

Nepal Administrative Staff College
Open/Internal Competitive Examination

Class: I and II **Post:** Director of Studies and Deputy Director of Studies

Test	Subject	Marks	Time
Written	I. Paper- Training, Research and Consulting	100 (20%)	3 hrs.
	II. Paper- Related Subject	100 (20%)	3 hrs.
Practical	1. Performance Test (based on Paper I, Management / Leadership and Communication)	200 (20+10+10%)	4 hrs.
	a. Task Performance	100 (20%)	2.5 hrs
	b. Presentation	50 (10%)	.5 hr
	2. Psychometric Test	50 (10%)	1 hr
Interview	Structural/Situational (based on Paper I, II and Practical)	100 (20%)	
Total		500 (100%)	

Written Test

Paper I, Subject: Training, Research & Consulting, **Time:** 3 hrs. **FM 100**

Training Competency Module **33.33**

- Training, development and adult learning: concepts, approaches, process and roles of a trainer
- Training policy and planning
- Training needs diagnosis
- Training design: approaches and components
- Training methods: experiential, presentational, analytical
- Training materials development
- Learning facilitation process and skills
- Training evaluation process and methods

Research Competency Module **33.33**

- Research: concept, philosophy, approaches and types
- Research policy and planning
- Research proposal writing
- Research design: approaches and process
- Data analysis and interpretation
- Dissemination and utilization of research outputs
- Research report writing: techniques and APA guidelines

Consulting Competency Module **33.33**

- Management consulting: concepts, approaches and models
- Consulting policy and planning
- Problems diagnostic process and techniques
- Intervention planning process and techniques
- Consulting proposal writing
- Clients handling in consulting
- Consulting service design
- Consulting methods
- Writing consulting reports

Paper: II Subject: Management Time: 3 hrs. FM 100

Core Competency Module- Management 60

- Organization: concepts, components and contributions
- Organization-environment relationships
- Organizational design: determinants and structural options
- Organizational processes: culture, politics and change
- Management: concepts and perspectives
- Managerial planning and decision making
- Strategic management related to NASC- type organization
- Marketing management related to NASC-type organization
- Financial management related to NASC-type organization
- Information management related to NASC-type organization

Context Competency Module 40

- Nature, role and dimensions of public service, development sector, private sector
- Administrative reforms and capacity building: concepts, approaches and issues
- Roles of capacity development provider in institutional effectiveness
- NASC: scope, strategies, roles and institutional relationships

Paper: II Subject: Development Time: 3 hrs. FM 100

Core Competency Module: Development 60

- Development: concepts, philosophies and approaches
- Roles of institutions in development: government, private sector, community, NGOs, international agencies
- Development policies and plans in Nepal: priorities and performance
- Public policy formulation; key policy areas (e. g. poverty alleviation, privatization)
- Governance models, structures, issues and challenges; good governance for social and economic development
- Major development issues in Nepal (e.g. environment, gender, social inclusion): challenges and constraints
- Project planning approach
- Local administration system: practices and issues

Context Competency Module 40

- Nature, role and dimensions of public service, development sector, private sector
- Administrative reforms and capacity building: concepts, approaches and issues
- Roles of capacity development provider in institutional effectiveness
- NASC: scope, strategies, roles and institutional relationships

Practical Tests

1. Task Performance Test

Paper I and Management/Leadership Competency

- Managing process: coordination, supervision, monitoring, delegation
- Staff management process: motivation, team building, performance planning and appraisal, development
- Knowledge management process
- Leadership: concepts, functions and roles
- Leadership behaviors and practices: transactional, transformational and strategic leadership

Communication Competency

- Professional writing techniques
- Presentation skills
- Verbal and non-verbal communication skills
- Observation, questioning, feedback and information processing skills
- Negotiation and persuasion skills
- Counseling and coaching skills

2. Psychometric Test - Personal Attributes:

- Self-esteem, optimism and self-efficacy;
- Emotional intelligence;
- Attitude towards change;
- Conscientiousness, agreeableness and openness to experience, and
- Self-awareness and development tendency