

**B.A. (Liberal Arts)**  
**CORE COURSE (CC): PUBLIC ADMINISTRATION**  
**SEMESTER – III**  
**(BLAB32306T) PERSONNEL ADMINISTRATION IN INDIA**

**MAX. MARKS: 100**

**EXTERNAL: 70**

**INTERNAL: 30**

**PASS: 40%**

**Credits: 6**

**OBJECTIVE:**

This course provides students with the basic knowledge about personnel administration, Civil services, its institutional mechanisms and democratic system in India.

**INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:**

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions each from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any 10 questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

**INSTRUCTIONS FOR THE CANDIDATES:**

Candidates are required to attempt any two questions each from the sections A, and B of the question paper, and any ten short answer questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

**SECTION – A**

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|-----------------|--|
| <b>UNIT I</b>   | Personnel Administration: Meaning, Nature and Scope.                                     |
| <b>UNIT II</b>  | Civil Services in India: Meaning, Features & Role.                                       |
| <b>UNIT III</b> | Classification of Civil Services in India: Meaning, Advantages and Disadvantages.        |
| <b>UNIT IV</b>  | Recruitment: Meaning, Methods; Merits & demerits, Recruitment of Civil Services in India |

## SECTION – B

<b>UNIT V</b>	Union & State Public Service Commissions: Composition and Functions
<b>UNIT VI</b>	Training: Meaning, Types; Training System in India.
<b>UNIT VII</b>	Promotion: Meaning and Principles.
<b>UNIT VIII</b>	Employer-Employee Relations, Joint Consultation Machinery, Conduct and Discipline, Morale, Corruption: Causes and remedies.

### RECOMMENDED READINGS:

- Farasmand, Handbook of Comparative and Development Public Administration, Marcel Dekker, New York, 1991
- B.B. Peters, The Politics of Bureaucracy: A Comparative Perspective, Longman, New York, 1978
- D.N. Brother, Wage and Salary Administration, 2nd Edition, Englewood Cliffs, Prentice Hall, New Jersey, 1962
- Hirschmann, "Development Management versus Third World Bureaucracies: A Brief History of Conflicting Interests", Development & Change, 30, 2 April, 1999
- Daiv E. Klainger: Public Personnel Management, IPMA, Englewood Cliffs, Prentice Hall, New Jersey, 1986
- Edwin, B. Fllipo: Principles of Personnel Management, 6th edition, McGraw Hill, Singapore, 1984
- Pierre(ed.), Bureaucracy in the Modern State, Edward Elgar, Aldershot, 1995
- K.R. Hope, "Politics, Bureaucratic Corruption and Mal-Administration in the Third World, International Review of Administrative Sciences, 51 (I), 1985
- K.K. Puri, Personnel Administration and Financial Administration in India, (Punjabi) Bharat Publishers, Jalandhar, 2005
- M.S. Haque, "The Contextless, Nature of Public Administration in Third World Countries", International Review of Administrative Success, 62(3), September, 1996
- Glenn Stahl: Public Personnel Administration, 7th Ed., Oxford IBH Publication Compo, New Delhi, 1977
- Gosh, Personnel Administration, Sudha Publication, New Delhi, 1975
- Goel and Shalini Rajneesh, Public Personnel Administration: Theory and Practice, New Deep and Deep Publications, Delhi, 2002
- Sahib Singh and Swinder Singh, Public Personnel and Financial Administration, New Academic Publishers, Jalandhar, 2013
- S.P. Verma and S.K. Sharma, Comparative Public Administration, IIPA, New Delhi, 1985
- Surendra Kataria, Personnel Administration (Hindi), R.B.S.A. Publishers, Jaipur, 2005
- V.M. Sinha, Personnel Administration, R.B.S.A. Publishers, Jaipur, 1985
- V. Sudramaniam, Public Administration in the Third World, Greenwood Press, New York, 1990
- V.N. Viswanathan, Comparative Administration, Sterling, New Delhi, 1995
- W. Cunning Mourice, Theory and Practice of Personnel Management, Heinemann, London, 1968
- Harbir Singh: Public Personnel and Financial Administration (3 Mediums), Latest Edition.
- B.L.Fadia and Kuldeep Fadia, Indian Administration, Sahitya Bhawan Publications, New Delhi, 2012.

- Ramesh K. Arora, Indian Public Administration & Rajni Goyal Institutions & Issues, Wishwa Prakashan, New Delhi, 2006.
- S.R. Maheshwari: Indian Administration, Reprint Edition, Orient Longman Private Limited, New Delhi, 2001.
- Pundrik Ojha & Kiran Sharma, Public Personnel & Financial Admin., Raj Publications, Jalndhar, 2005