



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91 Cadastral Zone Nnamdi Azikiwe Express Way, Jabi-Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2020_2 EXAMINATION

Course Code: PAD 871

Credit Unit: 2

Course Title: PUBLIC PERSONNEL MANAGEMENT

Time Allowed: 2^{1/2} HOURS

Instructions: 1. Attempt Question 1 and any other two (2) Questions.
2. Question 1 is compulsory and carries 30 marks while the other Questions carry 20 marks each.
3. Present all your points in a coherent and orderly manner.

1a Discuss briefly the concept of Personnel Management

1b. Discuss the Operative functions of Personnel Management in Nigeria.

1c. Examine critically the institutions responsible for the performance of Personnel Management functions in the Nigerian Civil Service.

2a. Define Disciplinary Action

2b Discuss the forms of Disciplinary Action in the Nigerian Public Service.

2c. State Five (5) acts of Serious Gross Misconducts.

3a. Define Selection

3b. Discuss critically Four (4) types of examination as a selective mechanism

3c. Mention Three (3) criteria for effective examination.

4a. Define Collective Bargaining

4b. State and critically discuss Five (5) processes of Collective Bargaining.

4c. Identify the Strategic plan available to organisation in Collective Bargaining.

5a. Define Compensation

5b. Succinctly examine Four (4) factors considered in determining the general pay level in Nigeria.

5c. Briefly discuss Four (4) salient and most relevant premises upon which compensation is based in Nigeria.