

**Nepal Administrative Staff College**  
**Syllabus of Open/Internal Competitive Examination**  
**Examination System**

<b>Position:</b> Deputy Director of Studies	<b>Level:</b> Officer Class II
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**Scheme of Selection Examination**

Examination Phase / Stage	Test	Subject	Full Marks
First Phase	Written	Paper I - Training, Research and Consulting	100
		Paper II - Related Subject (Management or Development)	100
Second Phase	Practical	(A) Practical Task Performance Test (Based on Paper I, Management /Leadership)	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	Training, Research and Consulting	100	40	Subjective	4 × 10 Marks (Short Answer) 3 × 20 Marks (Long Answer)	3.00 hrs
II	Management or Development	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. The written tests will consist of two papers. The first paper will be common for all candidates in the Management or Development streams, while the second paper will be specific to the candidate's chosen stream.
3. 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.
4. 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.
5. The examination will include subjective answer questions which may be composed of two or more parts or short notes within a single question.
6. 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.
7. The number and pattern of questions will align as closely as possible to the structure outlined in the curriculum.
8. 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.
9. 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.

**Nepal Administrative Staff College**  
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**Written Tests**

**Position:** Deputy Director of Studies

**Level:** Officer Class II

**Paper I:** Training, Research and Consulting

**Time:** 3 hours

**Full Marks:** 100

**Section A: Training Competency Module**

**1 x 20 + 2 x 10 = 40**

1. Training, development and adult learning: concepts, approaches, process, roles of a trainer
2. Training policy and planning
3. Training needs diagnosis
4. Training design: approaches and components
5. Training methods: experiential, presentational, analytical
6. Training materials development
7. Learning facilitation process and skills
8. Training evaluation process and methods

**Section B: Research Competency Module**

**1 x 20 + 1 x 10 = 30**

1. Research: concept, philosophy, approaches and types
2. Research policy and planning
3. Research proposal writing
4. Research design: approaches and process
5. Data analysis and interpretation
6. Dissemination and utilization of research outputs
7. Research report writing: techniques and APA guidelines

**Section C: Consulting Competency Module**

**1 x 20 + 1 x 10 = 30**

1. Management consulting: concepts, approaches and models
2. Consulting policy and planning
3. Problems diagnostic process and techniques
4. Intervention planning process and techniques
5. Consulting proposal writing
6. Clients handling in consulting
7. Consulting service design
8. Consulting methods
9. Writing consulting reports

**Paper II:** Management (for Management Stream)

**Time:** 3 hours

**Full Marks:** 100

**Section A: Core Competency Module- Management**

**2 x 20 + 2 x 10 = 60**

1. Organization: concepts, components and contributions
2. Organization- environment relationships
3. Organizational design: determinants and structural options
4. Organizational processes: culture, politics and change
5. Management: concepts and perspectives
6. Managerial planning and decision making
7. Strategic management
8. Marketing management

9. Financial management
10. Information management related
11. Human resources management
12. Time management, stress management, conflict management, crisis management

**Section B: Context Competency Module** **1 x 20 + 2 x 10 = 40**

1. Nature, role and dimensions of public service, development sector, private sector
2. Administrative reforms and capacity building: concepts, approaches and issues
3. Roles of capacity development provider in institutional effectiveness
4. NASC: scope, strategies, roles and institutional relationships
5. Constitution of Nepal
6. Public policy process in Nepal
7. Ethics and integrity in public sector
8. NASC law, by laws and institutional setup

<b>Paper II: Development (for Development Stream)</b>	<b>Time: 3 hours</b>	<b>Full Marks: 100</b>
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**Section A: Core Competency Module- Development** **2 x 20 + 2 x 10 = 60**

1. Development: concepts, philosophies and approaches
2. Roles of institutions in development: Government, private sector, community, NGOs, international agencies
3. Development policies in Nepal: priorities and performance
4. Public policy formulation, key policy areas (e. g. poverty alleviation, privatization)
5. Governance models, structures, issues and challenges; good governance for social and economic development
6. Major development issues in Nepal (e.g. environment, gender, social inclusion): challenges and constraints
7. Project management
8. Local governance system: practices and issues
9. Development planning: efforts, achievements and challenges
10. Contemporary development paradigm
11. Nepalese economy
12. Development cooperation in Nepal

**Section B: Context Competency Module** **1 x 20 + 2 x 10 = 40**

1. Federalism: concepts, practices and issues in Nepalese context
2. Nature, role and dimensions of public service
3. Administrative reforms and capacity building: concepts, approaches and issues
4. Roles of capacity development provider in institutional effectiveness
5. NASC: scope, strategies, roles and institutional relationships
6. Constitution of Nepal
7. Ethics and integrity in public sector
8. NASC law, by laws and institutional setup

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**Practical Tests**

**Position:** Deputy Director of Studies

**Level:** Officer Class II

**(A) Task Performance Test**

**Time:** 1 Hour 15 Minutes

**Full Marks:** 50

**Contents of Paper I and Management/Leadership Competency**

1. Managing process: Coordination, supervision, monitoring, delegation
2. Staff management process: Motivation, team building, performance planning and appraisal, development
3. Knowledge management process
4. Leadership: Concepts, functions and roles
5. Leadership behaviors and practices: Transactional, transformational and strategic leadership

**(B) Presentation of Task Performance**

**Time:** 30 Minutes

**Full Marks:** 25

**Communication Competency**

1. Professional writing techniques
2. Presentation skills
3. Verbal and non-verbal communication skills
4. Observation, questioning, feedback and information processing skills
5. Negotiation and persuasion skills
6. Counseling and coaching 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