

Nepal Administrative Staff College
Open/Internal Competitive Examination

Class: III

Post: Administrative and Finance Officer

Examination	Subject	Full Marks	Time
Written Test	Paper I and II	200 (40%)	
I	Administration and Management	100 (20%)	3 hrs.
II	Finance and Accounting	100 (20%)	3 hrs.
Practical	A. Performance Test	200 (40%)	4 hrs.
	a. Task performance	100 (20%)	2.5 hrs.
	b. Presentation	50 (10%)	30 min.
	B. Psychometric Test	50 (10%)	1 hr.
Interview	Situational and Structured (issue based on Paper- I and II)	100 (20%)	

Pass Mark: 50% in each Paper

Paper: I

100

Administration - Concepts and Practices

30

- Concept of public administration: meaning, scope, nature
- Administrative theories and approaches
- Administrative systems, rules and procedures
- New public management
- Contemporary issues of public administration
- Administrative reform in Nepal

Organization and Management

70

- Organization: Concept and theories
- Management: Concepts, principles, approaches, development of management theories (history) and emerging trends
- OB: concepts, trends, leadership, motivation, communication, group dynamics, decision making
- Human Resource Management: Acquisition, Development, Utilization, Maintenance, and Separation
- Office Correspondence
- Records management
- Managing physical resources and property
- Security management
- Work environment and culture
- Management Information Systems (MIS): Needs and importance in office
- NASC Act, 2039 and Employees By-laws, 2072

Finance and Accounting

70

- Financial management: Concept and process
- Budgeting: Concept, types, process, principles, and practices in Nepal
- Accounting information system
- Accounting basics
- Cost and management accounting
- Bank reconciliation statement and its application
- Procurement management and Inventory management
- Receivable management
- Financial statements
- Ratio analysis
- Cash flow and fund flow
- Depreciation
- Capital budgeting
- Audit: Concept, process, approach and types
- NASC Financial Regulations, 2068

Training, Research and Consulting

30

- Training: meaning, concept and types
- Systematic approach to training
- Training methods
- Training management
- Social science research: concept and approaches
- Research process
- Research proposal and research report writing
- Management consulting: purpose, approaches, types, process and techniques
- Training, research and consulting in Nepal

PRACTICAL

1. Task Performance Test

(Full Marks:100, Time: 2.5 Hours)

A. Administration and Finance

- Office Correspondence
- Records management
- HR administration
- Managing physical resources and property
- Management Information Systems (MIS)
- Annual plan and programmes
- Budget preparation
- Financial statements: Income Statement, Balance sheet and cash/funds flow
- Bank reconciliation statement
- Procurement and Inventory management
- Audit process

B. Training, Research, Consulting and Communication Competency

- Proposal writing
- Training management
- Report writing
- Presentation skills
- Verbal and non-verbal communication skills
- Observation, questioning, feedback and information processing skills
- Negotiation and persuasion skills

Note: *There will be FOUR questions, three from Group A and One from Group B carrying equal marks.*

2. Psychometric Test- Personal Attributes

(Full Marks: 50, Time: 1 Hour)

- Self-esteem, optimism and self-efficacy
- Emotional intelligence
- Attitude towards change
- Conscientiousness, agreeableness and openness to experience, and
- Self-awareness and development tendency