

## Nepal Airlines Corporation

### Syllabus for Tailoring Officer Grade- VI Aircraft Maintenance Service, Miscellaneous Group (Internal Competition)

#### Stages and Procedure of Examination System

First Stage: Written Examination - Full Marks 200

#### Weightage Allocation and Marks Distribution

S.No.	Paper	Subject	Time	Full Mark	Section	Marks
1	I	General Knowledge, Institutional Awareness and Management	3 Hrs.	100	Section "A" General Knowledge	Multiple Choice Questions 25x2=50
					Section "B" Institutional Awareness and Management	Short Answer Questions 8x5=40 Long Answer Questions 1x10=10
2	II	Service Related	45 Min.	100	Multiple Choice Questions	50x2=100

#### Second Stage - Interview

Individual Interview

Full Marks - 30

#### दृष्टव्य :

- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी वा दुवै हुनेछ ।
- प्रथम, द्वितीय र तृतीयपत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- लिखित परीक्षामा यथासम्भव पाठ्यक्रमका सबै एकाइबाट प्रश्नहरू सोधिनेछ ।
- वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर वापत २० प्रतिशत अङ्क कट्टा गरिनेछ तर उत्तर नदिएमा त्यस वापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन ।
- विषयगत प्रश्नमा प्रत्येक पत्र/विषयका प्रत्येक खण्डका लागि छुट्टाछुट्टै उत्तर पुस्तिकाहरू हुनेछन् । परीक्षार्थीले प्रत्येक खण्डका प्रश्नहरूको उत्तर सोही खण्डका उत्तर पुस्तिकामा लेख्नुपर्नेछ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मितिभन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाइएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- प्रथम चरणको परीक्षाबाट छनौट भएका उम्मेदवारलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।
- यस भन्दा अगाडि लागू भएका माथि उल्लिखित सेवा/समूहको पाठ्यक्रम खारेज गरिएको छ ।
- पाठ्यक्रम लागू मिति :- २०७९।०५।०४

**Paper I:**  
**General Knowledge, Institutional Awareness and Management**

Full Marks: 100

Time: 3 Hrs.

**Section: A (General Knowledge and Social Issues 25x2=50 Marks)**

**1.1 Geography of Nepal and the World (10 Marks)**

- 1.1.1 Continent, Ocean, Pole, Latitude, Longitude, Time, Distance, Mountains, Deserts, Rivers, Glaciers, Lakes, Climate, Trade Winds, Monsoon
- 1.1.2 Physical, Socio-cultural and Economic Geography, Major Natural Resources and Demography of Nepal

**1.2 History and Culture (10 Marks)**

- 1.2.1 Major Historical Events of the World
- 1.2.2 Notable Events, Personalities and Socio-cultural Aspects of Ancient, Medieval and Modern History of Nepal
- 1.2.3 Customs, Traditions, Values, Religions, Ethnicity, Languages, Cultures, Arts, Literature, Music and Heritages of Nepal

**1.3 Economic Aspects of Nepal (10 Marks)**

- 1.3.1 Economic Indicators (Economic Growths, GDP, GNP, Per Capita Income, Remittance, Foreign Aid and Investment)
- 1.3.2 Infrastructures of Development (Agriculture, Industry, Trade, Tourism, Transportation, Communication, Health, Electricity)
- 1.3.3 Government Planning and Budgeting

**1.4 Governance and Organizations (10 Marks)**

- 1.4.1 The constitution of Nepal; Federal Provincial and local governance
- 1.4.2 General information about UNO, WTO, ICAO, WB, ADB, AIIB, SAARC and BIMSTEC

**1.5 Contemporary Issues (10 Marks)**

- 1.5.1 Information on sustainable development, environment, pollution, climate change, biodiversity, demography, Urbanization, Science and technology
- 1.5.2 Recent advanced and major achievements in Aviation Sector
- 1.5.3 Major events and current affairs of national and international importance

**Section B: – Management and Institutional Awareness Test (50 Marks)**

**2. Management Concepts (1x10) + (4x5) = 30 Marks**

- 2.1. Concept of Management, modern approaches to management
- 2.2 vision Mission, Goal, Objectives, Targets, Strategies, Organization Structure
- 2.3 Authority and power Delegation, Leadership, Control, Coordination, Motivation, Team Work and Group dynamics
- 2.4 Managing workforce diversity and appreciative inquiry
- 2.5 Quality management and TQM Techniques
- 2.6 Time management, conflict management, crisis management, stress management, customer care
- 2.7 Outsourcing, inventory control
- 2.8 Job description, training, performance evaluation system
- 2.9 Corporate and strategic planning and management, corporate social responsibility

2.108 Ethics, integrity and accountability

**3. Institutional Awareness (4x5=20 Marks)**

3.1 History of Civil Aviation in Nepal

3.2 Nepal Airlines Corporation: Introduction, Objective and Scope

3.3 Current Employees' Service and Conditions Regulation of NAC (Leaves, Conducts, Discipline and Disciplinary Actions)

3.4 Corruption Control Act, 2059

3.5 Functions, Duties and Rights of Ministry of Culture, Tourism and Civil Aviation

3.6 Functions, Duties and Rights of Civil Aviation Authority of Nepal

## Paper II

### Subject: Service Related

Full Marks: 100 (Multiple Choice Questions 50x2)

Time: 45 Minutes

#### Material Content:

1. Knowledge related to handling and care for tools, materials and machines necessary for carrying out tailoring activities (4x2=8 Marks)
2. Sewing machines: Types, their parts and function of each part
3. Functions of needle and thread inch tape scale tailor-chalks, Lack, needle fork, skew driver, opener, scissors, irons, machine oil, cutting table, iron board, wrench, button machines, over lock/interlock machine, Pico machine (8x2=16 Marks)
4. Replacing needles and belts (1x2=2 Marks)
5. Maintenance of shuttles (1x2=2 Marks)
6. Elastic/button/hook zipper/laser (1x2=2 Marks)
7. Bakram /Pasting (1x2=2 Marks)
8. Inspection of quality of cloth, features of each class/type of cloth, caring for each class/type of cloth, Checking length and breadth of cloth (2x4=8 Marks)
9. Designing the garments/cloths for various purpose especially popular in Nepal dresses of Ladies, Gents, Children and uniforms (2x4=8 Marks)
10. Interpretation of design catalogue (1x2=2 Marks)
11. Identify types of measurement to be taken (2x2=4 Marks)
12. Types of stitching (1x2=2 Marks)
13. Common basic knowledge and skills related to tailoring activities and checking and finishing of various ladies, gents and children dresses (3x2=6 Marks)
14. Management (10x2=20 Marks )
  - 14.1. Planning, budgeting, organization and direction for tailoring activities
  - 14.2. Dealing with customers, stakeholders and staff
  - 14.3. Marketing and promotion of the business
  - 14.4. Professionalism integrity

- 14.5. Billing
  - 14.6. Record keeping
  - 14.7. Delivering products
  - 14.8. Time management crisis management, stress management
15. Occupational health and safety (2x2=4 Marks)
16. Applied math, addition, subtraction, multiplication, division, measurement, method, simple interest, profit and loss (5x2=10 Marks)