

नेपाल वायुसेवा निगम
प्रशासन सेवा, सामान्य प्रशासन समूह, सातौं तहको आन्तरिक प्रतियोगितात्मक
परीक्षाको पाठ्यक्रम

परीक्षा योजना (Examination Scheme)

| १. प्रथम चरण : लिखित परीक्षा (Written Examination) (पूर्णाङ्क २००) | | | | | | | |
|--|--------------------------------|-----------|-----------------|-----------------|------------------------|----------------------|---------|
| पत्र | विषय | पूर्णाङ्क | उत्तीर्णाङ्क | परीक्षा प्रणाली | | प्रश्न संख्या X अङ्क | समय |
| प्रथम | सार्वजनिक प्रशासन र व्यवस्थापन | १०० | ४० | विषयगत | लामो उत्तर आउने प्रश्न | १० प्रश्न X १० अङ्क | ३ घण्टा |
| द्वितीय | सेवा सम्बन्धी | १०० | ४० | विषयगत | लामो उत्तर आउने प्रश्न | १० प्रश्न X १० अङ्क | ३ घण्टा |
| २. द्वितीय चरण : अन्तर्वार्ता (पूर्णाङ्क ३०) | | | | | | | |
| विषय | | पूर्णाङ्क | परीक्षा प्रणाली | | | समय | |
| व्यक्तिगत अन्तर्वार्ता | | ३० | मौखिक | | | - | |

द्रष्टव्य :

१. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी वा दुवै हुनेछ ।
२. प्रथम र द्वितीय पत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
३. लिखित परीक्षामा यथासम्भव पाठ्यक्रमका सबै एकाइहरूबाट प्रश्नहरू सोधिनेछ ।
४. दुवै पत्रका प्रत्येक खण्डको लागि छुट्टाछुट्टै उत्तर पुस्तिकाहरू हुनेछन् र परीक्षार्थीले एउटै उत्तर पुस्तिकामा एकभन्दा बढी खण्डको उत्तर दिन पाउने छैनन् ।
५. यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाइएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
६. प्रथम चरणको परीक्षाबाट छनौट भएका उम्मेदवारलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।
७. यस भन्दा अगाडि लागू भएको माथि उल्लिखित सेवा/समूहको पाठ्यक्रम खारेज गरिएको छ ।
८. पाठ्यक्रम लागू मिति :- २०७९।०५।०४

Nepal Airlines Corporation
Curriculum for Internal Competition
Level 7, Administration Service, General Administration Group

Paper- First: Public Administration and Management

Time: 3 Hours

Full Marks: 100

Section – A (5x10=50 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 (5x10=50 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 Group

Paper Second: Service Related

Time: 3 Hours

Full Marks: 100

Section – A (5x10=50 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
5. Resource Management in Nepal Airlines Corporation (Human, Financial, Physical, Technological, Talent, Knowledge, Information)
6. Planning and Budgeting Processes in the Nepalese corporate Sector
7. Provisions of Employee Motivation, Staff Development, Leadership Development and Grievance Development in Nepal Airlines Corporation
8. Efforts and Achievements in Service Delivery Mechanism of Nepal Airlines Corporation
9. Concepts of Job Description, Job Performance Standards, Job Evaluation and Employee Performance evaluation and their uses in Nepal Airlines Corporation

Section – B (5x10=50 Marks)

10. Performance Management, Crisis Management, Change Management,
11. Coordination, Control, Delegation of Authority, Management Audit
12. Concept of Management and Its Functions; Characteristics of a Good Manager
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