

Nepal Administrative Staff College
Syllabus of Open/Internal Competitive Examination

Examination System

Position: Administrative and Finance Deputy Director	Level: Officer Class II
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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	4 × 10 Marks (Short Answer) 3 × 20 Marks (Long Answer)	3.00 hrs
II	Administration and Financial Management	100	40	Subjective	4 × 10 Marks (Short Answer) 3 × 20 Marks (Long Answer)	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 Deputy Director

Level: Officer Class II

Paper I: Organization and Management

Time: 3 hours

Full Marks: 100

Section A: Organization Development

1 x 20 + 1 x 10 = 30

1. Organization: concept Structure and theories
2. Organizational change and development, organization and management survey.
3. Organisation culture, organisational politics and organizational environment.
4. Organization behaviour: concepts, individual behaviour, group dynamics, team work, organisational performance.
5. Types of organizations and its characteristics.
6. Organizational vision, mission, goal, strategy and core and non-core business.

Section B: Management Concepts and practices

2 x 20 + 1 x 10 = 50

1. Management: concepts, principles, approaches, development of management theories and emerging trends
2. Human Resource Management: acquisition, development, utilization, maintenance, and separation
3. Management: stress management, conflict management, disaster management, crisis management, time management and change management.
4. Use of information technology in modern management and management information system.
5. Managerial skills: leadership, motivation, communication, decision making, negotiation, control and coordination.
6. Ethics and integrity.
7. Knowledge management.

Section C: Training, Research and Consulting

2 x 10 = 20

1. Training: meaning, concept, types and importance.
2. Training management system and training management information system.
3. Social science research: concept, approaches and research process
4. Management consulting: purpose, approaches, types, process and techniques
5. Training, research and consulting mandate of NASC.

Section A: General Administration

2 x 20 + 1x 10 = 50

1. Concept of public administration and new public management
2. Administrative systems, rules and procedures
3. Contemporary issues of public administration
4. Decision making and memo writing
5. Office correspondence
6. Meeting management and minuting
7. Records management
8. Managing physical resources and property
9. Security management
10. Performance based incentive system
11. Performance management system
12. Organization development and structure
13. Development Administration
14. Good governance
15. NASC: scope, role, functions, institutional relationship and current strategic plan
16. NASC Act, 2039 and Employee By-laws, 2072
17. Role and functions of Governing Council, Executive Board, Recruitment Committee, Research Committee and TCRC
18. Aspects of NASC personnel administration: recruitment, promotion, leaves, code of ethics, benefits, performance appraisal, disciplinary action and career system.
19. Structure and functions of NASC (Department, Centre)

Section B: Finance and Accounting

1 x 20 + 3 x 10 = 50

1. Financial management: concept and process
2. Planning : strategic, periodic, annual and progress monitoring
3. Budgeting: concept, types, process, principles, and practices in Nepal
4. Accounting System: concept, process, principles and practices in Nepal.
5. Government accounting system of Nepal and corporate accounting system.
6. Concept of Nepal Public Sector Accounting Standards- NPSAS and Nepal Financial Reporting Standard- NFRS
7. Treasury Single Account- TSA
8. Financial accountability
9. Procurement management
10. Inventory management
11. Audit: concept, process, approach and types
12. NASC Financial Regulations, 2068

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Practical Tests

Position: Administrative and Finance Deputy Director

Level: Officer Class II

(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. Managerial skills: Leadership, Decision Making, Motivating, Control, Coordination and Communication

(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