

(4)

SSD Girls College, Bathinda (An Autonomous College)  
According to NEP 2020  
2025-26

Major

Subject: Public Administration  
Course Title : PERSONNEL ADMINISTRATION -1  
B.A-II Sem : 3  
COURSE CODE : BA 316 (Major)

Credit :4  
FULL MARKS: 100  
PASS MARKS: 35  
TIME: 3 Hours

END SEMESTER EXAM: 70Marks  
INTERNAL EVALUATION: 30 Marks

### Instructions

The question paper will consist of three Sections A, B and C.  
Section A and B will have four questions each from respective sections of the syllabus.  
Each question will carry 12 marks. (12 × 4 = 48)  
The students will attempt two questions from each Section A and B.  
Section C will be compulsory and consist of 11 short-answer type questions of 2 marks  
each covering the entire syllabus. (11 × 2 = 22)

### Objectives

To explain meaning and objectives of personnel administration.  
To study All India Services and central service and recruitment.  
To classify the civil services in India – Central Services and State Services.  
To know about the recruiting Agency in India.

### SECTION – A

1. Personnel Administration: Meaning, Functions, Significance and Scope
2. Classification of Civil Services in India: Central Services and State Services
3. Recruitment: Process, Methods, Recruitment to Higher Civil Services in India
4. Recruiting Agency in India: Union Public Service Commission

### SECTION – B

5. Bureaucracy Meaning Definition Characters Kids Bureaucracy Importance of Bureaucracy Defects of Bureaucracy. Measures to remove the defects of bureaucracy
6. Promotion: Meaning, Definition, Importance, Promotion Systems in India
7. Performance Appraisal. Meaning, Definition, Purpose, Significance, Types, Advantages
8. Redressal Machinery: Central Administrative Tribunal

16/06/2024