



**NATIONAL OPEN UNIVERSITY OF NIGERIA  
CADASTRAL ZONE, OFF NNAMDI AZIKIWE EXPRESS ROAD, JABI ABUJA  
FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF PUBLIC ADMINISTRATION**

**2021\_1 EXAMINATION SET1**

**COURSE CODE: PAD 871**

**COURSE TITLE: Public Personnel Management      CREDIT UNIT: 2 credit units**

**TIME ALLOWED: 2 HRS**

**INSTRUCTIONS:**

- 1. Answer three (3) questions only**
- 2. Question one (1) is compulsory and carries 30 Marks.**
- 3. The other two (2) questions carry 20 Marks each.**
- 4. Present all points in coherent and orderly manner**

1. Mention and discuss the basic functions of Personnel management with practical examples. (30Marks)
2. The concept of Line and Staff are opposite sides of the same coin. However, they have generated so much controversy. Discuss using the university set up as example. (20Marks)
3. Manpower planning consist of data which describe the present work force in both quantitative and qualitative terms. Explain the necessary steps involved in Manpower Inventory. (20Marks)
4. Explain the following terms with relevant examples (i) Internal selection (ii) Transfers and re-assignments (iii) Trial on the job (iv) Examinations (v)Promotion (20Marks)