

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

Position: Training and Research Officer	Level: Officer Class III
--	---------------------------------

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)	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	10 × 10 Marks	3.00 hrs
II	Management or Development	100	40	Subjective	10 × 10 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	-	1.00 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
Syllabus of Open/Internal Competitive Examination
Written Tests

Position: Training and Research Officer

Level: Officer Class III

Paper I: Training, Research and Consulting

Time: 3 hours

Full Marks: 100

Section A: Training

4 x 10 = 40

1. Training: concepts and approaches
2. Phases of training
 - a. Assessment of training needs
 - b. Course design
 - c. Implementation and management of training programmes
 - d. Evaluation and follow-up of training
3. Training methods: concept, application, process, utility, criteria for selection, etc.
4. Training materials and aids: selection, preparation, and uses of visual, and audio-visual aids, etc.
5. Trainer's roles and skills
6. Planning and undertaking training session

Section B: Research

3 x 10 = 30

1. Social science research: concept and approaches
2. Research process: identification and formulation of research problem, objectives, methodology, etc.
3. Research design: survey, case study, etc.
4. Methods and tools for data collection, analysis and presentation
5. Research proposal and research report writing

Section C: Consulting

3 x 10 = 30

1. Management consulting: purpose, approaches, types, process and techniques
2. Training, research and management consulting practices in Nepal: institutional arrangements, training policy and issues in consulting profession
3. Consulting proposal and report writing
4. NASC: roles, functions, approaches, contribution and challenges in relation to training, research and consulting

Paper II: Management (for Management Stream)

Time: 3 hours

Full Marks: 100

Section A: Organization

5 x 10 = 50

1. Organization: theory, structure, design and environment
2. Organization culture
3. OD: concepts, approaches, process, techniques, etc.
4. Functional analysis of organization
5. Organization change
6. Contemporary issues in organization theory
7. Organization behavior: definition, importance, nature and model
8. Organization behavior: people, structure, technology and external environment

B: Management**5 x 10 = 50**

1. Management: concepts and principles, evolution of management theories and emerging trends
2. General understanding of organizational behavior: concepts, trends
 - a. Group dynamics
 - b. Leadership
 - c. Conflict and negotiation
 - d. Motivation
 - e. Interpersonal relations and communication
3. Human Resource Management: acquisition, development, utilization, maintenance and separation
4. Functional management: basic concepts, approaches and functions of financial management, marketing management and information management
5. Strategic management
6. Knowledge management
7. NASC law, by laws and strategic plan

Paper II: Development (for Development Stream) Time: 3 hours Full Marks: 100

Section A: Development**5 x 10 = 50**

1. Development: concepts, philosophies and approaches
2. Actors of development: Government, private sector, community, NGOs, international agencies, cooperatives
3. Development plans in Nepal: efforts, achievements, priorities and performance
4. Major development issues in Nepal (e.g. environment, gender, inclusion)
5. Development management and administration
6. Public policy formulation, implementation and monitoring and evaluation
7. Contemporary policy issues in Nepal (e.g. poverty alleviation, economic liberalization, employment)
8. People's participation in development
9. Project management
10. Sustainable development goals

Section B: Governance and Economy**5 x 10 = 50**

1. Governance: models, structure, issues, and challenges
2. Ethics, integrity, transparency and corruption
3. Federalism: concepts, practices and issues in Nepal
4. Public private partnership
5. Privatization and economic performance
6. Trade and industry
7. The economics of welfare
8. Nepal's strategies for graduating for developing countries
9. NASC law, by laws and strategic plan

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

Position: Training and Research Officer

Level: Officer Class III

(A) Task Performance Test

Time: 1 Hour 15 Minutes

Full Marks: 50

Contents of Paper I and Management Competency

1. Managing process: Coordination, supervision, monitoring, delegation
2. Staff management process: Motivation, team building, performance planning and appraisal, development
3. Knowledge management process

(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