

# SYLLABUS

## PUBLIC ADMINISTRATION (SEMESTER-II)

### Paper-III : Public Personnel Administration

#### PANJAB UNIVERSITY, CHANDIGARH

#### INSTRUCTIONS FOR PAPER-SETTERS AND CANDIDATES

- \* The Maximum Marks for the paper will be 100. The question paper will be of 80 marks and internal assessment of 20 marks. Time allowed will be 3 hours. For private students, who have not been assessed for the internal assessment, the marks secured by them in the paper will be proportionately increased in lieu of the internal assessment.

**The Paper-Setter must put a note in question paper in this regard.**

- \* The candidate shall attempt 5 questions in all (one compulsory and one each from four units). The compulsory question shall comprise of 15 short-answer type questions, covering the whole syllabus, to be answered in 25-30 words each, out of which the candidate would be required to attempt any 10. Each question will carry 2 marks. Rest of the paper shall contain 4 units, each unit having two questions, out of which the candidate would be expected to attempt one. Each question from the units will carry 15 marks.

**Objectives of the Paper:** The syllabus of the paper attempts to familiarize the student with the concepts of Public Personnel Administration, career systems and classification in India, various aspects of Human Resource Development, civil services, rules of service, code of conduct and ethics, disciplinary action, negotiation machinery etc. Presentations, interaction with experts, case studies and discussions will be used for delivery of course content. The students will develop group work, leadership and analytical skills.

#### UNIT-I

Meaning and Significance of Public Personnel Administration

Role of Public Services

Career Systems – Concept and Types

Rank and Position Classification – Concept and Bases

## UNIT-II

Concepts and Significance : Human Resource Development, Manpower Planning, Recruitment, Training, Promotion and Performance Appraisal.

## UNIT-III

Constitutional Provisions regarding Civil Services in India.

Pay Commissions in India

Union Public Service Commission (UPSC) : Role and Functions

## UNIT-IV

Code of Conduct

Disciplinary Action

Employer-Employee Relations : Staff Associations and Unions ; Joint Consultative and Negotiation Machinery