



**NATIONAL OPEN UNIVERSITY OF NIGERIA
14/16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS
SCHOOL OF MANAGEMENT SCIENCES
MARCH 2014 EXAMINATION**

Course Code: PSM 813

Credit Unit: 2

Course title: Personnel Management in Government

Time Allowed: 2 hrs

Instruction: Attempt question Number one (1) and any other Two (2) Question number 1 is compulsory and carries 30 marks, while the other questions carry equal marks each .Present all your points in coherent and orderly manner

1. What are the arrangements under which an officer can go on training in the Civil Service?
 - b. Highlight FIVE (5) functions of each of the offices in the office of the Head of civil service
2. List and analyse the factors to be considered in Manpower planning and budgeting in the civil service
3. Discuss the Trade Dispute Act of 1976 for resolving disputes
 - b. Outline the Post-Independence reviews of wage/Salary.
4. Write short notes on the following: (i) The confidential reporting system (ii) The open reporting system.
 - b. Explain the different types of appointment in the Civil Service.
5. Discuss the medical issues that must be addressed as part of welfare services?
 - b. Describe any TEN (10) types of leave we have in the service