



**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 354

COURSE TITLE: MANPOWER PLANNING AND ADMINISTRATION

CREDIT UNITS: 3

TIME ALLOWED: 3Hrs

INSTRUCTIONS:

- 1. Attempt four (4) questions in All, Question one (1) and any other three (3)**
- 2. Question number 1 is compulsory and carries 25 marks, while the other questions carry 15 marks each**
- 3. Present all your points in coherent and orderly manner**

Q1a Discuss and outline 6 (six) problems of Manpower planning in Nigeria (10 Marks)

Q1b Discuss the need for manpower planning in Nigeria (10 Marks)

Q1c Explain the machinery of manpower planning (5 Marks)

Q2a List and explain the three important aspects of the machinery for manpower planning (5 marks)

Q2b Explain Ranking as one methods of job evaluation (10 Marks)

Q3a Not only do all countries concern themselves with the problems of manpower development and availability but also with those of manpower utilization. Discuss (5 Marks)

Q3b Identify and analyze the sources of employment (10 marks)

Q4 Describe in detail, recruitment Process in Nigeria (15 Marks)

Q5 Discuss the principles of interviewing and outline some expected observation (15 Marks)