

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

Position: Director of Studies	Level: Officer Class I
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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 /Leadership)	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	4 × 10 Marks (Short Answer) 3 × 20 Marks (Long Answer)	3.00 hrs
II	Management or Development	100	40	Subjective	4 × 10 Marks (Short Answer) 3 × 20 Marks (Long Answer)	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: 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/ TNA
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
9. NASC role in public sector capacity development

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
8. Developing training case (importance of case base learning)

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. Managing human resources in organization

8. Strategic management, marketing management, time management, change management, technology management, performance management, conflict management, crisis management, stress management and participative management.
9. Ethics in public sector management
10. Negotiation skills
11. Emotional intelligence and its relevance in public management
12. Management audit: Theory and practice in government and private sector
13. Financial management related to NASC-type organization
14. Information management related to NASC-type organization

Section B: Context Competency Module

1 x 20 + 2 x 10 = 40

1. Constitutional development of Nepal and present Constitution of Nepal
2. Federalism and federal governance system in Nepal
3. National policy: formulation, analysis, implementation, monitoring and evaluation
4. Nature, role and dimensions of public service
5. Administrative reforms and capacity building: concepts, approaches and issues
6. Roles of capacity development provider in institutional effectiveness
7. NASC: scope, strategies, roles and institutional relationships

Paper II: Development (for Development Stream) Time: 3 hours	Full Marks: 100
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Section A: Core Competency Module- Development

2 x 20 + 2 x 10 = 60

1. Development: concepts, philosophies and approaches
2. Aspects and dimensions of development: economic, social, political and institutional
3. Roles of institutions in development: Government, private sector, community, NGOs, international agencies
4. Public policy: process and issues in Nepalese context
5. Development policies in Nepal: priorities and performance
6. Development planning in Nepal: efforts, achievement and challenges
7. Major development issues in Nepal (poverty, hunger, unemployment, population and migration, gender, social inclusion): challenges and constraints
8. Global economy: structure and trends
9. Nepalese economy: recent trends, challenges and opportunities
10. Diversity management
11. Project management
12. Contemporary development paradigm
13. Federalism: concepts, practices and issues in Nepalese context
14. Nature, role and dimensions of public sector, development sector, private sector

Section B: Context Competency Module

1x 20 + 2 x 10 = 40

1. Constitutional development of Nepal and present Constitution of Nepal
2. Ethics and integrity in public management
3. Governance models, structures, issues and challenges; good governance for social and economic development
4. Organizational development and human resources management
5. Administrative reforms and capacity building: concepts, approaches and issues
6. Roles of capacity development provider in institutional effectiveness
7. NASC: scope, strategies, roles and institutional relationships

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Practical Tests

Position: Director of Studies

Level: Officer Class I

(A) Task Performance Test

Time: 1 Hour 15 Minutes

Full Marks: 50

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

(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