

## नेपालवायु सेवानिगम

प्रशासन सेवा, सामान्यप्रशासन/लेखा समूह, नवौं तहको आन्तरिक प्रतियोगितात्मक परीक्षाको

### पाठ्यक्रम

#### परीक्षायोजना(Examination Scheme)

१. प्रथम चरण : लिखित परीक्षा(Written Examination) पूर्णाङ्क :- २००

पत्र	विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली		प्रश्नसंख्याXअङ्क	समय
प्रथम	सार्वजनिकप्रशासन र व्यवस्थापन	१००	४०	विषयगत	विश्लेषणात्मक एवं समस्या समाधानमूलक लामो उत्तर	५प्रश्नX २०अङ्क	३ घण्टा
द्वितीय	सेवा सम्बन्धी	१००	४०	विषयगत	विश्लेषणात्मक एवं समस्या समाधानमूलक लामो उत्तर	५प्रश्नX २०अङ्क	३ घण्टा

२. द्वितीय चरण : अन्तर्वार्तापूर्णाङ्क :-३०

विषय	पूर्णाङ्क	परीक्षा प्रणाली	समय
व्यक्तिगतअन्तर्वार्ता	३०	मौखिक	-

#### द्रष्टव्य :

- लिखित परीक्षाको माध्यमभाषा नेपालीवाअंग्रेजीहुनेछ ।
- प्रथम र द्वितीयपत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- लिखित परीक्षामायथासम्भव पाठ्यक्रमका सबै एकाईबाट प्रश्नहरु सोधिनेछ ।
- दुवैपत्रकाप्रत्येकप्रश्नको लागिछुट्टाछुट्टै उत्तरपुस्तिकाहरु हुनेछन् रपरीक्षार्थीले एउटै उत्तर पुस्तिकामाएकभन्दा बढी प्रश्नको उत्तर दिनपाउने छैनन् ।
- यस पाठ्यक्रमयोजनाअन्तर्गतकापत्र/विषयकाविषयवस्तुमा जेसुकै लेखिएको भएतापनि पाठ्यक्रममा परेका कानून, ऐन, नियमतथानीतिहरु परीक्षाको मितिभन्दा ३ महिना अगाडि (संशोधनभएकावा संशोधनभई हटाइएका वाथप गरी संशोधनभई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- प्रथमचरणको परीक्षाबाट छनौट भएकाउम्मेदवारहरुलाई मात्रद्वितीयचरणको परीक्षामा सम्मिलित गराइनेछ ।
- यस भन्दा अगाडि लागू भएकामाथिउल्लिखित सेवा, समूहको पाठ्यक्रमखारेज गरिएको छ ।
- पाठ्यक्रमलागू मिति :-

**Nepal Airlines Corporation**  
**Curriculum for Internal Competition**  
**for**

**Level 9, Administration Service/General Administration and Account Groups**

Paper: First : Public Administration and Management

Time: 3 Hours

Full Marks: 100

**Section – A (40 Marks)**

1. Public Policy: Concept, Formulation, Implementation, Monitoring and Evaluation, Problems and Challenges in the Processes of Various stages of Public Policy
2. Current National Policies: Trade Policy, Aviation Policy, Tourism Policy, Foreign Assistance Policy, Monetary Policy, Fiscal Policies
3. Envisioning Governance and Public Service
4. Public Services in Nepal
5. Unionism and Its Impacts in Public Sector Performance
6. Role of Public Service Commission in Strengthening the Personnel Management of the Nepalese Public sector
7. Citizen-administration Interface
8. Resource Mobilization (Internal and External): Opportunities and Threats
9. State Responsibility

**Section – B (20 Marks)**

10. Legislative Process (in the context of Nepal)
11. International Transit and Trade Facilitations
12. Connectivity of Nepal with Neighboring Countries
13. Major international Institutions, agencies and Fora
14. Human Rights and International Humanitarian Law

**Section – C (20 Marks)**

15. Public enterprises and Agencification of State Services
16. International Organizations: Multinational Corporations, INGOs and GOs

17. Inter-organizational Context of Administrative system: Development of Intergovernmental Relations, Working with Non-profit Organizations and the Private Sector
18. Development of Private Sector in Nepal: Efforts, Achievements and Challenges
19. Decision Making Process in the Nepalese Public enterprises

**Section – D (20 Marks)**

20. Contemporary Issues: Environmental and Ecological Problems, Global Warming, Climate Change, Terrorism, Globalization, Poverty, Unemployment, Human Trafficking, Drug Trafficking, Cyber Crime, Transnational Threats
21. International Civil Aviation

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**Level 9, Administration Service/General Administration Group**

Paper - Second: Service Related

Time: 3 Hours,

Full Marks: 100

**Section – A (40 Marks)**

1. Human Resource Management: Functions, Problems, Challenges, Human Resource Planning, Human Resource Development, Employee Motivation
2. Organization and Management Study, Job Analysis, Job Performance Standards, Performance Evaluation

**Section – B (20 Marks)**

3. Managerial Skills: Communication, Decision Making, Coordination, Grievance Management, Negotiation, Conflict Management, Crisis Management, Change Management, Risk Management, Meeting Management, Time Management, Leadership

**Section – C (20 Marks)**

4. Management Audit
5. Inventory Management and Security Management
6. Management Information System
7. Occupational Health and Safety

**Section – D (20 Marks)**

8. Corporate Governance (in the special context of Nepal Airlines Corporation)
9. Corporate Ethics and Professionalism
10. Drafting Skills: Speech, Message, Memorandum of Understanding (MoU), Press Release, Report Writing, Proposal Writing, White Paper, Strategic Business Plan
11. Public Financial Management: Policies, Budgeting, Accounting, Auditing, public financial Measuring Tools and public financial Management System

## **Nepal Airlines Corporation**

### **Curriculum for Internal Competition**

#### **Level 9, Administration Service/Account Group**

Paper - Second : Service Related

Time: 3 Hours,

Full Marks: 100

#### **Section - A (40 Marks)**

1. Public Financial Management: Policies, Budgeting, Accounting, Auditing, public financial Measuring Tools and public financial Management System
2. Financial Accountability; Constitutional, legal, institutional and policy arrangements to ensure financial responsibility, role of Chief Accounting Officer, Responsible Person, Board of Directors, Government and Other Oversight Agencies; need of professional code of ethics for accountants and auditors
3. Corporate Governance (in the special context of Nepal Airlines Corporation)
4. Integrity, Ethics and Professionalism

#### **Section - B (20 Marks)**

5. Financial Reporting Frameworks: International public Sector Accounting Standards (IPSAS), Nepal Public Sector Accounting Standards (NPSAS), Other National and International Good Practices
6. Auditing Frameworks: Public Sector Auditing Framework, international Standards of supreme Audit Institutions (ISSAIs), International Standards of Auditing (ISAs), Nepal standards on Auditing

#### **Section - C (20 Marks)**

7. Audit of Corporate Bodies (With special reference to Nepal airlines Corporation)
8. Public Procurement system in Nepal Airlines Corporation
9. Occupational Health and Safety

**Section - D (20 Marks)**

10. Managerial Skills: Communication, Decision Making, Coordination, Grievance Management, Negotiation, Conflict Management, Crisis Management, Change Management, Risk Management, Meeting Management, Time Management, Leadership