

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

**Position:** Director of Studies

**Level:** Officer Class I

**Scheme of Selection Tests**

Test	Subject	Full Marks
Written	Paper I- Training, Research and Consulting	100
	Paper II- Related Subject (Management or Development)	100
Practical	Task Performance Test (Based on Paper I, Management/ Leadership and Communication)	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	Training, Research and Consulting	100	40	Subjective	3 x 20 Marks 4 x 10 Marks	3 Hrs.
Second	Management or Development	100	40	Subjective	3 x 20 Marks 4 x 10 Marks	3 Hrs.

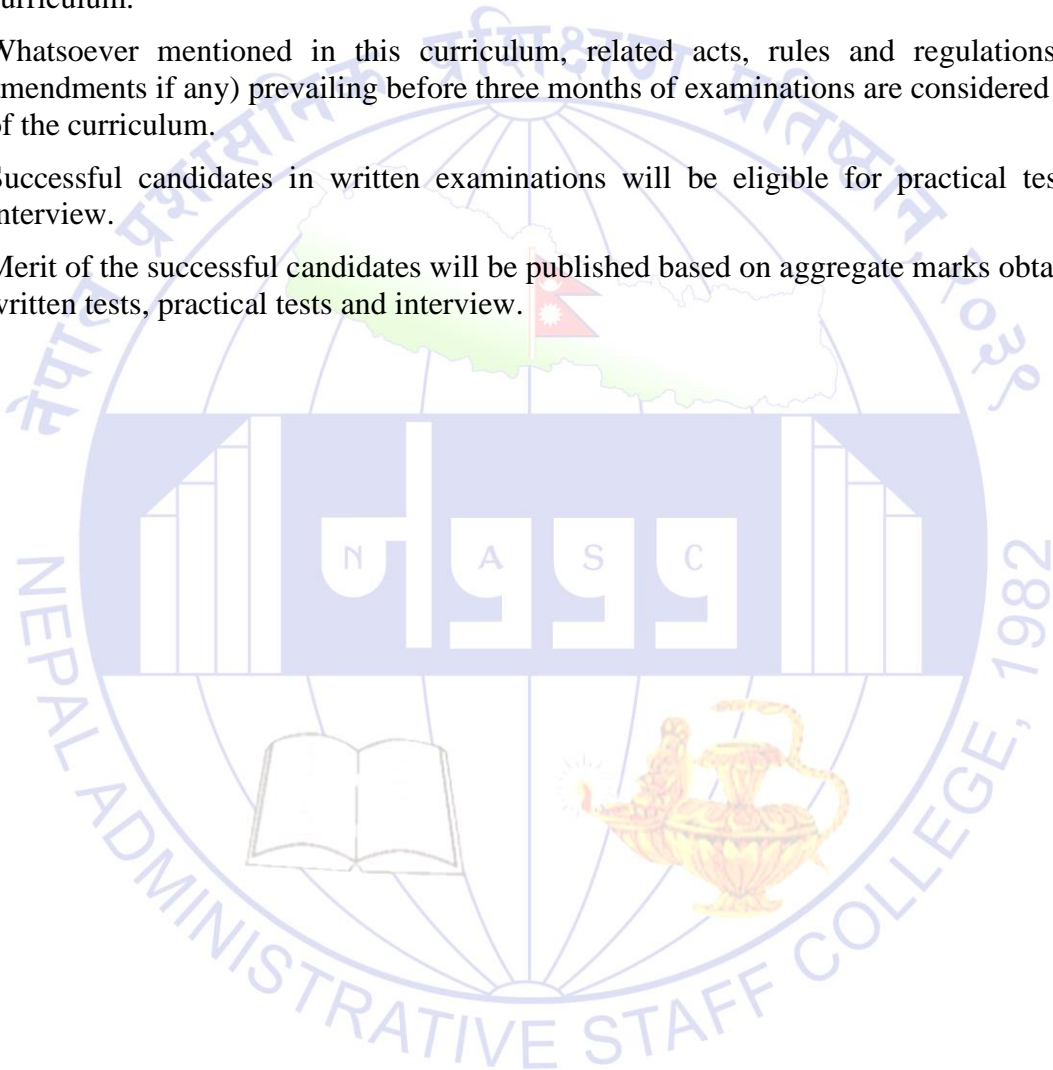
**Framework of Practical Test**

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. The first paper in written tests are common for all the candidates of Management or Development stream. The second paper are specific to the concerned stream.
3. 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.

4. 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 educational qualification for the position.
5. Subjective answer questions may contain two or more parts or short notes in a single question.
6. 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.
7. Number and pattern of questions will be as far as possible to the structure explained in this curriculum.
8. 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.
9. Successful candidates in written examinations will be eligible for practical tests and interview.
10. Merit of the successful candidates will be published based on aggregate marks obtained in written tests, practical tests and interview.



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

**Position:** Director of Studies

**Level:** Officer Class I

**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 related to NASC- type organization
8. Marketing management related to NASC-type organization

9. Financial management related to NASC-type organization
10. Information management related to NASC-type organization

**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

**Paper II: Development (for Development Stream) Time: 3 hours**

**Full Marks: 100**

**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 and plans 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

**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, development sector, private sector
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

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

**Position:** Director of Studies

**Level:** Officer Class I

**Task Performance Test**

**Time:** 2.5 hours

**Full Marks:** 100

**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

**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 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