

(i) Printed Pages : 7

Roll No.

(ii) Questions : 9

Sub. Code :

0	2	3	3
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Exam. Code :

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B.A./B.Sc. (General) 3rd Semester

1125

PUBLIC ADMINISTRATION (In all Mediums)

Paper-A : Personnel Administration

(With special reference to India)

Time Allowed : Three Hours]

[Maximum Marks : 90

Note :- (i) Attempt **five** questions in all.

(ii) Question No. 1 is compulsory. Attempt rest of the questions by selecting **one** from each Unit.

(iii) All questions carry equal marks.

1. Attempt any **nine** in not more than 25-30 words each :

(i) Define the term Personnel Administration.

(ii) State two features of Civil Service.

(iii) State two functions of Civil Service.

(iv) What do you understand by classification of Civil Service ?

(v) Who coined the term Bureaucracy ?

(vi) State two functions of UPSC.

(vii) What do you understand by Informal Training ?

(viii) What is the difference between Education and Training ?

(ix) State two causes of indiscipline among public servants.

- (x) State any two rules of conduct for public servants in India.
 - (xi) State two causes of low morale among public servants in India.
 - (xii) Write two differences between Courts and Administrative Tribunals.
- 2×9=18

UNIT-I

- 2. Discuss the meaning and significance of Personnel Administration. 18
- 3. Describe the demerits of Bureaucracy. Suggest remedies for their removal. 18

UNIT-II

- 4. What do you understand by Recruitment ? Discuss various methods and problems of recruitment. 18
- 5. Explain the composition, functions and role of State Public Service Commission. 18

UNIT-III

- 6. Explain the process of training of higher civil services in India. 18
- 7. What are the various principles of promotion ? Describe their advantages and disadvantages. 18