



**NATIONAL OPEN UNIVERSITY OF NIGERIA**

Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi - Abuja

**FACULTY OF MANAGEMENT SCIENCES**

**FEBRUARY EXAMINATION 2018**

**COURSE CODE: PAD 771**

**COURSE TITLE: Public Personnel Management**

**CREDIT UNIT: 3**

**INSTRUCTION:**

1. Indicate your Matriculation Number clearly
2. Attempt question one (1) and any other three (3) questions; four questions in all
3. Question one (1) is compulsory and carries 25 marks, while the other questions carry 15 marks each.
4. Present all your points in a coherent and orderly Manner

**TIME ALLOWED: 2½ Hours**

1. (a) What is personnel administration? (10 marks)  
(b) Trace the historical development of Personnel Administration in Nigeria. (15 marks)
2. (a) Describe the nature of a typical personnel department. (5 marks)  
(b) Enumerate the functions of personnel administration in any organisation. (10 marks)
3. (a) What is staff procurement? (5 marks)  
(b) Briefly explain staff training and development. (10 marks)
4. Vividly explain the meaning of promotion, demotion and transfer. (15 marks)
5. (a) Discuss staff discipline and control in an organisation. (10 marks)  
(b) How can they be made effective in an organisation? (5 marks)
6. (a) Explain the nature of trade disputes and grievances.  
(b) Describe the grievance settlement procedure