Keeping the ‘rascals’out

4. Positive recruitment emphasizes on an aggressive search for

(a) most talented personnel

(b) most favored personnel

(c) most lucky candidate

5. The first country to adopt the scientific system of recruitment based on the merit principle was

(a) India

(b) China

(c) USA

6. The disadvantage of recruitment from within-

(a) it improves morale of employees

(b) it promotes loyalty

(c) the source of supply is narrow and restricted

7. Posting of the recruited candidate in the right job is called

(a) Requisition

(b) Placement

(c) Certification

8. Induction of recruited candidate through training is called

(a) Appointment

(b) Confirmation

(c) Orientation

9. Although technically different, the term ‘recruitment’ is sometimes used interchangeably with

(a) certification

(b) examination

(c) training

10. The corner-stone of the whole public personnel structure is

(a) promotion

(b) training

(c) recruitment

11. The first country in modern times to have evolved a sound recruitment system was

(a) Prussia

(b) France

(c)UK

12. The recruitment, which aims at keeping the unqualified and unfit candidates out is

(a) positive recruitment

(b) negative recruitment

(c) recruitment from within

13. The process of searching for prospective employees and stimulating to apply for jobs is

(a) promotion

(b) training

(c) recruitment

14. Recruitment, in the real sense of the term is

(a) Direct recruitment

(b) Indirect Recruitment

(c) Promotion

15. The demerit of direct recruitment is

(a) It checks stagnation

(b) It necessitates intensive and expensive training

(c) It motivates the employees

16. The process of recruitment to higher civil service in the states is conducted by

(a)State Promotion Committee

(b) State Public Service Committee

(c) State Public Service Commission

17. A Joint Public Service Commission can be created by

(a) an order of the President

(b) an Act of the Parliament

(c) a Resolution of the Rajya Sabha

18. When a large number of unskilled post is to be filled up, which of the following methods is used

(a) Mass recruitment

(b) Individual recruitment

(c) Indirect recruitment

19. The UPSC is created under which Article of the Indian Constitution

(a) 310

(b) 313

(c) 315

20. A system of recruitment in which higher position is open to all the qualified candidates who may apply is

(a) direct recruitment

(b) recruitment by promotion

(c) ordinary recruitment

21. The Central Personnel Agency in India is

(a) Depart of Personnel and Administrative Reforms

(b) Staff Selection Commission

(c) Union Public service Commission

22. UPSC is a

(a) recruiting agency

(b) training institute

(c) judicial court

23. Indirect recruitment is also known as

(a) recruitment without

(b) recruitment within

(c) mass recruitment

24. The Chairman of the State Public Service Commission is appointed by

(a) the President of India

(b) the Governor of the state

(c) the Chief Minister of the state

25. Prior to 1922,the ICS exam was held in

(a)India

(b)England

(c)Both India and England

26. After Independence, the Federal Public Service Commission was redesignated as

(a) Union Public Service Commission

(b) Public Service Commission(India)

(c) Central Services Commission

27. In the 1952,the examination viva-voce was renamed as

(a) Aptitude Test

(b) Personal Interview

(c) Personality Test

28. The Committee on Recruitment Policy and Selection Methods,1974 was also known as

(a) Kothari Commitee

(b) Satish Chandra Committee

(c) Y.K.Alagh Committee

29. Who of the following is associated with the concept of new Despotism

(a) Peter Drucker

(b) Lord Hewart

(c) F.M.Marx

30. The final work of the UPSC in the recruitment process

(a)Selection

(b)Appointment

(c)Certification

**31. Who appoints the Chairman and members of the Union Public Service Commission?**

(a) The President

(b) The Home Minister

(c) The Parliament

**32. The members of the Union Public Service Commission submit their resignation to**

(a) The Chairman of the Union Public Service Commission

(b) To the Chief Justice of the Supreme Court

(c) To the President

**33. How can the members and Chairman of the Union Public Service Commission be removed from the post?**

(a) If declared Bankrupt

(b) Proven Misbehaviour

(c) If declared unfit to work

**34. The chairman of the Union Public Service Commission submit its Annual Report to**

(a) the Home Minister

(b) Parliament

(c) the President

**35. The salary, pension and allowances of the chairman and members of the Union Public Service Commission is borne by**

(a) Consolidated fund of India

(b) Contingency fund of India

(c) Ministry of Finance

**36. In which part of the Indian Constitution there is a provision for the establishment of the**[State Public Service Commission](http://www.jagranjosh.com/general-knowledge/state-public-service-commission-1438320082-1)**and the Union Public Service Commission?**

(a) 12th

(b) 11tha

(c) 14th

**37. Who appoints the Chairman and members of the State Public Service Commission?**

(a) Chief Justice of the High Court

(b) The Governor of the state

(c) President

**38. Chairman and the member of the State Public Service Commission submit their resignation to**

(a) the President of India

(b) the Chairman of Union Public Service Commission

(c) Lok Sabha Speaker

**39. Who can remove the Chairman and members of the State Public Service Commission?**

(a) Governor

(b) Chief Minister

(c) President

**40. What is the tenure of the Chairman and Members of the State Public Service Commission?**

(a) 4 years or 62 years (whichever is earlier)

(b) 6 years or 65 years (whichever is earlier)

(c) 5 years or 62 years (whichever is earlier)

**UNIT –II**

**Answer Key- Multiple Choice**

1. a
2. b
3. c
4. a
5. b
6. c
7. b
8. c
9. b
10. c
11. a
12. b
13. c
14. a
15. b
16. c
17. b
18. a
19. c
20. a
21. c
22. a
23. b
24. a
25. b
26. a
27. c
28. a
29. b
30. c
31. a
32. c
33. b
34. c
35. a
36. c
37. b
38. a
39. c
40. b

**UNIT II- Fill in the blanks**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the process of actively seeking out, finding, and hiring potential candidates for a specific position or job.

2. There are basically two methods of selection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the service and selection from within the service.

3. Recruitment from within is in fact filling up posts by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the employees from lower rungs.

4. The disadvantages of recruitment from within are that it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the area of selection.

5. Selection solely from within the service leads to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and conservation.

6. One of the many advantages of direct recruitment is that it brings in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_into the service.

7. Experience of a lower position, may actually become a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rather than an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_because the attitude and thinking associated with the lower post tends to linger on.

8. The method of direct recruitment is in line with the principle of**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

9. The Union Public Service Commission was established by the Government of India with the objective of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_examinations for All India Services, Central Services and Cadres, as well as the Armed Forces of the Union of India.

10. \_\_\_\_\_\_\_\_\_\_\_\_\_ of Indian Constitution includes diverse types or classes of services for India.

11. The Constitution divides the services into the followings categories—All India Services (AIS), State Services, and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

12. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_are common for the Union and the States. Candidates for these services are recruited by the Central Government and then they are assigned to different states.

13. The**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**are concerned with the administration of Union subjects and the officers of these services are exclusively under the control of the Union Government.

14. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_administer the subjects within the jurisdiction of the States such as land revenue, agriculture, education, health, etc. and the officers of these services are exclusively in the employment of respective State Governments.

15. There are four groups of central services—Central Services Group A, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and Central Services Group D.

16. In Group A of central services there are ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_types of central services.

17. The Union Public Service Commission recommends the candidates to the government on the basis of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the order in which the candidate stands in the list.

18. The states have their own \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to recruit personnel to their civil services and they function on the model of the Union Public Service Commission.

19. The Union Public Service Commission appointed a Committee on Recruitment Policy and Selection Methods under the Chairmanship of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_which submitted its report in March 1976 .

20. The Public Service Commission is an independent statutory body constituted under \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Constitution of India.

**UNIT- II**

**Answer Key- Fill in the blanks**

1. Recruitment
2. selection from outside
3. promoting
4. narrows down
5. stagnation
6. new blood
7. liability, asset
8. democracy
9. recruiting, conducting
10. Part XIV
11. Local and Municipal Services
12. All India Services
13. Central Services
14. State Services
15. Central Services Group B, Central Services Group C
16. thirty four
17. merit list
18. Public Service Commissions
19. D. S. Kothari
20. Article 315 (I) of the Constitution of India

**UNIT III**

**CLASSIFICATION, TRAINING, PROMOTION**

**Choose the correct answer**

1. Classification of personnel is the grouping of
2. various classes on the basis of their ability
3. various positions on the basis of their duties and responsibilities
4. various positions on the basis of their educational qualification
5. Classification and standardization of public employment constitutes
6. the finishing point or the completion of the personnel structure
7. the middle point where all the personnel structure meet together
8. the starting point or the basis upon which the whole personnel structure must rest
9. The classification of services in India are governed by the
10. Civil Services Rules of 1930
11. Civil Services Rules of 1947
12. Civil Services Rules of 1955
13. Dimock & Dimock defined classification as “The systematic sorting and ranking of the positions in a hierarchical sequence according to
14. competitive tests given to the employees”
15. comparative difficulty and responsibility”
16. comparative potential of the civil servants”
17. Under Classification, a number of similar or identical positions are
18. put together to form a class
19. not necessarily clubbed together
20. separated into various classes
21. Classification ensures the enforcement of
22. the principle of pay according to one’s capability
23. the principle of pay on the basis of difficulty of tasks
24. the principle of equal pay for equal work
25. Classification helps the employees in undertaking
26. clearly defined duties and responsibilities and removes confusion
27. different tasks within the organization which makes them confused
28. clearly defined roles which makes the employer busy to distribute work
29. Position Classification is also known as
30. Class division
31. duties classification
32. job classification
33. In position classification, the status an salary of the government servant depends on
34. his duties and responsibilities
35. his skill
36. his performance
37. Position classification lays emphasis on
38. talent than qualification
39. seniority than competence
40. merit than seniority
41. In position classification, there is
42. divergence between the requirements of a job and the qualification of the incumbent
43. a match between the requirements of a job and the qualification of the incumbent
44. no relation at all between the requirements of a job and the qualification of the incumbent
45. Position classification brings an element of
46. flexibility in personnel administration which helps in horizontal and vertical mobility
47. confusion among the personnel which disrupts their work ethics
48. rigidity in personnel administration which hinders horizontal and vertical mobility
49. Position classification is difficult to administer as it
50. requires various types of sophisticated technical skills
51. develops a sense of jealousy among the employees that affected their performance
52. widen the gap between the employer and employee
53. In Rank Classification, the employees are classified in a
54. horizontal order according to their rank
55. hierarchical order according to their rank
56. vertical order according to their rank
57. The salary and status of an employee in rank classification depends on his
58. ranking in a group or service, and not on posting
59. ranking in a class or division, and not on job
60. ranking in a group or service, and not on aptitude
61. Rank classification lays emphasis on the career opportunities of individual civil servants by establishing an
62. identity between his rank and the one of his retirement
63. identity between his title and the one of his class
64. identity between his post and the one of his promotion
65. Rank classification lays premium on
66. specialist rather than generalist qualities in the civil servants
67. generalist rather than specialist qualities in the civil servants
68. loyalty rather than competence
69. Rank Classification violates the principle of
70. equality for all citizens
71. equal opportunities
72. equal pay for equal work
73. Training is the process of preparing the personnel
74. only physically
75. mentally and physically
76. only mentally
77. Training is also an action or process by which
78. capabilities of the personnel can be improved
79. competence of the personnel cannot be improved
80. personnel are forced to take up formal education
81. Training aims at the development of skills, habits,
82. ignorance and attitude in employees
83. knowledge and attitude in employees
84. negligence and attitude in employees
85. Training makes the personnel
86. egocentric
87. insensitive
88. self reliant
89. Training helps in the increasing productivity and
90. raises the morale of the personnel
91. makes the personnel realize their incompetence
92. increase income of the employer
93. Training instills occupational skill and knowledge of the civil servants by
94. becoming more acquainted with their colleagues
95. becoming more oriented towards satisfying their employer
96. becoming familiar with the objectives of the department where he is working
97. Informal Training is learning the work by
98. pre-arranged and well-defined courses under expert guidance
99. actually doing the work under the guidance of senior officers
100. observing the work being done by seniors without actually participating
101. Orientation Training helps the civil servants to
102. know the basic concepts of his job
103. know his co-workers and their characters
104. know their employer and his personality
105. In-Service Training is imparted
106. before entry into the public service
107. after entry into the public service
108. while leaving the public service
109. Refresher Training aims at enabling the employees to
110. relax from their routine work and enjoy leisure
111. refresh themselves and learn again the basic skills required for their post
112. refresh and update their knowledge and technical skills
113. Induction Training is a kind of
114. on-entry training
115. in service training
116. post entry training
117. Retraining is that kind of training which involves instruction in a
118. technique of recent information and technology
119. new field of specialization
120. method of doing daily task faster
121. The word ‘Promotion’ derived from ‘Promovere’ which is
122. Latin
123. French
124. Greek
125. LD White define Promotion as “an appointment from a given position to a position of higher grade involving a
126. change of title.. with same amount of pay”
127. change in amount of pay only.. with the same duties and title”
128. change of duties..accompanied by change of title and usually increase in pay”
129. Promotion involves change in responsibility, that is
130. from lesser responsibility to greater responsibility
131. from greater responsibility to lesser responsibility
132. from being employee to employer
133. From the employer’s angle, promotion implies filling up the vacant posts
134. from outside the public service
135. from within the public service
136. for the most deserving candidate
137. Promotion system ensures
138. rewards for efficient employees
139. disparity in income
140. punishment of lazy employees
141. The prospect of promotion provides opportunities for advancement to the employees
142. which create jealousy among the public employees
143. which attracts qualified and capable persons to join the service.
144. which create extra expenditure for the employer
145. The three main methods of promotion are, personal judgment of the promotion making authority,
146. promotional examination and employee’s self appraisal
147. efficiency ratings and employee’s self appraisal
148. promotional examination and efficiency ratings
149. An employee who is appointed through promotion
150. cannot be removed or dismissed by any authority subordinate to the authority by which he was appointed or promoted
151. can be removed by any authority as long as the reason for removal is just
152. cannot be removed by any authority till retirement
153. The principle of Seniority based promotion is applied at
154. higher level
155. lower level
156. middle level
157. A well developed promotion policy is very essential for
158. the employer as one of the methods to remove irresponsible employees
159. making the public servants compete with each other even after entry to service
160. a sound personnel system and for the efficiency in an organization

**Unit-III**

**Answer Key - Multiple Choice**

1. b
2. c
3. a
4. b
5. a
6. c
7. a
8. b
9. a
10. c
11. b
12. c
13. a
14. b
15. a
16. c
17. b
18. c
19. b
20. a
21. b
22. c
23. a
24. c
25. b
26. a
27. b
28. c
29. a
30. b
31. a
32. c
33. a
34. b
35. a
36. b
37. c
38. a
39. b
40. c

**UNIT III- Fill in the Blanks**

1. The Civil Services in India are also classified into ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and non-gazetted class.
2. There are \_\_\_\_\_\_\_\_ well known systems of classification used by different countries.
3. The different classes are further grouped into broad occupational groups called \_\_\_\_\_\_\_\_\_\_\_\_.
4. In Position Classification, \_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_or\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the basic unit in the system.
5. Glen Stahl has mentioned \_\_\_\_\_\_\_ steps in the development of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_classification.
6. Position classification is also known as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Rank classification is suitable for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_where there are constant changes in the socio economic conditions.
8. All India Services (IAS, IPS, IFS) are example of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_classification.
9. Rank classification does not provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, therefore it is not suitable for specialized service.
10. There are \_\_\_\_\_\_\_\_\_main types of training which are in practice till today.
11. \_\_\_\_\_\_\_\_\_\_\_\_\_training is imparted through the guidance and supervision of \_\_\_\_\_\_\_\_\_\_\_\_with prescribed syllabus.
12. Post entry Training, unlike the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is not directly related to the job.
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is the training course for a few weeks or a month or two.
14. When training is meant to provide the employees with the knowledge of particular technique, procedure, rule, regulation an method, it is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. The oldest technique of training is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
16. Promotion helps in developing high morale for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
17. The pattern of promotion making in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is similar to that of Union Government in all the states.
18. Demotion implies the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of an employee from a higher position to a lower position
19. Promotion is different from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, transfer and reassignment.
20. There are three principles of promotion- Seniority Principle, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**UNIT- III**

**Answer Key- Fill in the blanks**

1. gazetted class
2. two
3. service
4. position, post
5. four, position
6. duties classification.
7. developing countries
8. rank
9. specialization
10. two
11. Formal, experts
12. in-service
13. Short-term Training
14. skill training
15. Lecture Method
16. civil servants/government servants/employees.
17. state level
18. degradation
19. advancement
20. Merit Principle, Seniority-cum-Merit Principle

**UNIT IV**

**CONDUCT & DISCIPLINE, CONDUCT RULES,**

**DISCIPLINARY PROCEDURE, RIGHTS OF CIVIL SERVANTS**

**Choose the correct answer**

1. Conduct in Public Personnel Administration implies-
2. behavior of the personnel
3. speed of work of the personnel
4. skill of the personnel
5. Misconduct is
6. an act of commission of good behavior
7. selling of office infrastructure
8. an act or omission which is violative of the express or implies obligations of employers
9. Misconduct of personnel may be caused by
10. over-confidence of the employee
11. dissatisfaction of the employee towards their work and colleagues
12. poor condition of the office
13. Misconduct is a specific word with a specific connotation and it cannot be
14. mere inefficiency or slackness
15. damaging of office goods
16. merely creating argument
17. Good conduct of an employee can be obtained by
18. creating more issues to set an example
19. harmonious relationship among the employees
20. threatening the employees
21. A satisfied employee will show
22. good conduct
23. undisciplined behavior
24. early for office
25. A high moral standard of conduct among the public servant is important
26. to set an example for the people
27. to make every employee feel important
28. to get more allowances
29. Success of the development programmes depend largely on the
30. people included in the programme alone
31. government alone
32. conduct and behavior of personnel engaged in the programmes.
33. The behavior of the government servant is governed by
34. administrative rules
35. service rules
36. disciplinary rules
37. Discipline in its widest sense denotes
38. the condition of one’s heart at work place
39. attitude among employees which enables them to work in harmony
40. arguing with co-workers
41. The code of discipline for employees of the Government of India is provided in the
42. Central Civil Services (Classification, Control and Appeal) Rules, 1965
43. Central Civil Services Act, 1975
44. Indian Penal Code 1860
45. One of the causes for disciplinary action is
46. supervision
47. inefficiency
48. perfection
49. The government needs to enforce discipline to
50. make itself respectable
51. make the people respect its employees
52. promote loyalty of the personnel
53. The public personnel have to know that there must be
54. some limitations on their freedom to act as they please
55. someone to finish off all the works for others
56. some time off to rest while doing a big task
57. Discipline also carries the meaning of punishment which is
58. imposed due to one’s misbehavior
59. self induced
60. one kind of a reward
61. In order to conform to the rules and regulation every employee needs
62. the trust of others
63. self discipline
64. make oneself trustworthy
65. A disciplined employee is a
66. boon for the organization
67. bane for his colleagues
68. troublesome co-worker
69. Conduct rules for public servants generally relate to
70. making friends with co-workers
71. maintenance of good behavior towards superiors and colleagues
72. maintain exemplary behavior to superiors only
73. Which of the following is violation of conduct rules?
74. Active participation in politics
75. Integrity
76. Loyalty
77. Conduct rules are needed to
78. make the employee feel secure
79. prevent abuse of powers by the civil servants
80. make the employer an autocrat
81. Every member of the government service shall maintain
82. absolute integrity and devotion to duty
83. their own service book
84. complete discretion in their job
85. Conduct rules will keep the employees
86. uncomfortable as they are bound to follow them
87. lazy in their duties
88. alert so as to maintain their efficiency in work
89. The government servants and their behavior outside the office are
90. fully controlled by the conduct rules
91. controlled to some extent by conduct rules
92. not at all controlled by conduct rules
93. One of the existing Conduct Rules that is applicable to the government servants is
94. All India Civil Services (Conduct) Rules 1968
95. All Government Employees (Conduct) Rules 1968
96. All Indian Government Servants (Conduct) Rules 1968
97. Disciplinary action implies
98. punishment of employees for being lazy at work
99. the administrative steps taken to correct misbehavior of employees relating to his performance of his job
100. giving of training to employees in relation to their dealing with colleagues or people in their offices.
101. Disciplinary action of civil servants and criminal procedure can
102. not be the same as the former deals with violating internal regulations of the administration
103. be the same; but nature of punishment is different
104. be the same since both arises due to violation of law and order
105. The first step of disciplinary proceeding is
106. bring the charged employee to court
107. preliminary enquiry
108. give punishment order right away
109. The departmental enquiry is intended to give
110. the government servant concerned a chance to prove his innocence
111. the employer a time to collect more charges against the offender
112. the government servant a chance to perform better at his job
113. Suspension of government servant is
114. permanent discharging him from service
115. temporary arrangement for debarring him from office/position
116. long leave granted to him for his exemplary service
117. The government servant charged of an offence is required to submit a written statement of his defense as laid down in the charge sheet
118. within a period of 10 to 15 days
119. within a month
120. within a period of 15 to 20 days
121. The procedure to be followed in disciplinary cases against Government is laid down in conformity with the provisions of
122. Article 300 of the Indian Constitution
123. Article 211 of the Indian Constitution
124. Article 311 of the Indian Constitution
125. A member of the All India Service may appeal from the order of a
126. State Government to the President
127. Governor to the President
128. President to the Chief Justice of India
129. Under Rule 22, ‘government servant may prefer an appeal against certain orders, imposing of penalties, etc’. However no appeal can be made against the
130. order of the High Court Judge
131. order from the Supreme Court Judge
132. order made by the President
133. The Administrative Reforms Commission (1966-1970), set up by the Central Government recommended
134. complete prohibition of strikes by civil servants
135. partial prohibition of strikes by civil servants
136. complete prohibition of strikes by any citizen of India
137. The civil servants in India are not granted unlimited
138. service rights
139. political rights
140. right to association
141. The rights of civil servants protects them from
142. misuse of power against them by their superior
143. increase in their work load
144. decrease in their allowances
145. If the civil servants do not have their rights
146. they will call on pen down strike
147. they will be left vulnerable to mistreat by their employer
148. they will feel free and o as they please
149. The government employees are given political right as in
150. the right to vote
151. the right to campaign for their favorite candidate
152. the right to establish their own political party
153. The civil servants in India
154. are not allowed to exercise any fundamental rights like other citizens
155. have the right to association
156. have no right to association
157. Freedom of contract is a fundamental right to the citizens. However, the civil servants are restricted this right
158. to prevent them from double source of income
159. to give a chance to general public in profitable trade
160. in view of the integrity an impartiality

**Unit IV-**

**Answer Key- Multiple Choice**

1. a
2. c
3. b
4. a
5. b
6. a
7. a
8. c
9. b
10. b
11. a
12. b
13. c
14. a
15. c
16. b
17. a
18. c
19. a
20. b
21. a
22. c
23. b
24. a
25. c
26. a
27. b
28. c
29. b
30. a
31. c
32. a
33. c
34. a
35. b
36. a
37. b
38. a
39. b
40. c

UNIT IV- **Fill in the blanks**

1. Human nature being a blend of\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_**\_\_\_\_\_\_\_\_\_\_**, needs to be tied up under a prescribed code of conduct.
2. The code of conduct in India aims at maintaining integrity, discipline and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in politics in the service.
3. Some sets of conduct rules in India are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 1968, Central Service (Conduct) Rules, 1964, and Railway Servants (Conduct) Rules, 1966.
4. Article 309 of the Indian Constitution empowers the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to frame a code of conduct for government servants.
5. The code of conduct is a set of rules framed by government to keep its \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_disciplined.
6. To make the administration efficient, and for successful organizations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is essential.
7. Proceedings regarding strict discipline check the civil servants from indulging in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and behavior.
8. Article 311(1) provides that a civil servant cannot be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by any authority subordinate to him.
9. When conduct rules are violated, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is to be taken.
10. Some of the minor penalties are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, withholding of promotion, increment or pay.
11. Some of the major penalties are reduction to lower scale, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_retirement, removal from service.
12. Prior to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the whole procedure followed under Article 311 was so cumbersome that it generally went in favor of the accused.
13. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is in the nature of a ‘fact finding enquiry’.
14. Suspension can be declared even before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the accused.
15. Under Rule 22, ‘government servant may prefer an appeal against suspension made, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, enhancing penalties, etc.’
16. Some causes if misconduct are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, falsification of accounts, fraudulent claims
17. The civil servants enjoy Civil Rights, limited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Service Rights, etc.
18. The public servants are free to form\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or\_\_\_\_\_\_\_\_\_\_\_\_\_\_already existed.
19. The government servants do not have the official right to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, but they are employed once in a while to pressure the government.
20. The Administrative Reforms Commission (1966-1970), set up by the Central Government, recommended complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by civil servants.

**UNIT IV-**

**Answer Key- Fill in the blanks**

1. vice and virtue
2. neutrality
3. All India Services Rules, 1968
4. President
5. civil servants
6. strict discipline
7. immoral conduct
8. dismissed or removed
9. disciplinary action
10. censure
11. compulsory
12. 42nd Amendment
13. preliminary enquiry
14. framing of any charge against
15. imposing of penalties
16. embezzlement
17. Political Rights
18. association or join the associations
19. strike
20. prohibition of strikes

**UNIT V**

**RETIREMENT, RETIREMENT BENEFITS, PENSION, PROVIDENT FUND AND GRATUITY, NEW PENSION SCHEME**

**Choose the correct answer:**

1. Retirement means
2. seniority in service
3. continuing of service
4. termination of service
5. Retirement takes place at the time of
6. training
7. after serving for a prescribed duration
8. probation
9. Retirement is needed
10. to make the employer spend more funds for servicemen
11. to make public service difficult to enter
12. to make room for the promotion of younger men in the service
13. A system of retirement is a great source of
14. attraction for people who take to public services
15. income for the employer
16. debate amongst the employee
17. The creation of public service a permanent career, it is desirable that the government
18. should provide more benefits to the civil servants
19. should ensure its employees an easy and carefree life in their old age
20. should give more leave in a financial year
21. The retirement age is
22. the same all over the world
23. prescribed only in India.. it is different acc to the climate.. retirement page385
24. different from country to country
25. Regarding the age of an employee where he should retire is
26. compulsory at a fixed age
27. to be made by his immediate superior at work
28. not compulsory as long as the employee is fit for work
29. The retirement age of the judges of High Court, Supreme Court and members of the Public Service Commission in India is fixed by
30. the Supreme Court
31. the Parliament
32. the Constitution
33. Retirement benefits are those benefits provided by an organization to
34. maintain a particular standard of living after their retirement from service
35. maintain their connection with the employer
36. maintain their connection with their co-workers officially
37. Retirement benefits ensure
38. timely completion of task by the employees
39. security of the employee after his service
40. cordial relationship among the workers
41. The retirement system should
42. seek to adjust its features to the needs of the changing time
43. seek to adjust according to the demands of the employees
44. seek to adjust to make employee satisfied even at the cost of the employer.
45. Pension is paid in
46. fixed annually amount
47. fixed quarterly amount
48. fixed monthly amount
49. Retirement benefits make
50. public service more attractive than private entities
51. public servants sluggish in their job
52. unnecessary burden for the employer
53. Retirement benefits is one way of
54. making the private enterprise employees jealous to public servants
55. justice brought by the state to their employees after their long years of service
56. making the civil servants lazy in their duties
57. Every retirement system makes a provision for
58. pensions to the members retired
59. a chance to avoid responsibilities by government servants
60. extra years of service by the willing employee
61. A public servant may be forced to retire due to
62. his slothful nature
63. unprofessional behavior towards his superior
64. physical disability or ill health
65. If a public servant retired due to physical disability he will be paid
66. proportionate pension
67. invalid pension
68. involuntary pension
69. The climatic, temperamental and other features of the country are taken into consideration while fixing up the
70. voluntary pension
71. superannuation age
72. forced pension
73. Pension are paid wholly by the government but they cannot be
74. transferred to any family member
75. provide anymore once the pensioner passed away
76. claimed as a right
77. There are three forms of retirement systems- non contributory,
78. partly contributory and wholly contributory
79. partly contributory and quarterly contributory
80. half contributory and annual contributory
81. Under non-contributory system,
82. the government do not contribute to the retirement allowances
83. the government pay the entire cost of making the retirement allowances
84. both the government and the pensioner contribute to the retirement allowances
85. The contribution of the employees is secured through
86. compulsory deductions from their salaries
87. one time deduction in large amount from their salaries
88. two to three times deductions in small amounts from their salaries
89. The retirement of older employees from highest positions is essential to
90. provide opportunities to those all other employees
91. provide opportunities for promotion to younger group of employees
92. to employ a new worker from outside the organization
93. One of the reasons of so much craving for public services is
94. the system of pensions after retirement
95. more allowances than private enterprises
96. more leave days than private enterprises
97. Pension given to an officer who retires at the prescribed age is
98. Prescribed pension
99. superannuation pension
100. old age pension
101. Compensatory pension is granted to an officer
102. who had an accident that left him unable to continue his duty as a government servant
103. who is not efficient in his work as a government servant that disrupts the prestige of the organization
104. whose permanent post is abolished and the government cannot provide an alternate post
105. A public servant can take Voluntary Retirement if he has completed
106. 35 years of service
107. 25 years of service
108. 10 years of service
109. When an employee is retired at reaching a fixed age of 60 as it is in India it is
110. Necessary Retirement
111. Valid Pension
112. Compulsory Retirement
113. Compassionate Allowance is when an employee was dismissed or removed from service,
114. he is entitled full pension, that will be released to him after the government has done necessary procedure
115. he is not entitled to any pension benefits, but maybe sanctioned a compassionate allowance
116. he is entitled to half pension benefits which can be withdrawn by him anytime he wants
117. Invalid Pension is granted if an employee retired on being
118. declared unfit for further service by the competent medical authority
119. avoiding official duties too many times
120. unable to adjust himself to the needs of his position as a public servant
121. Provident Fund is a mechanism to protect the public servant after retirement, with the purpose of
122. making them feel secure while they are in service
123. providing a compulsory saving out of the current income of the employee
124. making them receive good amount of money when they retired
125. A certain amount of the basic salary is compulsorily deducted from the employee’s salary and is utilize for
126. helping the less fortunate people in the country
127. helping other employees who are suffering from serious illness
128. development projects in the country
129. Provident Fund is received at retirement in a
130. lump sum
131. half yearly
132. monthly
133. There are two major types of Provident Fund, General Provident Fund and
134. Public Servant Provident Fund
135. Civil Service Provident Fund
136. Employee’s Provident Fund
137. Gratuity is a lump sum payment made based on the total service of an employee
138. either on retirement or death
139. while he is still in service as a bonus
140. when he is working on a big project
141. Gratuity is paid only to employee who complete
142. 10 years of service
143. 15 years of service
144. 5 years of service
145. Death Gratuity is a one-time lump sum benefit payable to the
146. the nominee or family member of a government servant dying in harness
147. team mate of the deceased employee
148. any relatives who come up to claim for it
149. New Pension Scheme (New Pension Scheme), is launched on
150. 1st January 2014
151. 1st January, 2004
152. 1stApril, 2004
153. Under NPS the individual contribute to his retirement account there is
154. no defined benefit that would be available at the time of exit from the system
155. fixed amount that would be available anytime the employee wants to exit
156. provision for the employer to spend from the NPS fund of his employee
157. NPS is regulated by
158. Retirement Fund Regulatory and Development Authority
159. Civil Servants Fund Regulatory and Development Authority
160. Pension Fund Regulatory and Development Authority

**UNIT V**

**Answer Key - Multiple Choice**

1. c
2. b
3. c
4. a
5. b
6. c
7. a
8. c
9. a
10. b
11. a
12. c
13. a
14. b
15. a
16. c
17. a
18. b
19. c
20. a
21. b
22. a
23. b
24. a
25. b
26. c
27. b
28. c
29. b
30. a
31. b
32. c
33. a
34. c
35. a
36. c
37. a
38. b
39. a
40. c

**UNIT V- Fill in the blanks**

1. Retirement age in India is 55­-60years; recently it has been raised to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in our universities.
2. With the system of retirement, the civil servants are rest assured of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_that they can give their best in their duties while in service.
3. Retirement is significant as it injects \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in public services.
4. There is a provision for premature retirement of staff who become so handicapped due to illness or accident that they are unable to perform their duties.
5. Retirement benefits are those benefits given to the retired\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_by the government.
6. In non-contributory the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to pay the entire cost of making the retirement allowances.
7. In India, there are three main schemes for retirement benefits for employees; they are Pension Schemes, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a lump sum payment at the time of retirement.
9. There are three categories of Gratuity; they are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and Death Gratuity.
10. The government exercise hold over the retired personnel by means of ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_by withholding it if the latter involved in any subversive activity.
11. One of the main difference between Pension and Provident Fund is, Pension is given \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_while Provident fund is received in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_payment.
12. In contributory system, the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_makes total contribution by way of salary deduction.
13. Family pension is granted to the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on his death in service or after retirement.
14. Gratuity is a benefit which is payable under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Act 1972.
15. The\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ amount unlike provident fund is totally paid by the employer without any contribution from the employee.
16. In Employee’s Provident Fund the investor enjoys\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tax relief.
17. NPS aims to institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ reforms and to inculcate the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for retirement amongst the citizens.
18. With effect from 1st May 2009, NPS has been provided for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_including the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_workers on voluntary basis.
19. Under NPS, all subscribers has to open an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with his/her \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and get a Permanent Retirement Account Number.
20. Any\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ between the age 18-60yrs of age can join NPS either as individuals or as an employee-employer groups.

**UNIT V**

**Answer Key** **Fill in the blanks**

1. 65years
2. their future
3. new blood with fresh ideas
4. illness or accident
5. government/civil/public servants
6. government undertakes
7. Provident Fund and Gratuity
8. Provident Fund
9. Service Gratuity, Retirement Gratuity
10. pension
11. monthly, onetime/lump sum
12. employee
13. family of a public servant
14. Payment of Gratuity
15. gratuity
16. income
17. pension, habit of saving
18. all citizens of the country, unorganized sector
19. account, nodal office
20. citizen of India