



**NATIONAL OPEN UNIVERSITY OF NIGERIA,
UNIVERSITY VILLAGE, PLOT 91 CADASTRAL ZONE NNAMDI AZIKIWE
EXPRESSWAY JABI, ABUJA NIGERIA
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2025_2 EXAMINATIONS.**

COURSE CODE: PAD 771

COURSE TITLE: PUBLIC PERSONNEL ADMINISTRATION

CREDIT UNITS: 2

TIME ALLOWED: 2Hrs

INSTRUCTIONS:

- 1. Attempt Three (3) questions in All, Question one (1) and any other three (2).**
- 2. Question number 1 is compulsory and carries 30 marks, while the other questions carry 20 marks each.**
- 3. Present all your points in coherent and orderly manner.**

Q1a. Discuss the following concept of Personnel Administration:

1. Personnel Administration (5 Marks)
2. Organizations (5 Marks)
3. Management (5 Marks)

Q1b. Differentiate between the Managerial Functions and Operational Functions of Personnel Administration (15 Marks)

Q2a. Discuss the concept of Job Analysis aspect of personnel administrative function (10 Marks)

Q2b. Explain the Manpower/Human Resource Planning (10 Marks)

Q3a. What is Staff Training? (10 Marks)

Q3b. Mention and briefly explain the Operational Training Methods (10 marks)

Q4a. What is Employee compensation? (10 Marks)

Q4b. Explain the Basic Compensation Policy (10 Marks)