

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

<b>Position:</b> Senior Assistant	<b>Level:</b> Assistant I
-----------------------------------	---------------------------

**Scheme of Selection Examination**

Examination Phase / Stage	Test	Subject	Full Marks
First Phase	Written	Paper I - Composition in Nepali and English	100
		Paper II - Management, Accounting, Finance and Information Technology	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	Composition in Nepali and English	100	40	Subjective	1 × 20 Marks 4 × 15 Marks 2 × 10 Marks	3.00 hrs
II	Management, Accounting, Finance and Information Technology	100	40	Subjective	8 × 10 Marks 4 × 5 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 Hour
(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.

**Nepal Administrative Staff College**  
**Syllabus of Open Competitive Examination**  
**Written Tests**

**Position : Senior Assistant**

**Level : Assistant I**

**Paper I: Composition in Nepali and English**

**Time: 3 hours**

**Full Marks: 100**

**Section A: Nepali**

**1 x 20 + 2 x 15 = 50**

1. Essay (Nepali) (20)
2. Letter writing in Nepali (15)
3. Memo (*Tippani*) in Nepali (15)

**Section B: English**

**2 x 15 + 2 x 10 = 50**

1. Letter writing in English (15)
2. Translation from Nepali to English (10)
3. Translation from English to Nepali (10)
4. Comprehension: English ( 5 x 3marks) (15)

**Paper II: Management, Accounting, Finance and Information Technology**

**Time: 3 hours**

**Full Marks: 100**

**Section A: Management**

**4 x 10 = 40**

1. Management: concepts, principles, approaches, evolution of management theories and emerging trends
2. General understanding of Organizational Behavior: concepts, trends, motivation
3. Interpersonal relations and communication
4. Office Management: concept and importance office management, meeting management, correspondence (letter writing) official decision making through memo (*Tippani*)
5. Records management: concept, importance, principles and types of records
6. Filing system and Indexing: concept, objectives, importance, and classification of files; indexing: concept, purpose, types, etc.
7. Means, types and importance of communication in office
8. Management Information System (MIS): needs and importance in office
9. General understanding of training: concept, process, approaches and training management

**Section B: Accounting and Finance**

**4 x 10 = 40**

1. Financial management: concept and process,
2. Accounting: concept and principles
3. General understanding of procurement and inventory management
4. General understanding of accounting with special focus on accrual system of

accounting, accounting records, financial statements, cost account and management accounting.

5. Depreciation
6. Budgeting: principles, process and practices in Nepal
7. Audit: concept, process, and types

**Section C: Information Technology**

**4 x 5 = 20**

1. Computer Fundamentals and Operating System: Overview of a computer system, Types of computers and its applications, Hardware, software and storage technology;
2. Windows Operating System: Basic Windows operating system, My Computer, Recycle Bin, Program and File Management, File sharing and security, Adding/Removing Programs, Windows customization, Control panel administration
3. Word processing, Electronic Spreadsheet, Presentation System, File conversion and security
4. E-mail / Internet / Extranet / Intranet: Concept and use, Installation and configuration of email clients and browsers
5. General knowledge of computer networking and security

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

**Position:** Senior Assistant

**Level:** Assistant I

**(A) Task Performance Test**

**Time:** 1 Hour 15 Minutes

**Full Marks:** 50

**Office Management, Accounting and Financial Competency Based on Paper I & II**

1. Official Correspondence
  - a. Internal correspondence (within NASC- individual and units)
  - b. External correspondence (outside NASC)
2. Memo (*Tippani*)
3. Filing system and Indexing
4. Training Management: Administrative and Logistics Aspects and Training Completion Report
5. Training Budget Preparation
6. Book keeping (journal voucher preparation)

**(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 (one computer based and one paper based), 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.

**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