

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

Position: Administrative and Finance Officer

Level: Officer Class III

Scheme of Selection Tests

Test	Subject	Full Marks
Written	Paper I- Organization and Management	100
	Paper II- Administration and Financial Management	100
Practical	Task Performance Test (Based on Paper I and Paper II)	100
	Presentation of Task Performance	50
	Psychometric Test	50
Interview	Structural/Situational (based on Paper I, II and Practical)	30

Framework of Written Test

Paper	Subject	Full Marks	Pass Marks	Exam Pattern	No. of Question and Marks	Time
First	Organization and Management	100	40	Subjective	3 x 20 Marks 4 x 10 Marks	3 Hrs.
Second	Administration and Financial Management	100	40	Subjective	3 x 20 Marks 4 x 10 Marks	3 Hrs.

Framework of Practical Test

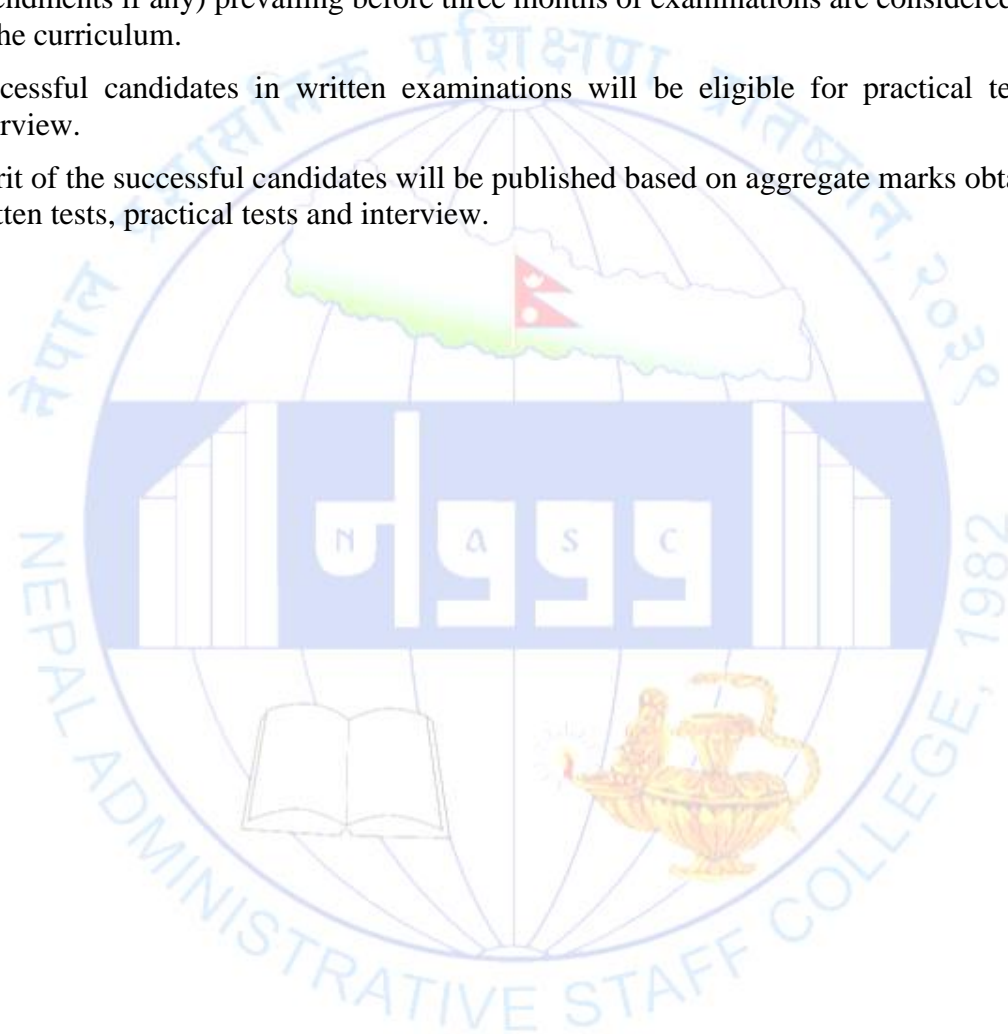
Subject	Full Marks	Pass Marks	Exam Pattern	No. of Question and Marks	Time
Task Performance Test	100	40	Practical	4 x 25 Marks	2.5 Hrs.
Presentation of Task Performance	50	20	Practical	-	30 Min.
Psychometric Test	50	-	Objective	-	1 Hr.

General Instructions

1. The overall selection tests are structured into two phases- Written Tests, and Practical Tests followed by Interview.
2. Questions will be framed in English language. Candidates may use Nepali, English or Nepali and English both in examination. Candidates are compulsorily required to use only black inked pen in examination.
3. Long answer questions will focus on testing analytical or application level understanding and short answer questions will examine comprehension ability and knowledge of the

candidate in given subject. Level or standard of questions will be equivalent to the minimum education qualification for the position.

4. Subjective answer questions may contain two or more parts or short notes in a single question.
5. Separate answer sheets will be provided for sections/groups/units of concerned subject and candidates are compulsorily required to answer in different sheets as instructed.
6. Number and pattern of questions will be as far as possible to the structure explained in this curriculum.
7. Whatsoever mentioned in this curriculum, related acts, rules and regulations (with amendments if any) prevailing before three months of examinations are considered as part of the curriculum.
8. Successful candidates in written examinations will be eligible for practical tests and interview.
9. Merit of the successful candidates will be published based on aggregate marks obtained in written tests, practical tests and interview.



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Written Tests

Position: Administrative and Finance Officer

Level: Officer Class III

Paper I: Organization and Management

Time: 3 hours

Full Marks: 100

Section A: Management Concepts and Practices

2 x 20 + 3 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

Section B: Training, Research and Consulting

1 x 20 + 1 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

Section A: General Administration

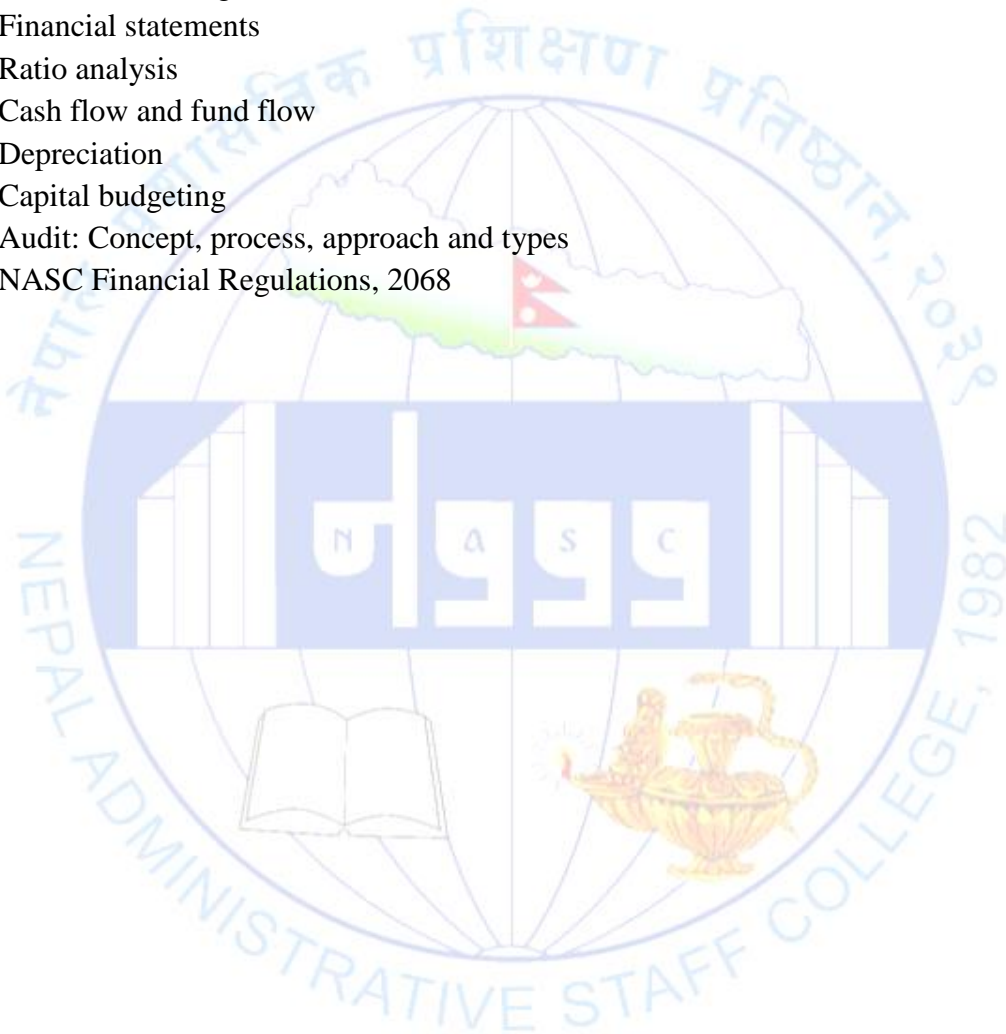
1 x 20 + 1 x 10 = 30

1. Concept of public administration and new public management
2. Administrative systems, rules and procedures
3. Contemporary issues of public administration
4. Office correspondence
5. Records management
6. Managing physical resources and property
7. Security management
8. NASC Act, 2039 and Employee By-laws, 2072

Section B: Finance and Accounting

2 x 20 + 3 x 10 = 70

1. Financial management: Concept and process
2. Budgeting: Concept, types, process, principles, and practices in Nepal
3. Accounting information system
4. Accounting basics
5. Cost and management accounting
6. Bank reconciliation statement and its application
7. Procurement management
8. Inventory management
9. Receivable management
10. Financial statements
11. Ratio analysis
12. Cash flow and fund flow
13. Depreciation
14. Capital budgeting
15. Audit: Concept, process, approach and types
16. NASC Financial Regulations, 2068



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Practical Tests

Position: Administrative and Finance Officer

Level: Officer Class III

Task Performance Test

Time: 2.5 hours

Full Marks: 100

Administrative and Financial Competency, based on Paper I and II

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

Training, Research, Consulting and Communication Competency

1. Proposal writing
2. Training management
3. Report writing
4. Presentation skills
5. Verbal and non-verbal communication skills
6. Observation, questioning, feedback and information processing skills
7. Negotiation and persuasion skills

Note: Candidates are required to perform *FOUR* tasks carrying equal marks. They will make presentation of any one task among them within 30 minutes duration that will carry 50 marks.

Psychometric Test

Time: 1 Hour

Full Marks: 50

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