

## SYLLABUS

**PUBLIC ADMINISTRATION**

**B.A. (GENERAL)**

**THIRD SEMESTER**

**PAPER : PERSONNEL ADMINISTRATION  
(WITH SPECIAL REFERENCE TO INDIA)**

**Max. Marks : 100**

**Theory : 90 Marks**

**Internal Assessment : 10 Marks**

**Time : 3 Hours**

**Objective of the Paper :**

The objective of this paper is to give the student an in-depth understanding of various aspects of public personnel administration particularly recruitment, training and promotion. Contemporary issues like grievance redressal machinery, corruption, morale etc. concerning administration of human resources in government will also be examined.

**INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES**

- (i) For Private/University School of Open Learning (USOL) students who have not been assessed earlier for the internal assessment, the marks secured by them in the theory paper will proportionately be increased in lieu of the internal assessment.

**The paper-setter must put a note in question paper in this regard.**

- (ii) The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The first compulsory question shall comprise of 12 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 9. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be required to attempt one. Each question will carry 18 marks.

**UNIT-I**

Personnel Administration – Meaning and Significance.

Bureaucracy: Meaning, Characteristics, Demerits and Remedies.

Civil Service: Meaning, Features and Role.

Position and Rank Classification Systems: Significance and Features

**UNIT-II**

Recruitment : Meaning, Methods and Problems.

Recruitment System of Higher Civil Services in India.

UPSC : Composition, Functions and Role.

SPSC : Composition, Functions and Role.

**UNIT-III**

Training—Meaning, Types, Methods, Training of Higher Civil Services in India.

Conduct, Discipline and Ethics in Public Services.

Promotion : Meaning, Significance and Principles.

**Unit-IV**

Morale, Causes of Low Morale and Measures for Improvement.

Corruption in Administration : Causes and Remedies.

Administrative Tribunals: Meaning, Types, Advantages and Disadvantages.