



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
Plot 91, Cadastral Zone, Nnamdi-Azikiwe Express Way, Jabi-Abuja  
**FACULTY OF MANAGEMENT SCIENCES**  
**DEPARTMENT OF PUBLIC ADMINISTRATION**  
**2020\_1 EXAMINATION**

**COURSE CODE: PAD312**

**CREDIT UNIT: 3 CREDITS**

**COURSE TITLE: MANAGEMENT OF PUBLIC SERVICE**

**Time: 2hours 30min**

1. Attempt question one (1) and any other three (3) questions. Four questions in all
2. Question one (1) is compulsory and carries **25marks**, while the other questions carry **15marks** each
3. Present your points in coherent and orderly manner

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1. (a) Briefly define the under listed concepts with relevant examples.
    - i. Public service
    - ii. Civil service
    - iii. Public sector

**(6 marks)**

(b) Carefully explain the structure of the Nigerian Government **(9marks)**

(c) List three (3) and explain two (2) organs of the Federal government of Nigeria under the military regime. **(10marks)**
  2. (a) Expatriate the concept of neutrality in civil service. **(5marks)**  
(b) Mention and explain five (5) functions of the Nigeria civil service. **(10 marks)**
  3. (a) Explain why control is important to every organizational manager **(10 marks)**  
(b) List possible steps of control process in an organization. **(5marks)**
  4. (a) Identify and explain the major problems associated with the Nigerian public service. **(10 marks)**  
(b) List and explain five sources of government funds in Nigeria. **(5marks)**
  5. (a) What is training? **(5marks)**  
(b) Itemize and explain objectives of staff training. **(10marks)**
  6. (a) Explain record keeping. **(5 marks)**  
(b) Carefully identify and explain challenges facing records and information Managers. **(10 marks)**