

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

**Position:** Senior Assistant

**Level:** Assistant I

**Scheme of Selection Tests**

Test	Subject	Full Marks
Written	Paper I- Composition ( <i>Rachana</i> )- Nepali and English	100
	Paper II- Management, Accounting and Finance (for Management stream)	100
	Paper II- Information Technology (for IT stream)	
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	Composition ( <i>Rachana</i> )- Nepali and English	100	40	Subjective	1 x 20 Marks 4 x 15 Marks 2 x 10 Marks	3 Hrs.
Second	Management, Accounting and Finance (for management stream)	100	40	Subjective	2 x 20 Marks 6 x 10 Marks	3 Hrs.
Second	Information Technology (for IT stream)	100	40	Subjective	5 x 10 Marks 10 x 5 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 Information Technology 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 academic 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:** 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 and Finance

**Time:** 3 hours

**Full Marks:** 100

**Section A: Management**

**1 x 20 + 3 x 10 = 50**

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 of offices and office management, office layout, etc.
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**

**1 x 20 + 3 x 10 = 50**

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 and practices in Nepal
7. Audit: Concept, process, and types

- 1. Computer Fundamentals and Operating System** **2 x 5 = 10**  
Overview of a computer system, Types of computer and its applications, Hardware, software and storage technology, Introduction to Operating System, Types and Functions
- 2. Windows Operating System** **2 x 10 + 2 x 5 = 30**  
Basic Windows operating system, My Computer, Recycle Bin, Program and File Management, File sharing and security, Adding/Removing Programs, Windows customization, Control panel administration: (administrative tools, windows services, system configuration, device manager, folder options, fonts, internet options, network and sharing, windows firewall, printer installation and administration, add/remove programs and user accounts, etc.), System tools (Scandisk, Disk Defragmenter, Drive Space, Backup), Install and configure peripheral components, troubleshooting of hardware's and software's, Registry Editor, Windows services, Group policies, Computer management, etc.
- 3. Computer Networking** **1 x 10 + 1 x 5 = 15**  
Introduction to Networking, Network types, Network topology, IP Addressing, Network design and protocols: TCP/IP, UDP, FTP, Troubleshooting, Manage cabling/switches/routers, Wi-Fi management
- 4. Office Automation** **1 x 10 + 1 x 5 = 15**  
MS-Word, MS-Excel, MS-PowerPoint, Photoshop, PDF, File conversion and security
- 5. E-mail / Internet / Extranet / Intranet** **2 x 5 = 10**  
Concept and use, Installation and configuration of email clients and browsers
- 6. Relational Database Management System (RDBMS)** **2 x 5 = 10**  
Concept, SQL, Database security, Backup and recovery
- 7. Computer, Network and Information security** **1 x 10 = 10**  
Issues, Types, Tools and techniques

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**Practical Tests**

**Position:** Senior Assistant

**Level:** Assistant Class I

**Task Performance Test**

**Time:** 2.5 hours

**Full Marks:** 100

**A. For Management Stream:**

**Administrative and Financial Competency, based on Paper I and II**

1. Official Correspondence
  - a. Internal correspondence (within NASC- individual and units)
  - b. External correspondence (outside NASC)
2. Memo (*Tippani*) (Nepali and English)
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)

**Computer Skills**

Microsoft Office applications, Email and Internet

**B. For IT Stream:**

**Administrative Competency based on Paper I**

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

**Computer and Information Technology related competency based on Paper II**

**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