सामाजिक सुरक्षा कोष
प्रशासन सेवा, एयारी तह, उप कार्यकारी निर्देशक पदको खुल्ला प्रतियोगितात्मक परीक्षाको परीक्षा योजना (Examination Scheme)

पाठ्यक्रमको रुपेखा :- यस पाठ्यक्रमको आधारमा निम्नानुसार चरणमा परीक्षा लिइने छः

प्रथम चरण :- लिखित परीक्षा
द्वितीय चरण :- (क) मामिला अध्ययन र प्रस्तुति
 (ख) अन्तर्विता
पूर्णाङ्क :- 200
पूर्णाङ्क :- 20
पूर्णाङ्क :- 30

1. प्रथम चरण : लिखित परीक्षा (Written Examination) पूर्णाङ्क :- 200

<table>
<thead>
<tr>
<th>पत्र</th>
<th>विषय</th>
<th>पूर्णाङ्क</th>
<th>उत्तीर्णाङ्क</th>
<th>परीक्षा प्रणाली</th>
<th>प्रक्रियाेंक X अंक</th>
<th>समय</th>
</tr>
</thead>
<tbody>
<tr>
<td>प्रथम</td>
<td>सार्वजनिक प्रशासन र व्यवस्थापन</td>
<td>100</td>
<td>40</td>
<td>शिक्षकगत</td>
<td>4 प्रश्न X 25 अंक</td>
<td>3 घण्टा</td>
</tr>
<tr>
<td>द्वितीय</td>
<td>विकास व्यवस्थापन</td>
<td>100</td>
<td>40</td>
<td>शिक्षकगत</td>
<td>4 प्रश्न X 25 अंक</td>
<td>3 घण्टा</td>
</tr>
</tbody>
</table>

2. द्वितीय चरण :

<table>
<thead>
<tr>
<th>विषय</th>
<th>पूर्णाङ्क</th>
<th>परीक्षा प्रणाली</th>
<th>समय</th>
</tr>
</thead>
<tbody>
<tr>
<td>मामिला अध्ययन र प्रस्तुति</td>
<td>20</td>
<td>कुंडे एउटा समसामिक मामिलाको अध्ययन गरी प्रस्तुतीको लागि तयारी गर्न 45 मिनेट प्रश्न गरिने ४ र प्रस्तुतीकरणको लागि प्रश्नको उमेदवारको प्रश्नमुद्राको छुट्टाउँछ ३० मिनेटको समय उपलब्ध गराइने छ।</td>
<td></td>
</tr>
<tr>
<td>व्यक्तिगत अन्तर्विता</td>
<td>३०</td>
<td>माध्यम</td>
<td>-</td>
</tr>
</tbody>
</table>

प्रश्नहरू:

1. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी हुनेछ।
2. प्रथम र द्वितीय पक्रको लिखित परीक्षा छुट्टाउँछ रनेछ।
3. लिखित परीक्षामा यथार्थमा पाठ्यक्रमको सवे एकाइको प्रश्नमुद्राको सोधिनेछ।
4. प्रश्नको प्रश्नको प्रश्नको लागि छुट्टाउँछ उन्नतमतिको प्रश्नमहत्त्व हुनेछन्। परीक्षाको एउटाउटर पुस्तककोएउटा माथि प्रश्नको उत्तर लेख गर्नेछ।
5. यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका प्रश्नमुद्राको जमूक्रि लेखिएको भएको पाठ्यक्रममा परेका कानून, एन, नियम तथा नीतिका परीक्षाको प्रश्ना भन्न ३ महिना अगाडिसंघ महिना भएको वा संशोधन भई हटाइएका वा भएका संशोधन भई। कायम रहेकालाई यस पाठ्यक्रममा परेको समयमय पर्दछ।
6. प्रथम चरणको परीक्षा छुट्टारोमा उमेदवारहरूलाई मात्र द्वितीय चरणको परीक्षामा सामाजिक गराइने छ।
Paper- 1st: Public Administration and Management

Section- A: Public Administration (25 Marks)

1. Public Administration
   1.1 Constitutional development in Nepal and the current Nepalese constitution
   1.2 Federal, provincial and local governance
   1.3 New public administration and public service delivery
   1.4 Dichotomy of bureaucracy and politics
   1.5 Deepening democracy, civic education, human rights, rule of law, inclusion, proportionate representation
   1.6 Features of good governance and ombudsman
   1.7 Public policy: formulation, implementation and monitoring and evaluation

Section- B: Management (25 Marks)

2. Management
   2.1 Functions, problems and challenges of management
   2.2 Contemporary possibilities and challenges of Nepalese public management
   2.3 Public relation management, time management, talent management, crisis management, change management, resource management, technology management, risk management, performance management, reward management
   2.4 Coordination, communication, decision making, leadership
   2.5 Occupational health and safety
   2.6 Management of institutional memory
   2.7 Relation building with stakeholders
   2.8 Negotiation skills and styles

Section- C: Human Resource Management (25 Marks)

3. Human Resource Management
   3.1 Concept and major functions of human resource management and HRM practice in the Nepalese public sector
   3.2 Strategic human resource management
   3.3 Various features of organization and management survey and organization development
   3.4 Human resource planning
3.5 Performance appraisal system: gap between principles and practice in the Nepalese context
3.6 Employee motivation
3.7 Appreciative Inquiry and self-development
3.8 By-laws of Personnel Administration of Social Security Fund
3.9 Employee union and collective bargaining
3.10 Role of public Service Commission in the personnel administration of Social Security Fund

Section- D: Miscellaneous (25 Marks)

4. Financial Management
4.1 Public financial system: Public finance, tax, expenditure, grants and borrowings
4.2 Capital market, money market, share market and stock exchange
4.3 Budget: formulation, implementation and monitoring and evaluation
4.4 Internal control system
4.5 Audit; principles, internal audit and final audit

5. Current Laws: Information Technology Act, Cyber Act, Public Procurement Act, Governance (Operation and Management Act), Right to Information Act,
Section- A: Development Administration (25 Marks)

1. Development Administration
   1.1 Strengths, weaknesses, opportunities and threats of the Nepalese development administration and measures to strengthen it
   1.2 Evolution of planning system in Nepal and periodic plans in Nepal
   1.3 Role of the non-government and cooperative sectors in the socio-economic development of Nepal
   1.4 Public-private partnership: concept and its practice in Nepal
   1.5 Social mobilization, users' group, community development, people's participation
   1.6 Monitoring and evaluation system
   1.7 Public hearing and social audit
   1.8 Role of foreign assistance in the Nepalese development administration

Section- B: Dimensions of Development (25 Marks)

2. Dimensions of Development
   2.1 Diversity management, information management, stress management, grievance management
   2.2 Bilateral, regional and multilateral conventions and agreements and Nepal's commitment, expectation, efforts and responsibilities
   2.3 Women, gender and inclusion
   2.4 Transitional justice
   2.5 Regional and international practices regarding the social security system
   2.6 Project Management

3. Contemporary Issues: Sustainable development goals, poverty alleviation, environment protection and pollution control, climate change, population management and migration, foreign employment, economic diplomacy, performance contract

Section- C: Professionalism (25 Marks)

4. Development of Professionalism
   3.1 Sense of public responsibility and answerability
   3.2 Positive attitude and self development
   3.3 Appreciative inquiry
   3.4 Career development
   3.5 Concept and dimensions of integrity, ethics and professionalism
   3.6 Corruption control
3.7 Social responsibilities
3.8 Role of systematic training in the development of professionalism

Section- D: Social Security System (25 Marks)

4. Social Security System

4.1 Global Practices of Social Security

4.2 Social Security and SAARC

4.3 Concept of Social Protection, Assistance and Insurance

4.4 Social Security for foreign Migrant worker

4.5 Social Security and Trade Unions

4.6 Social Security and Contribution Based Social Security

4.7 Role of Local and provincial government in Social Security


4.9 Role of World Bank, IMF, UNICEF, UNESCAP, ILO, BIMSTEC and ISSA in the field of social security in Nepal