

2025

(CBCS)

(4th Semester)

PUBLIC ADMINISTRATION

FOURTH PAPER

(**Public Personnel Administration in India**)

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. Personnel Administration in Government is called

- (a) Private Personnel Administration ()
- (b) Public Personnel Administration (✓)
- (c) Corporate Personnel Administration ()
- (d) Public-Private Personnel Administration ()

2. Bureaucratic system adheres to the principle of

- (a) corruption ()
- (b) ruling political party policies ()
- (c) rules and regulations (✓)
- (d) position classification ()

3. The recruiting agency for the all-India services is
 (a) UPSC (✓) (b) SPSC ()
 (c) UGC () (d) SSB ()
4. The Chairman and members of SPSC are appointed by the
 (a) Vice-President of India () (b) Prime Minister ()
 (c) Governor of the State () (d) President of India (✓)
5. On-the-job training is also known as
 (a) formal training () (b) informal training (✓)
 (c) refresher training () (d) orientation training ()
6. The system of classification in India is
 (a) position classification () (b) rank classification (✓)
 (c) horizontal classification () (d) vertical classification ()
7. All government employees are governed by
 (a) training rules () (b) service rules (✓)
 (c) recruitment rules () (d) conduct rules ()
8. The Political Rights of Civil Servants in India imply
 (a) a right to contest election ()
 (b) a right to join political parties ()
 (c) a right to vote (✓)
 (d) a right to free speech ()
9. When a government servant retires voluntarily before reaching the prescribed age, it is called
 (a) voluntary retirement (✓)
 (b) superannuation pension ()
 (c) family pension ()
 (d) invalid pension ()
10. Which of the following is mandatory retirement saving scheme under Old Pension System?
 (a) Gratuity () (b) Provident Fund (✓)
 (c) Voluntary Saving () (d) Leave Encashment ()

(SECTION : B—SHORT ANSWERS)

(Marks : 15)

Answer the following questions :

3×5=15

UNIT—I

1. What is meant by democratic system of Personnel Administration?

OR

2. What is spoils system?

UNIT—II

3. What is Direct Recruitment?

OR

4. Mention the three functions of UPSC.

UNIT—III

5. What is meant by rank classification?

OR

6. Define Merit-Cum-Seniority principle.

UNIT—IV

7. What is meant by discipline in Personnel Administration?

OR

8. Write three major penalties that can be taken against government servants.

UNIT—V

9. What is meant by voluntary retirement?

OR

10. Explain the term 'gratuity'.

(SECTION : C—DESCRIPTIVE)

(Marks : 50)

Answer the following :

10×5=50

UNIT—I

1. Define Public Personnel Administration. Discuss its scope.

OR

2. What is merit system? Describe its advantages and disadvantages.

UNIT—II

3. Discuss the meaning and significance of recruitment.

OR

4. Discuss the composition and functions of the State Public Service Commission.

UNIT—III

5. Explain the term 'classification' and its importance.

OR

6. Discuss the meaning and types of training.

UNIT—IV

7. Write a note on the Rights of Civil Servants in India.

OR

8. Write a note on Conduct Rules.

UNIT—V

9. Discuss the meaning and forms of retirement.

OR

10. Write a note on the New Pension Scheme.
