

सामाजिक सुरक्षा कोष

प्रशासन सेवा, सामान्य प्रशासन समूह नवौं तह उपनिर्देशक पदको खुल्ला प्रतियोगितात्मक परीक्षाको

परीक्षा योजना (Examination Scheme)

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

पत्र	विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्नसंख्या X अङ्क	समय
प्रथम	सार्वजनिक प्रशासन र व्यवस्थापन	१००	४०	विषयगत	विश्लेषणात्मक एवं समस्या समाधानमूलक लामो उत्तर ५ प्रश्न X २० अङ्क	३ घण्टा
द्वितीय	सेवा सम्बन्धी	१००	४०	विषयगत	विश्लेषणात्मक एवं समस्या समाधानमूलक लामो उत्तर ५ प्रश्न X २० अङ्क	३ घण्टा

२. द्वितीय चरण : अन्तर्वार्ता र प्रस्तुतीकरण

पूर्णाङ्क :- ५०

विषय	पूर्णाङ्क	परीक्षा प्रणाली	समय
व्यक्तिगत अन्तर्वार्ता	३०	मौखिक	-
प्रस्तुतिकरण	२०	समसामयिक विषयमा समूहमा व्यक्तिगत प्रस्तुति (१ जनालाई १० मिनेट)	१ घण्टा

द्रष्टव्य :

- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी हुनेछ ।
- प्रथम र द्वितीय पत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- लिखित परीक्षामा यथा सम्भव पाठ्यक्रमका सबै एकाईबाट प्रश्नहरु सोधिनेछ ।
- दुवै पत्रका प्रत्येक प्रश्नको लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरु हुनेछन् र परीक्षार्थीले एउटै उत्तर पुस्तिकामा एक भन्दा बढी प्रश्नको उत्तर दिनपाउने छैनन् ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भएतापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरु 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 उम्मेदवारहरुलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।
- पाठ्यक्रमलागू मिति :- २०७६।०२।१६

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. Envisioning Governance and Public Service
3. Public Services in Nepal
4. Unionism and Its Impacts in Public Sector Performance
5. Citizen-administration Interface
6. Resource Mobilization (Internal and External): Opportunities and Threats
7. State Responsibility

Section – B (20 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
3. Integrity, Ethics and Professionalism.
4. Social Responsibility
5. Organizational Behavior

Section – C (20 Marks)

1. Managerial Skills: Communication, Decision Making, Coordination, Grievance Management, Negotiation, Conflict Management, Crisis Management, Knowledge Management, Resource Management, Talent Management, Change Management, Risk Management, Meeting Management, Time Management, Leadership, Co-ordination, Monitoring and Evaluation.

Section – D (20 Marks)

1. Contemporary Issues: Environmental and Ecological Problems, Global Warming, Climate Change, Terrorism, Globalization, Poverty, Unemployment, Human Trafficking, Drug Trafficking, Cyber Crime, Transnational Threats, Food Safety and Food Security, Brain and Muscle Drain, Sustainable Development Goals. Gender and Social justice, Transitional justice

Paper - Second: Service Related

Time: 3 Hours,

Full Marks: 100

Section - A (40 Marks)

1. Legislative Process (in the context of Nepal)
2. Legal provision in Nepal in the perspective of social security: Constitution of Nepal (Directive principles and State policies), Contribution based Social Security Act, 2074 and Regulation, 2075, Social Security Fund Operation Procedure, Employer and Employee Registration Procedure, Bonus Act, 2030 and Regulation, 2039, Labor Act, 2074 and Regulation, 2075 , Social Security Fund Employee Administration Regulation 2075.
3. Global Practice of Social Security
4. Social Security and SAARC
5. Concept of Social Protection, Assistance and Insurance
6. Social Security for foreign Migrant worker
7. Social Security and Trade Unions
8. Social Security and Contribution Based Social Security

Section – B (20 Marks)

1. Public Enterprises and Agencification of State Services
2. International Organizations: Multinational Corporations, INGOs and GOs
3. Development of Intergovernmental Relations, Working with Non-profit Organizations and the Private Sector
4. Development of Private Sector in Nepal: Efforts, Achievements and Challenges
5. Decision Making Process in the Nepalese Public Sector Organizations.

Section - C (20 Marks)

1. Public Hearing, Social Audit, Transparency, Right to Information
2. Inventory Management and Security Management
3. Management Information System
4. Occupational Health and Safety
5. Utilization of Public Fund.
6. Public-Private Partnership
7. Social Security Fund Personnel Administration By-lawse and provisions of career development for the employees

Section - D (20 Marks)

1. Drafting Skills: Speech, Message, Memorandum of Understanding (MoU), Press Release, Report Writing, Proposal Writing, White Paper, Strategic Business Plan
2. Public Financial Management: Policies, Budgeting, Accounting, Auditing, Public Financial Measuring Tools and Public Financial Management System
3. Public Procurement; Principles and Practices in Nepal
4. Plan Formulation, execution and monitoring and evaluation