

# **Public Administration-DSE1-J PERSONNEL ADMINISTRATION**

## **Unit 1: Personnel Administration**

- a) Meaning, Nature and Scope
- b) Characteristics of Public Personnel Administration in India
- c) Functions and Significance

## **Unit 2: Civil Service**

- a) Meaning, Features and Functions
- b) Classification of Civil Services System

## **Unit 3: Recruitment and Training**

- a) Recruitment: Meaning, Importance and Types
- b) Methods of Recruitment: Spoils and Merit System
- c) Training: Meaning, Objectives and Types

## **Unit 4: Promotion and Retirement**

- a) Meaning, Principles of Promotion
- b) Meaning, Needs and Benefits of Retirement

## **Unit 5: Problems of Personnel Administration**

- a) Human Resource Development
- b) Performance Appraisal
- c) Stress Management and Motivation

## **Unit 6: Rights of Employees**

- a) Right to form Association
- b) Right to Strike

## **Unit 7: Issues in Personnel Administration**

- a) Discipline
- b) Accountability
- c) Corruption

## **Unit 8: Public Personnel Grievances & Redress Mechanisms**

- a) Whitley Council
- b) Staff Council
- c) Administrative Tribunals