

FBQ 1: A system in which the appointment and conditions of service of an employee are determined solely at the employees own intrinsic qualifications and personal capacities and physical fitness is called the \_\_\_\_\_  
Answer: Merit system

FBQ 2: A system whereby the public office constitutes a spoil to be enjoyed by the victorious political party at the polls is known as \_\_\_\_\_  
Answer: Spoils system

FBQ 3: \_\_\_\_\_ Act gave the civil service permanency of tenure and its present character  
Answer: Pendleton

FBQ 4: The establishment of a two-way flow of mutual understanding and information between an organisation and its public has been the fundamental objective of \_\_\_\_\_  
Answer: Public relations

FBQ 5: The organisations which bring members of the same profession together for the exchange of information and experience and for the advancement of their profession is known as \_\_\_\_\_  
Answer: Professional Association

FBQ 6: The averred objective to seek an improvement on the wages and other conditions of service of their member is the responsibility of \_\_\_\_\_  
Answer: Trade unions

FBQ 7: An employee that is equipped with in-depth knowledge of science and technology in one particular branch or sector is known as \_\_\_\_\_  
Answer: A specialist

FBQ 8: The employees who are non-specialists or technocrats in an organisation are called \_\_\_\_\_  
Answer: Bureaucrats

FBQ 9: The specialists are commonly termed as \_\_\_\_\_  
Answer: Technocrats

FBQ 10: A career person within the executive branch who by the breath of his experience is competent to deal effectively with complex problems of relationship among agencies or officials is known as \_\_\_\_\_  
Answer: A generalist

FBQ 11: In an organisation, the grading of duties not according to different functions, but according to degrees of authority and corresponding responsibility is called \_\_\_\_\_  
Answer: Scalar process

FBQ 12: The flow of instructions or communications from the immediate superior to the top officer in an organisation is described as \_\_\_\_\_  
Answer: Proper channel

FBQ 13: In Public administration, such activities in an organisation which aid the head of department or the chief executive in discharging his duties is known as \_\_\_\_\_  
Answer: Staff

FBQ 14: \_\_\_\_\_ are the agencies which do not serve the public but the line agencies  
Answer: Auxiliary agencies

FBQ 15: The traditional administrative organisation is called \_\_\_\_\_  
Answer: Department

FBQ 16: At the federal level in Nigeria, the political head of every department is known as \_\_\_\_\_

Answer: Minister

FBQ 17: A group of members who are required to act collectively upon all matters falling within their jurisdiction is called \_\_\_\_\_

Answer: Board

FBQ 18: An organisation which has the leadership of the department in one person is called \_\_\_\_\_

Answer: Bureau type of organisation

FBQ 19: \_\_\_\_\_ refers to where decision making authority is vested in the top level to which all matters pertaining to a particular problem are channelled.

Answer: Centralized organisation

FBQ 20: The dispersal of authority among a number of individuals or units is referred to as \_\_\_\_\_

Answer: Decentralization

FBQ 21: An agency of the government through which the government manages its commercial and economic activities is known as \_\_\_\_\_

Answer: Public enterprise

FBQ 22: An enterprise established under the ordinary company law of the country in which the government has a commanding interest through its ownership of all or some of the shares is known as \_\_\_\_\_

Answer: State company

FBQ 23: A public corporation is constituted largely for \_\_\_\_\_

Answer: Public benefit

FBQ 24: The essence of a company is maximization of \_\_\_\_\_

Answer: Profit

FBQ 25: A personnel system where the employees are classified into a hierarchical sections, divisions, etc is describes as \_\_\_\_\_ system

Answer: Bureaucratic

FBQ 26: A system where a distinction is made between different grades of personnel and promotion from lower to the higher grade is strictly restricted is called \_\_\_\_\_

Answer: Aristocratic system

FBQ 27: A system in which no man has any more intrinsic right to official station than another is known as \_\_\_\_\_

Answer: Democratic system

FBQ 28: The German sociologist that gave a systematic analysis of bureaucracy is \_\_\_\_\_

Answer: Max Weber

FBQ 29: In public administration, the grouping together of posts into various classes on the basis of their respective duties and responsibilities is known as \_\_\_\_\_

Answer: Classification

FBQ 30: According to Waldo, \_\_\_\_\_ is the prescribed or customary way of working together with the conduct of an organisation's business.

Answer: Procedure

FBQ 31: The day-to-day work of the government is done through the \_\_\_\_\_

Answer: Procedure

FBQ 32: In a broader sense, the study of the entire process of management, viz planning, organizing, coordinating, motivating, directing, and controlling refers to as \_\_\_\_\_ of management.

Answer: Organization and Methods

FBQ 33: In specific term, that which determines the amount of discretion permitted to administrative officers and agencies is known as \_\_\_\_\_ law

Answer: Administrative

FBQ 34: The law-making power transferred to executive by the legislature itself is called \_\_\_\_\_

Answer: Delegated legislation

FBQ 35: The determination of question of a judicial or quasi-judicial nature by an administrative department or agency is known as \_\_\_\_\_

Answer: Administrative adjudication

FBQ 36: The process which upgrades employees and makes them bear heavier and greater responsibilities in an organisation is \_\_\_\_\_

Answer: Promotion

FBQ 37: Apart from on the ground of request, another grounds for effecting the transfer of an employee from one place of work to another is \_\_\_\_\_

Answer: Routine

FBQ 38: Dissemination of information to the public about the government's policies and acts of the government is the core objective of \_\_\_\_\_

Answer: Public Relations

FBQ 39: Distinction is made between different grades of personnel and promotion from lower to the higher grade is strictly restricted under \_\_\_\_\_

Answer: Aristocratic system

FBQ 40: The eminent German sociologist that gave a systematic analysis of bureaucracy is \_\_\_\_\_

Answer: Max Weber

FBQ 41: In public administration, the process of grouping together of posts into various classes in the basis of their respective duties and responsibilities is known as \_\_\_\_\_

Answer: Classification

FBQ 42: The system that is also designated as "hiring and firing" of public officials and employees is called \_\_\_\_\_

Answer: Spoils system

FBQ 43: The Unions that are generally formed by the employees of subordinate public services is called \_\_\_\_\_

Answer: Trade Unions

FBQ 44: When constitutional methods fail to yield fruits, Trade Unions may resort to \_\_\_\_\_

Answer: Strike

FBQ 45: The \_\_\_\_\_ refers to the system in which the appointment and conditions of service of an employee are determined solely on qualifications

Answer: Merit system

FBQ 46: According to Torpey, the process of developing skills, habits, knowledge and attitude in employees for the purpose of increasing their effective performance is known as \_\_\_\_\_

Answer: Training

FBQ 47: The aspect of training that is carefully conceived, prearranged and

conducted under expert guidance is called \_\_\_\_\_ training

Answer: Formal

FBQ 48: A company constituted for \_\_\_\_\_

Answer: Private profit

FBQ 49: Need for funds is one of the justifications for \_\_\_\_\_

Answer: Public Enterprises

FBQ 50: An organisation in which decision-making authority is vested in the top level of the organisation is described as \_\_\_\_\_

Answer: Centralized

MCQ1: One of the following is not a classification or type of Budget

Answer: Profit budget

MCQ2: The following are important principles of budget making except \_\_\_\_\_

Answer: Budget should be staggered

MCQ3: The advantages of delegated legislation exclude \_\_\_\_\_

Answer: Interest of the people ignored

MCQ4: \_\_\_\_\_ is not among the major criticisms against Dicey's interpretation of administrative law

Answer: Universality of administrative law

MCQ5: A renowned scholar in administrative law is \_\_\_\_\_

Answer: Ivor Jennings

MCQ6: The functions of O and M do not include \_\_\_\_\_

Answer: Industrialization

MCQ7: The main defects of procedures include all but \_\_\_\_\_

Answer: Efficiency

MCQ8: The legal rights of public employees includes the following with the exception of \_\_\_\_\_

Answer: Right to embezzlement

MCQ9: \_\_\_\_\_ is not among the objectives of public employee union

Answer: To take over administration

MCQ10: The obstacles to good public relations exclude \_\_\_\_\_

Answer: Cordiality

MCQ11: \_\_\_\_\_ is not among the techniques of ascertaining public opinion

Answer: Motivation

MCQ12: The principles of promotion does not include

Answer: Confrontation

MCQ13: Strictly speaking, \_\_\_\_\_ does not belong to the formal training

Answer: Parental Training

MCQ14: The following are advantages of the merit system exclude \_\_\_\_\_

Answer: It leads public administration to the morass of political intrigues

MCQ15: The defects of spoils system exclude \_\_\_\_\_

Answer: Motivates the employees

MCQ16: The foundation of personnel system includes all but \_\_\_\_\_

Answer: Tenure for incumbency

MCQ17: \_\_\_\_\_ is not among the essential characteristics of bureaucracy

Answer: Personification of office in the incumbent

MCQ18: The German sociologist that popularized the study of bureaucracy is \_\_\_\_\_

Answer: Max Weber

MCQ19: The problems of public corporation exclude \_\_\_\_\_

Answer: The problem of precondition

MCQ20: \_\_\_\_\_ is not a feature of public corporation

Answer: Profit - oriented

MCQ21: One of the following is not a type of public corporation in Nigeria.

Answer: Federal Character Commission

MCQ22: The following reasons justify government participation in economic activities except \_\_\_\_\_

Answer: Need to plunder the economy

MCQ23: \_\_\_\_\_ is not among the types of public enterprises based on the ownership.

Answer: Amnesty

MCQ24: Factors necessitating centralization and decentralization exclude \_\_\_\_\_

Answer: Absence of managers

MCQ25: Advantages of a centralized system does not include \_\_\_\_\_

Answer: It lacks flexibility of approach

MCQ26: All except one of the following are the disadvantages of a centralized system.

Answer: It makes administrative abuses difficult

MCQ27: The bureau type runs the following risks except \_\_\_\_\_

Answer: The head may develop expertise

MCQ28: The disadvantages of Board type do not include \_\_\_\_\_

Answer: The single head is necessary in a disciplined activities

MCQ29: \_\_\_\_\_ is not a type of Board or Commission

Answer: Revenue board

MCQ30: The four principles or bases on which a department is organized exclude \_\_\_\_\_

Answer: Rotational principle

MCQ31: The functions of Auxiliary Agencies exclude \_\_\_\_\_

Answer: Encroaches upon the responsibilities of his agencies

MCQ32: \_\_\_\_\_ is not among the functions of staff agencies.

Answer: Decision making

MCQ33: The following are factors determining the degree of span of control except \_\_\_\_\_

Answer: Lack of consensus

MCQ34: The bases of organization exclude \_\_\_\_\_

Answer: Public relations

MCQ35: The following are the characteristics of organization except \_\_\_\_\_

Answer: Profit maximization

MCQ36: The foundations of the modern personnel system include all except

\_\_\_\_\_  
Answer: Spoils system

MCQ37: The Pendleton Act was passed by the United States Congress in the year

\_\_\_\_\_  
Answer: 1883

MCQ38: The Act that gave the civil service permanency of tenure and its present character is known as \_\_\_\_

Answer: Pendleton Act

MCQ39: Such a method of recruitment aimed at providing equality of opportunities to all to compete in open market public service is known as \_\_\_\_\_

Answer: Merit system

MCQ40: \_\_\_\_\_ is not among categories of training in an organization

Answer: Disengagement Training

MCQ41: An organisation aimed at achieving a public purpose authorized by law is known as \_\_\_\_\_

Answer: Government corporation

MCQ42: The main characteristics of a government company include all except \_\_\_\_\_

Answer: It is welfare - oriented

MCQ43: The grading of duties according to degrees of authority and corresponding responsibility in organisation is known as \_\_\_\_\_

Answer: The scalar process

MCQ44: The line agencies do not perform one of the following functions.

Answer: Repressing workers

MCQ45: According to Mooney, staff functions do not include \_\_\_\_\_

Answer: Budgeting

MCQ46: \_\_\_\_\_ is not among the kinds of independent establishments

Answer: Information services

MCQ47: The Bureau Type of Organisation is bedevilled by the following defects except \_\_\_\_\_

Answer: It eliminates partisan politics

MCQ48: \_\_\_\_\_ is not among the techniques of ascertaining public opinion

Answer: The Judiciary

MCQ49: In a broader sense of institutional process, the term O and M refers to

\_\_\_\_\_  
Answer: Organization and Management

MCQ50: \_\_\_\_\_ is not a notable scholar in Administrative Law?

Answer: Max Weber