

नेपाल वायु सेवा निगम

प्रशासन सेवा, सामान्यप्रशासन/लेखा/कानून समूह,सातौं 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 ।
- 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 सम्भन्नु 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

**Level 7, Administration Service/General Administration, Account and Legal
Groups**

Paper- First: Public Administration and Management

Time: 3 Hours

Full Marks: 100

Section – A (60 Marks)

1. Concept, Functions and Challenges of Public Service
2. Current Constitution of Nepal: Features, Fundamental Rights, Directive Principles, Policies of the State, Legislation Processes and constitutional Bodies)
3. Formulation, Implementation and Monitoring and Evaluation of Public Policy in Nepal
4. Budgeting and planning System in Nepal
5. Corporate Governance in Nepal
6. Unionism and Its Impacts in the performance of the Nepalese Corporate Sector
7. Features of Good Governance and Their Application in Nepal Airlines Corporation
8. Major International Institutions: UN, EU, SAARC, ASEAN
9. Global Warming, Climate Change, Terrorism, Human Trafficking, Drug Trafficking, Cyber Crime, Transnational Threats
10. Concept of Public-Private Partnership and its application in Nepal
11. Role of Civil Society in Nation Building and State Building Processes

Section – B (40 Marks)

1. Current Policies and Legal Instruments Related to Nepal Airlines Corporation
2. Government's Efforts for the Development of Civil Aviation and Tourism in Nepal
3. Current Status, Problems and Challenges of Civil Aviation in Nepal

4. Role, Functions and challenges of Civil Aviation Authority of Nepal
5. Functions of International Civil Aviation Organization (ICAO) and International Air Transport Association (IATA)
6. Role of ICT in Strengthening Nepal Airlines

Nepal Airlines Corporation
Curriculum for Internal Competition

Level 7, Administration Service/General Administration

Paper - Second: Service Related

Time: 3 Hours

Full Marks: 100

Section – A (20 Marks)

1. Public Accountability: Concept, Types and Challenges
2. Organization Development and organization Behavior
3. Integrity, Code of Ethics and Professionalism
4. Decision Making Process

Section – B (20 Marks)

5. Performance Management, Crisis Management, Change Management,
6. Coordination, Control, Delegation of Authority, Management Audit
7. Concept of Management and Its Functions; Characteristics of a Good Manager

Section – C (40 Marks)

8. Resource Management in Nepal Airlines Corporation (Human, Financial, Physical, Technological, Talent, Knowledge, Information)
9. Planning and Budgeting Processes in the Nepalese corporate Sector
10. Provisions of Employee Motivation, Staff Development, Leadership Development and Grievance Development in Nepal Airlines Corporation
11. Efforts and Achievements in Service Delivery Mechanism of Nepal Airlines Corporation
12. Concepts of Job Description, Job Performance Standards, Job Evaluation and Employee Performance evaluation and their uses in Nepal Airlines Corporation

Section – D (40 Marks)

13. Concept of Prompt and Lean Management, Time Flexibility, Gender Budgeting, People Responsive Management and their Use in Nepal Airlines Corporation
14. Report Writing Skills
15. Project Management and Project Cycle

