

Nepal Administrative Staff College
Syllabus of Open/Internal Competitive Examination

Examination System

Position: Administrative and Finance Officer	Level: Officer Class III
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Scheme of Selection Examination

Examination Phase / Stage	Test	Subject	Full Marks
First Phase	Written	Paper I - Organization and Management	100
		Paper II - Administration and Financial Management	100
Second Phase	Practical	(A) Practical Task Performance Test (Based on Paper I & Paper II)	50
		(B) Presentation of Task Performance	25
		(C) Psychometric Test	25
	Interview	(D) Board (Competency based on Paper I, II and Practical)	30

First Phase: Framework of Written Test

Paper	Subject	Full Marks	Pass Marks	Exam Pattern	No. of Questions & Weightage	Time
I	Organization and Management	100	40	Subjective	10 × 10 Marks	3.00 hrs
II	Administration and Financial Management	100	40	Subjective	10 × 10 Marks	3.00 hrs

Second Phase: Framework of Practical Test

Subject	Full Marks	Pass Marks	Exam Pattern	No. of Questions & Weightage	Time
(A) Task Performance Test	50	20	Practical	2 × 25 Marks	1.15 hrs
(B) Presentation of Task Performance	25	10	Practical	Any one of Task Performance Test	30 Minutes
(C) Psychometric Test	25	-	Objective	-	1.00 hrs
(D) Interview	30	-	Board (Competency based on Paper I, II and Practical)		

General Instructions

1. The overall selection process is divided into two phases: Written Tests and Practical Tests, followed by an Interview. Candidates who successfully pass the first phase of the examination (written examinations) will be eligible to proceed to the second phase of the examination, which include practical tests and an interview.
2. All examination questions will be presented in English. However, candidates are allowed to answer in Nepali, English, or a combination of both languages. It is mandatory for candidates to use only black ink pens during the examination.
3. The examination will consist of long answer questions designed to assess the candidate's analytical and application-level understanding, as well as short answer questions to evaluate comprehension and knowledge of the subject matter. The level and standard of the questions will be equivalent to the minimum educational qualifications required for the position.
4. The examination will include subjective answer questions which may be composed of two or more parts or short notes within a single question.
5. Separate answer sheets will be provided for different sections, groups, or units of the subject. Candidates are required to answer on the designated sheets as instructed.
6. The number and pattern of questions will align as closely as possible to the structure outlined in the curriculum.
7. As outlined in the curriculum, related acts, rules and regulations (including any amendments) in effect three months prior to the examination are considered to be part of the curriculum.
8. The final merit list of successful candidates will be determined by the aggregate marks obtained from the written tests, practical tests, and interview. The list will be published on the official website of Nepal Administrative Staff College (NASC) for the reference of the candidates.

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Written Tests

Position: Administrative and Finance Officer	Level: Officer Class III
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Paper I: Organization and Management	Time: 3 hours	Full Marks: 100
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Section A: Management Concepts and Practices **7 x 10 = 70**

1. Organization: concept and theories
2. Management: concepts, principles, approaches, development of management theories and emerging trends
3. Human Resource Management: acquisition, development, utilization, maintenance, and separation
4. Organizational Behavior: concepts, trends, leadership, motivation, communication, group dynamics, decision making
5. Work environment and culture
6. Management Information Systems (MIS): needs and importance in office
7. Knowledge management
8. Ethics and integrity in public sector organizations

Section B: Training, Research and Consulting **3 x 10 = 30**

1. Training: meaning, concept and types
2. Systematic approach to training
3. Training methods
4. Training management
5. Social science research: concept and approaches
6. Research process
7. Research proposal and research report writing
8. Management consulting: purpose, approaches, types, process and techniques
9. Training, research and consulting in Nepal

Paper II: Administration and Financial Management	Time: 3 hours	Full Marks: 100
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Section A: General Administration **3 x 10 = 30**

1. Concept of public administration and new public management
2. Administrative reform in Nepal
3. Administrative systems, rules and procedures
4. Meeting management and minuting
5. Decision making (memo writing)
6. Office correspondence
7. Records management
8. Managing physical resources and property
9. Security management
10. Grievance handling
11. NASC Act, 2039 and Employee By-laws, 2072

12. NASC strategic plan
13. Organization structure and functions of NASC

Section B: Finance and Accounting

7 x 10 = 70

1. Financial management: concept and process
2. Planning process, annual planning, budgeting, progress review process
3. Budgeting: concept, types, process, principles, and practices in Nepal
4. Accounting information system
5. Accounting basics
6. Cost and management accounting
7. Bank reconciliation statement and its application
8. Procurement management
9. Inventory management
10. Receivable management
11. Financial statements
12. Ratio analysis
13. Cash flow and fund flow
14. Depreciation
15. Capital budgeting
16. Financial accountability
17. Audit: concept, process, approach and types
18. NASC Financial Regulations

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Practical Tests

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Level: Officer Class III

(A) Task Performance Test

Time: 1 Hour 15 Minutes

Full Marks: 50

Administrative and Financial Competency, based on Paper I and II

1. Organization Development
 - Organization Structure
 - Organization & Management Survey
2. Office Correspondence
3. Records management
4. HR management
5. Managing physical resources and property
6. Management Information Systems (MIS)
7. Annual plan and programmes
8. Budget preparation
9. Financial statements: Income Statement, Balance sheet and cash/funds flow
10. Bank reconciliation statement
11. Procurement and Inventory management
12. Audit process
13. Training management

(B) Presentation of Task Performance **Time:** 30 Minutes

Full Marks: 25

Communication Competency

1. Presentation skills
2. Verbal and non-verbal communication skills
3. Observation, questioning, feedback and information processing skills
4. Negotiation and persuasion skills

Note: Candidates will be required to complete TWO tasks, each carrying equal weight. They will give a presentation on one of the tasks, within a duration of 30 minutes, which will carry 25 marks.

(C) Psychometric Test

Time: 1 Hour

Full Marks: 25

1. Self-esteem, optimism and self-efficacy
2. Emotional intelligence
3. Attitude towards change
4. Conscientiousness, agreeableness and openness to experience, and
5. Self-awareness and development tendency