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HBSE MODEL PAPER 2024



Practice Papers

MODEL PAPERS

Marking Scheme

ANSWER KEY

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Marking Scheme
Class XII
Public Administration

Question Number	Question	Mark
1	Droupadi Murmu	1
2	Parliament	1
3	Jawahar Lal Nehru	1
4	New Delhi	1
5	5Years	1
6	President	1
7	65 Years	1
8	Union Public Service Commission	1
9	2017	1
10	1Year	1
11	1992	1
12	97	1
13	Luthar Gullick	1
14	A	1
15	D	1
16	D	1
17	Two	1
18	Mussoorie	1
19	Two	1
20	He audits all transaction of Central and State Governments related to debits, deposits, funds etc.	1
21	The Prime Minister of India is appointed by the President of India. The constitution of India provide that Prime Minister shall be appointed by the president but the President has to appoint the leader of the majority party in Lok Sabha as Prime Minister but when no party has a clear majority in Lok Sabha the president can exercise personal discretion in appointment of prime minister	2
22	Two functions of Union Public Service Commission- 1. To advise the Government of India on the method and principles of appointment of members and officers of the Administrative Services. 2. To arrange for competitive examinations and interviews so as to select members for the services of the Sangh	2
23	Each department differs from each other on the basis of size, organization, nature of work etc. Various bases have to be resorted to while creating departments- 1. Work or Goal Basis - It means that departments should be	2

	organized on the basis of work or goal. Like- Education Department for the spread of education, Defense Department for protecting the borders etc. 2. Process Basis - The basis of this type of departmental organization is special merit. Like- law department, medical department etc.	
24	Two features of public corporation- 1. The goal of a public corporation is to strive for the benefit of the public and not for personal profit. 2. A public corporation is established by an Act of Parliament.	2
25	By recruitment in the broad sense of public administration, we mean the collective name of appointment, test, and interview. The process of attracting and selecting qualified individuals to the organization is called recruitment	2
26	Two merits of indirect recruitment- 1. The persons appointed in this get experience of government work so that they can perform their duties with full confidence. 2. Training is not necessary for the persons employed in it. Provides more opportunities for promotion.	2
27	The word promotion, which is called 'Promotion' in English, is derived from the word 'Primover' of Latin language. The meaning of this word is to increase in rank, level, respect, to rise higher, to move forward. Thus promotion means getting the duties and responsibilities changed from lower grade to higher grade.	2
28	Type of training - Formal and informal training - Formal training is conducted under the guidance of an expert. The selected trainees are given training during a fixed time and duration. Informal training is acquired through experience.	2
29	. Two functions of Panchayat. 1. Making plans for the development of your area and implementing them. 2. To prepare the budget for the development of his area and present it before the Gram Sabha	2
30	Qualifications of the President- 1. He should be a citizen of India. 2. He should be at least 35 years of age 3. He should have all the qualifications which are necessary to be elected as a member of the Lok Sabha. 4. He should not be working on any office of profit under the Union Government, State Government or any local	4

	government controlled by them. 5. The President cannot be a member of the Union Parliament or any State Legislature. If so, then on assuming the office of the President, he will have to resign from that post.	
31	Features of Indian Union- 1. Union of States - The word 'Union' is not used in the Constitution, however, Article 1 of the Constitution refers to India as a 'Union of States'. 2. States do not have the right to secede from the union - Although India is a union of states, it is not in any way the result of an inter-state agreement between the states, so no state has the right to secede from the union. 3. Dual governance- Dual governance system has been adopted in India. The constitution has given the powers of governance to both. 4. Division of Powers - The powers of governance in India have been divided between the Center and the States. Subjects of national importance (100) in the Union List, subjects of local importance (61) in the State List and subjects of importance of both (52) are kept in the Concurrent List. 5. Bicameral Legislature- There is a two-camera legislature in the Union Government- one house represents the whole country and the other represents the units.	4
32	. Article-148 of the Constitution of India states that there shall be a Comptroller and Auditor General of India who shall be appointed by the President by warrant under his hand and seal. Qualification of special technical experience and understanding has been prescribed for appointment to this post. Part-V of the Constitution has been arranged for the Comptroller and Auditor General of India.	4
33	Main principles of budget making 1. Principle of responsibility of the executive for budget making- The chief executive is responsible for running the administration, so it can tell well about the allocation of funds. That's why the work of making the budget should be done by the executive. 2. Budget should be based on healthy planning - The budget is the cornerstone of the program of the government, so it should be prepared according to sound planning. This means that the budget should be prepared keeping in view the national resources and the objectives of the government. 3. Principle of Balanced Budget- It is also a principle of budget making that there should be balance in income and	4

	expenditure. Persistent deficit budget is harmful for the national hill. 4. Principle of estimation on cash basis - The cash basis of the budget means that it should be prepared on the basis of actual income and expenditure of the coming year.	
34	. Four features of public corporation. 1. The goal of a public corporation is to strive for the benefit of the public and not for personal profit. 2. A public corporation is established by an Act of Parliament. The goals, powers and functions of the corporation are described by law. If some changes have to be made in a public corporation, then it can be done only by amending the basic law. 3. Public corporations are autonomous in financial matters. When they are established, then a fixed amount of money is given to it by the Parliament, the use of which depends on the will of the corporation. 4. Commercial nature- The main functions of public corporation are of commercial and industrial nature.	4
35	Advantages of 'Direct Recruitment' - 1. This principle is democratic because it gives opportunity to all the candidates. 2. More candidates are found than this means its sources are wide. 3. It attracts young and highly qualified persons. 4. New ideas and techniques are reflected in services. 5. Employees work hard to improve their skills	4
36	. Powers of the Prime Minister of India- 1. Creation of the Council of Ministers 2. Division of Departments 3. Leadership of the Lok Sabha 4. Toughness in the President and the Cabinet 5. Link in different departments 6. Chief Advisor to the President 7. Power to dissolve the Lok Sabha Or Description of the functions of the President of India - (a) peace time powers- 1. Executive Powers (i) President of the State (ii) Appointment of the cabinet (iii) Appointment of higher officials	6

	(iv) Administrator of Union Territories 2. Legislative work - (i) The President is a part of the Parliament (ii) Summoning and adjourning the session of the Parliament (iii) Addressing the Parliament (iv) Nomination of members to the Parliament (v) dissolution of the Lok Sabha (vi) Assent on Bills (vii) Issuance of ordinance 3. Financial Powers - (i) The budget is presented in the name of the President. (ii) Prior assent to a Money Bill (ii) Appointment of Finance Commission 4. Judicial Powers - (i) Appointment of judges (ii) Right to pardon iii Seeking advice from the Supreme Court (b) emergency powers (i) Article-352-Danger arising out of war, external aggression, armed rebellion. (ii) Article- 356- Crisis arising from the failure of the constitutional machinery in the state. (iii) Article- 360- Financial emergency	
37	Organization of Gram Panchayat- Rachna-1, the main unit of rural self-governance 2. The population of the village should be 500 or more 3. Direct election by the members of Gram Sabha within the area 4. In Gram Panchayat, there are 6-20 panchs in addition to one Panch Sarpanch who is the head. Qualifications - 1. He should be a citizen of India. 2. He must have completed 21 years of age. 3. Should not have been disqualified for election by the court. 4. He must have lived in that village for at least one year. Reservation of seats seats reserved for scheduled castes 2. 1/3 seat reserved for women Situation- 1. Situation not commendable 2. Slow Tasks 3. Lack of sufficient funds	6

	4. Government control Or Description of the problems of Panchayati Raj - 1. Illiteracy 2. Interference of political parties 3. Lack of money 4. Excessive Government Control 5. Casteism Communalism 6. Poverty 7. Role of Government Servants 8. Ineffective role of Gram Sabha.	
38	Description of the powers and functions of the Supreme Court - 1. Original Jurisdiction - (a) Federal Affairs (b) Guardian of fundamental rights (c) Disputes related to the election of the President and the Vice President (d) in relation to the Federal Public Service Commission. 2. Appellate Jurisdiction - (a) Constitutional matters (b) criminal cases (c) civil appeals (d) Special Appeals 3. Advisory Jurisdiction 4. Interpreter of the Constitution 5. Review of decisions 6. Court of Record Or Judicial Review Meaning - Checking the legality of the actions of the Executive and the Legislature by the Court. Nature of Judicial Review in India - 1. confined area 2. Principle of severability- The court has the right to separate the legal and illegal part of the law. 3. Principle of legislative competence - on the violation of its power by the legislature. 4. Principle of constitutional spirit-Cancellation of law against the spirit of the constitution. 5. Principle of subsequent interpretation - The court can cancel its earlier decisions.	6