

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

पाठ्यक्रमको रूपरेखा :- यस पाठ्यक्रमको आधारमा निम्नानुसार चरणमा परीक्षा लिइने छ :

प्रथम चरण :- लिखित परीक्षा पूर्णाङ्क :- २००  
द्वितीय चरण :- (क) मामिला अध्ययन र प्रस्तुति पूर्णाङ्क :- २०  
(ख) अन्तर्वार्ता पूर्णाङ्क :- ३०

**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	४ प्रश्न X २५ अङ्क	३ घण्टा
द्वितीय	विकास व्यवस्थापन	१००	४०	विषयगत	४ प्रश्न X २५ अङ्क	३ घण्टा

**२. द्वितीय चरण :**

विषय	पूर्णाङ्क	परीक्षा प्रणाली	समय
मामिला अध्ययन र प्रस्तुति	२०	कुनै एउटा समसामयिक मामिलाको अध्ययन गरी प्रस्तुतीको लागि तयारी गर्न ४५ मिनेट प्रदान गरिने छ र प्रस्तुतीकरणको लागि प्रत्येक उम्मेदवारलाई छुट्टाछुट्टै ३० मिनेटको समय उपलब्ध गराइने छ ।	
व्यक्तिगत अन्तर्वार्ता	३०	मौखिक	-

**द्रष्टव्य :**

- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी हुनेछ ।
- प्रथम र द्वितीय पत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- लिखित परीक्षामा यथासम्भव पाठ्यक्रमका सबै एकाईवाट प्रश्नहरु सोधिनेछ ।
- प्रत्येक पत्रको प्रत्येक प्रश्नको लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरु हुनेछन् । परीक्षार्थीले एउटाउत्तर पुस्तिकामा एउटा मात्र प्रश्नको उत्तर लेख्नु पर्नेछ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भएतापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरु परीक्षाको मिति भन्दा 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 ।

७. पाठ्यक्रम लागू मिति :- २०७६।०२।१६

**Paper- 1<sup>st</sup>: 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,**

## **Paper- 2<sup>nd</sup>: Development Management**

### **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**

##### **4.8 Legal provision of Social Security in Nepal: Constitutional provision of Social Security, Social Security in Periodic Plan, Labour Law, 2074 and Regulation, 2075, Contribution Based Social Security Act, 2074 and Regulation 2075, Bonus Act, 2030 and Regulation, 2039, Social Security Act, 2075**

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