

**PERSONAL ADMINISTRATION - I (PUBLIC ADMINISTRATION)**

**Unit 1: Personnel Administration**

- a) Meaning, Nature and Scope
- b) Characteristics of Public Personnel Administration in India
- c) Functions and Significance

**Unit 2: Civil Service**

- a) Meaning, Features and Functions
- b) Classification of Civil Services System

**Unit 3: Recruitment and Training**

- a) Recruitment: Meaning, Importance and Types
- b) Methods of Recruitment: Spoils and Merit System
- c) Training: Meaning, Objectives and Types

**Unit 4: Promotion and Retirement**

- a) Meaning, Principles of Promotion
- b) Meaning, Needs and Benefits of Retirement