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120/121 (PPA/CPA)

[20-HKPGDEO-M4S(O)21J]

MA 4th Semester (Old) Exam., 2020

POLITICAL SCIENCE

[MPS (S4) 15]

(Public Personnel Administration)

Full Marks : 80

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. Answer any *five* from the following questions (each in around *50* words) : 2×5=10

(a) Write the meaning of 'on-the-job training'.

(b) Mention any two advantages of direct recruitment.

(c) Mention any two basic steps employed in the development and application of a classification plan.

(d) Mention any two objectives of personnel management.

(e) Mention any two advantages of career advancement to an employee.

(f) Mention any two arguments in favour of the principle of seniority.

2. Answer any *three* from the following questions (each in around *150* words) : 4×3=12

(a) Write briefly about the composition of the Public Service Commissions.

(b) Write briefly about the importance of promotion in civil services.

(c) Write any four advantages of position classification.

(d) Write about written examinations as a public personnel test for recruitment.

3. Answer any *three* from the following questions (each in around *250* words) : 6×3=18

(a) Explain the role of public personnel administration in the modern state.

(b) Write briefly about promotional examination.

(c) Write about 'location of the recruitment authority' and 'method of recruitment (recruitment from within and without)' as problems of recruitment.

(d) Explain the limitation of position classification.

4. Answer any *four* from the following questions (each in around *500* words) : 10×4=40

(a) Discuss the present status of personnel administration.

(b) Write about the steps for career advancement. Explain any five benefits of career advancement to an employee and the benefits of career advancement to an organization.

(c) Mention any four objectives of training. Explain *(i)* formal and informal training and *(ii)* pre-entry and post-entry training. 4+6=10

(d) Explain the advantages and disadvantages of rank classification.

(e) Examine the issue of integrity, transparency and accountability in the field of public administration.

(Continued)