

Nepal Administrative Staff College
Open Competitive Examination
Practical Test

Class: Officer-III

Post: Training and Research Officer

1. Task Performance Test (Full Marks:100, Time: 2.5 Hours)

Paper I (Training, Research and Consulting) and Management Competency

- Managing process: Coordination, supervision, monitoring, delegation
- Staff management process: motivation, team building, performance planning and appraisal, development
- Knowledge management process

Communication Competency

- Professional writing techniques
- Presentation skills
- Verbal and non-verbal communication skills
- Observation, questioning, feedback and information processing skills
- Negotiation and persuasion skills
- Counseling and coaching skills

Note: *There will be FOUR questions 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

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Class: Assistant- I

Post: Senior Assistant

1. Task Performance Test **(Full Marks:100, Time: 2.5 Hours)**

Group A

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)

Group B

Computer Skills: Microsoft Office applications, Email and Internet

Note: *There will be FOUR questions (3 from Group A and 1 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