

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

Position: Training and Research Officer

Level: Officer Class III

Scheme of Selection Tests

Test	Subject	Full Marks
Written	Paper I- Training, Research and Consulting	100
	Paper II- Related Subject (Management or Development)	100
Practical	Task Performance Test (Based on Paper I, Management and Communication)	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	Training, Research and Consulting	100	40	Subjective	3 x 20 Marks 4 x 10 Marks	3 Hrs.
Second	Management or Development	100	40	Subjective	2 x 20 Marks 6 x 10 Marks	3 Hrs.

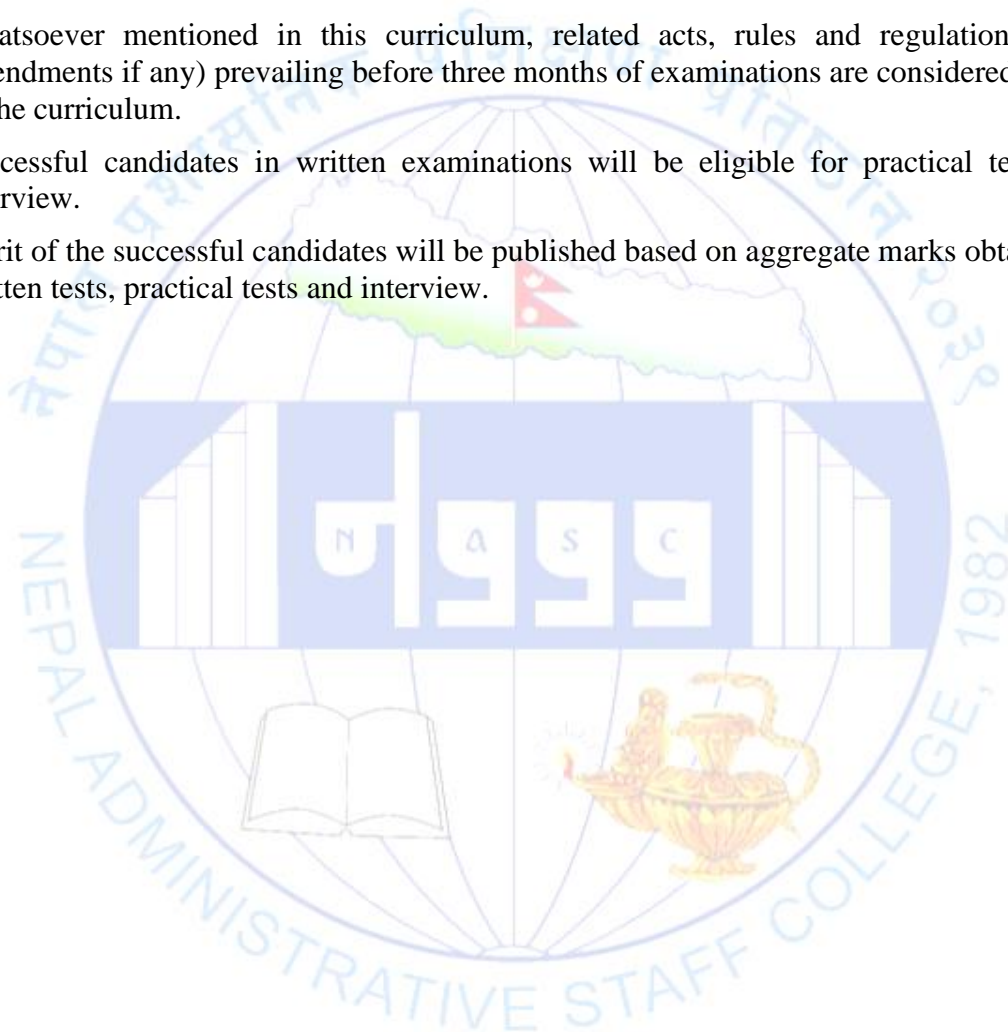
Framework of Practical Test

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. The first paper in written tests are common for all the candidates of Management or Development 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 educational 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.



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Written Tests

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Paper I: Training, Research and Consulting

Time: 3 hours

Full Marks: 100

Section A: Training

1 x 20 + 2 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

1 x 20 + 1 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

1 x 20 + 1 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

1 x 20 + 3 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

Section B: Management**1 x 20 + 3 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

Paper II: Development (for Development Stream) Time: 3 hours**Full Marks: 100****Section A: Development****1 x 20 + 3 x 10 = 50**

1. Development: Concepts, philosophies and approaches
2. Actors of development: Government, private sector, community, NGOs, international agencies, cooperatives
3. Development policies and plans in Nepal: 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, key policy areas (e.g. poverty alleviation, economic liberalization, employment)
7. People's participation and sustainable development
8. Project management

Section B: Governance and Economy**1 x 20 + 3 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

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Practical Tests

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Task Performance Test

Time: 2.5 hours

Full Marks: 100

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

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 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