



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2021_2 EXAMINATION⁵⁶⁷⁸

COURSE CODE: PAD 771

COURSE TITLE: INTRODUCTION TO PUBLIC ADMINISTRATION

CREDIT UNITS: 2

INSTRUCTION: 1. Indicate your Matriculation Number clearly

2. Attempt question one (1) and any other two (2) questions – three questions in all

3. Question one (1) is compulsory and carries 30marks, while the other questions carry 20marks each.

4. Present all your points in coherent and orderly Manner

TIME ALLOWED: 2 Hours

- 1. Explain 4 factors that influenced the development of personnel administration in its early history. (15 marks)**

- b. Explain the 4 managerial functions of personnel administration that you know (15 marks)**

- 2(a) What is job analysis according to scholars in the field. (12 marks)**

- b. Distinguish between job description and job specification. (8marks)**

- 3. Vividly discuss 2 different types of compensation policy and state the major functions of each type. (20 marks)**

- 4(a) Discuss 4 major organisational factors that contribute to the level of discipline in an organisation with particular reference to public service. (8 marks)**

- b. Critically explain the various strategies that may be employed to enhance staff discipline. (12marks)**