

Paper Code 41583 : Public Personnel Administration

Unit - I : Nature, Scope, importance of Public Personnel Administration, Principles and problems of Public Personnel Administration, Recent trends in Public Personnel Administration.

Unit – II : Development and significance of civil service in developed and developing countries. Human Resource Management, Ethics in Civil Service.

Unit – III : Man power planning classification, Recruitment, Training, Promotion.

Unit – IV : Conduct rules and disciplinary action, Salary, Retirement and disability, Public Personnel Policy around the World.

Unit – V : Employee Organisations, Machinery for Negotiation, Political right of civil servants, Right to Strike, Retirement Benefit.

Books Recommended :

1. Finer ; Theory and Practice of Modern Governments (Chapters on Civil Service)
2. Gladden, EN : British Civil Service – Its Problems and Future.
3. Glem Stahl, o : Public Personnel Administration.
4. Sinha, VM : Personnel Administration.
5. Maackenzie and Grore ; Central Administration in Britain (Chapters on Personnel Administration.
6. Sinha, V.M. : Karmik Prashasan (Hindi)
7. Jain, CM : Sevavargiya Prashasan (Hindi)
8. Maheshwari, Shriram : Higher Civil Service in France.
9. Geogrey K. Fry : The Changing Civil Service.
10. HMSO : Progress in the Next Steps Initiative.