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(NEP—2020)

(2nd Semester)

PUBLIC ADMINISTRATION (MAJOR/MINOR)

(Public Personnel Administration)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

(SECTION : A—OBJECTIVE)

(Marks : 10)

Tick (✓) the correct answer in the brackets provided :

1×10=10

1. The term 'Personnel' means

- (a) body of employees ()
- (b) body of unions ()
- (c) body of politicians ()
- (d) body of specialists ()

2. The primary purpose of the merit system in recruitment is to

- (a) select candidates based on political influence ()
- (b) select candidates based on their qualifications and performance potential ()
- (c) select candidates on family influence ()
- (d) select candidates from particular social backgrounds ()

3. The first country that has adopted scientific system of recruitment based on merit principle is
- (a) United Kingdom () (b) the United States of America ()
(c) China () (d) India ()
4. The Chairman of State Public Service Commission is appointed by
- (a) the President () (b) the Governor ()
(c) the Chief Minister () (d) the Prime Minister ()
5. The classification of jobs into classes on the basis of duties and responsibilities is
- (a) rank classification () (b) position classification ()
(c) vertical classification () (d) horizontal classification ()
6. Training imparted to the selected candidates into civil service is known as
- (a) informal training () (b) in-service training ()
(c) pre-service training () (d) orientation training ()
7. Promotion based on both merit and seniority is
- (a) merit principle ()
(b) seniority principle ()
(c) efficiency principle ()
(d) merit-cum-seniority principle ()
8. The primary objective of the conduct rules for civil servants in India is to
- (a) establish guidelines for salary increments and promotions ()
(b) ensure disciplined behaviour, ethical conduct and integrity in public service ()
(c) manage departmental budgets and resource allocation ()
(d) dictate the structure of administrative hierarchies ()
9. The Article of the Indian Constitution which provides safeguards against arbitrary dismissal and disciplinary action to civil servants is
- (a) Article 14 () (b) Article 151 ()
(c) Article 212 () (d) Article 311 ()

10. The periodic allowance received by an employee after retirement is

- (a) pension ()
- (b) gratuity ()
- (c) provident fund ()
- (d) leave encashment ()

(SECTION : B—SHORT ANSWERS)

(Marks : 15)

Answer *five* of the following questions, taking at least *one* from each Unit :

3×5=15

UNIT—I

1. What is aristocratic personnel system?
2. Define spoils system.

UNIT—II

3. Define recruitment.
4. What is meant by All India Services?

UNIT—III

5. Define training.
6. Define rank classification.

UNIT—IV

7. What is meant by conduct rule?
8. What is the New Pension Scheme?

(SECTION : C—DESCRIPTIVE)

(Marks : 50)

Answer *five* of the following questions, taking at least *one* from each Unit :

10×5=50

UNIT—I

1. Define Public Personnel Administration. Discuss its scope.
2. Explain the advantages and disadvantages of the merit system.

UNIT—II

3. Discuss the importance of recruitment in personnel administration.
4. Write the composition and functions of the Union Public Service Commission.

UNIT—III

5. Describe the meaning and significance of classification.
6. Define promotion and explain the three principles of promotion.

UNIT—IV

7. Discuss the different types of retirement benefits.
8. Write a note on the Rights of Civil Servants in India.
