

11. Reinhard Bendir : Max Weber; An Intellectual Portrait
12. Irvin Swerdlon : Towards the Comparative Study of Public Administration (Ed)
13. Ridley and Blondel : Public Administration in Britain
14. Mackenzie & Grove : Central Administration in Britain
15. Guay Hathron : Government and Politics in the United States (Ed)

## **PAPER-IV PUBLIC PERSONNEL ADMINISTRATION**

### **UNIT-I**

Concept of Public Personnel Administration :

Nature, Scope, Importance of Public Personnel Administration. Principles and Problems of Public Personnel Administration, Recent Trends.

Development and Significance of Civil Service in developed and developing countries.

### **UNIT-II**

Bureaucracy : Its Nature and Concept, Recent Trends and Types of Bureaucracy with special reference to Morstein Marx, Role of Bureaucracy in Administrative System.

Public Service in France : Under mentioned topics to be studied : Recruitment, Classification, Training, Salary and Promotion.

### **UNIT-III**

Public Services in U. K. : Under mentioned topics to be studied : Recruitment, Classification, Training, Salary and Promotion.

Public Services in U.S.A. : Under mentioned topics to be studied : Recruitment, Classification, Training, Salary and Promotion.

#### UNIT-IV

Public Services in India : Under mentioned topics to be studied : historical background of Indian Civil Services. Important features of Personnel Administrations; Recruitment; Classification; Promotion; Training; Salary; Code of Conduct and Disciplinary Actions.

#### UNIT-V

A comparative study of Public Personnel Administration with special reference to India, U.K., U.S.A. and France on following topics : Employee Organisations, Right to Strike, Political Rights and Retirement Benefits.

Study of following Institutions :

Union Public Service Commission (India)

Civil Service Commission (U.K.)

Wheiteley Councils (U.K.)

Ecole National d' Administration (France)

#### Books Recommended :

1. O. G. Stahl : Public Personnel Administration
2. N. C. Roy : Civil Service in India
3. S. L. Goel : Public Personnel Administration

4. V. M. Sinha : Public Personnel Administration
5. Finer : Theory & Practice Personnel Administration
6. Falix A. Nigso : Public Personnel Administration
7. Dwarka Das. R. : Role in Higher Civil Service in India
8. Morris Jones : The Government and Politics of India
9. 'O' Malley : Indian Civil Service
10. Herman Finer : British Civil Service
11. Mackenzie & Grove : Central Administration in Great Britain
12. Sharp, W. : The French Civil Service : Bureaucracy in Transition.
13. Hyneman, C.S. : Bureaucracy in Democracy
14. C. M. Jain : सेवीवर्गीय प्रशासन
15. V. M. Sinha : कार्मिक प्रशासन