

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

Position: Administrative and Finance Deputy Director

Level: Officer Class II

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

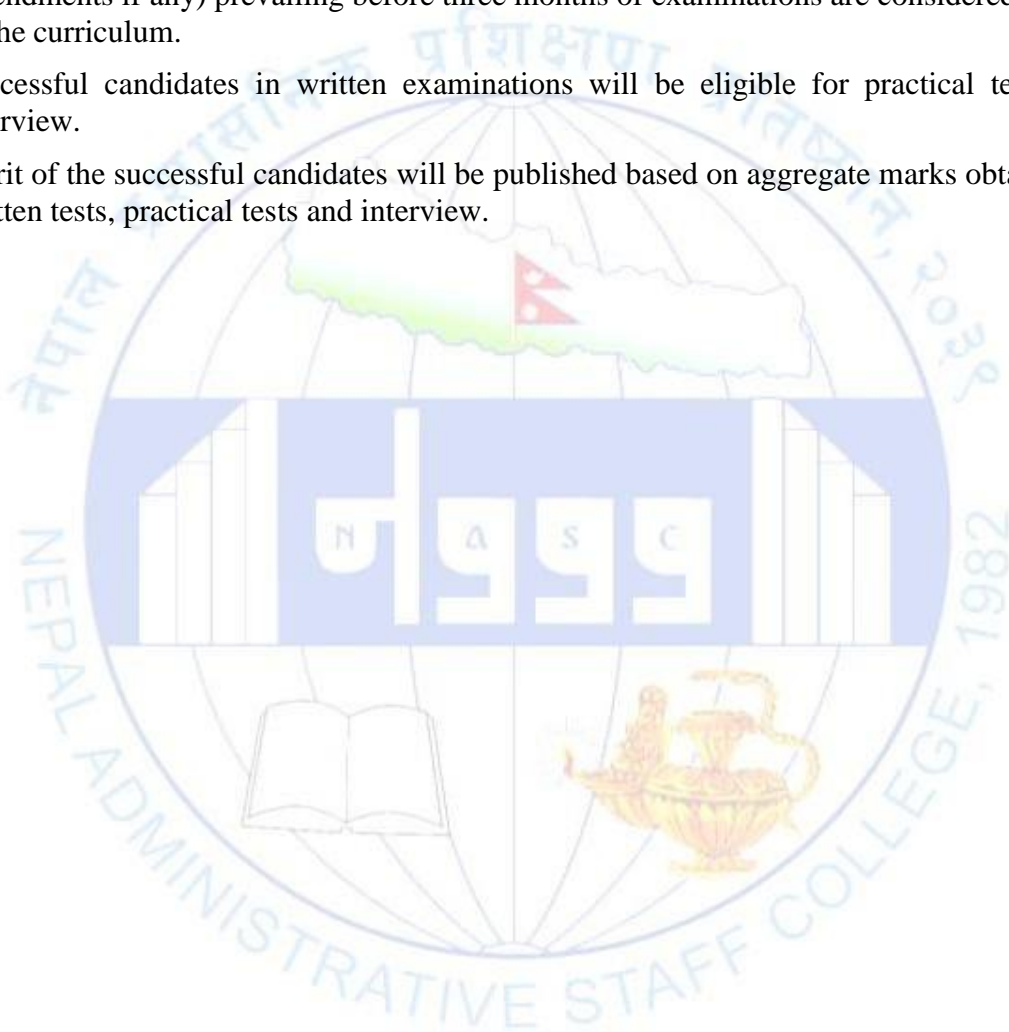
Subject	Full Marks	Pass Marks	Exam Pattern	No. of Question and Marks	Time
Task Performance Test	100	40	Practical	4 x 25 Marks	2.5 Hrs.
Presentation of Task Performance	50	20	Practical	-	30 Min.
Psychometric Test	50	-	Objective	-	1 Hr.

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 Deputy Director

Level: Officer Class II

Paper I: Organization and Management

Time: 3 hours

Full Marks: 100

Section A: Organization Development

1 x 20 + 1 x 10 = 30

1. Organization: Concept Structure and theories
2. Organizational change and development, organization and management survey.
3. Organisation culture, organisational politics and organizational environment.
4. Organization behaviour: Concepts, individual behaviour, group dynamics, team work, organisational performance.
5. Types of organizations and its characteristics.
6. Organizational vision, mission, goal, strategy and core and non core business.

Section B: Management Concepts and practices

2 x 20 + 1 x 10 = 50

1. Management: Concepts, principles, approaches, development of management theories and emerging trends
2. Human Resource Management: Acquisition, development, utilization, maintenance, and separation
3. Management: Stress Management, Conflict Management, Disaster Management, Crisis Management, Time Management and Change Management.
4. Use of information technology in modern management and management information system.
5. Managerial skills: Leadership, motivation, communication, decision making, negotiation, control and coordination.
6. Ethics and Integrity.
7. Knowledge Management.

Section C: Training, Research and Consulting

2 x 10 = 20

1. Training: Meaning, concept, types and importance.
2. Training management system and training management information system.
3. Social science research: Concept, approaches and research process
4. Management consulting: Purpose, approaches, types, process and techniques
5. Training, research and consulting mandate of NASC.

Section A: General Administration

2 x 20 + 1 x 10 = 50

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. Performance based incentive system
9. Performance management system.
10. NASC: Scope, role, functions, institutional relationship.
11. Strategic goal of NASC
12. Role and functions of Governing Council, Executive Board, Recruitment Committee, Research Committee and TCRC.
13. NASC Act, 2039 and Employee By-laws, 2072
14. Managerial skills
15. Organization development, Structure and Organization
16. Aspects of NASC personnel administration: recruitment, promotion, leaves, code of ethics, benefits, performance appraisal, disciplinary action and career system.
17. Structure and functions of NASC (Department, Centre)

Section B: Finance and Accounting

1 x 20 + 3 x 10 = 50

1. Financial management: Concept and process
2. Budgeting: Concept, types, process, principles, and practices in Nepal
3. Accounting System: Concept, process, principles and practices in Nepal.
4. Government accounting system of Nepal and corporate accounting system.
5. Concept of Nepal Public Sector Accounting Standards- NPSAS and Nepal Financial Reporting Standard- NFRS
6. Treasury Single Account- TSA
7. Financial Accountability
8. Procurement management
9. Inventory management
10. Audit: Concept, process, approach and types
11. NASC Financial Regulations, 2068

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Practical Tests

Position: Administrative and Finance Deputy Director

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Task Performance Test

Time: 2.5 hours

Full Marks: 100

Administrative and Financial Competency, based on Paper I and II

1. Organization Development
 - Organization Structure
 - Organization & Management Survey
2. Office Correspondence
3. Records management
4. HR management
5. Managing physical resources and property
6. Management Information Systems (MIS)
7. Annual plan and programmes
8. Budget preparation
9. Financial statements: Income Statement, Balance sheet and cash/funds flow
10. Bank reconciliation statement
11. Procurement and Inventory management
12. Audit process
13. Training management
14. Presentation skills
15. Managerial skills: Leadership, Decision Making, Motivating, Control, Coordination and Communication
16. 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