

**नेपाल विद्युत प्राधिकरण**  
**प्रशासन सेवा, सबै समुह/उपसमुहका तह-८, सहायक निर्देशक पदको**  
**खुला तथा आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम**

१. लिखित परीक्षाको विषय, पुर्णाङ्क, परीक्षा प्रणाली, प्रश्नसंख्या, अंकभार र समय निम्नानुसार हुनेछ ।

पत्र	विषय	पुर्णाङ्क	उत्तीर्णाङ्क	खण्ड	परीक्षा प्रणाली	प्रश्न संख्या	प्रति प्रश्न अङ्कभार	समय
प्रथम	शासकीय प्रबन्ध, व्यवस्थापन र व्यावसायिकता	१००	४०	क	छोटो उत्तर दिने प्रश्न	१०	५	३ घण्टा
	ख			लामो उत्तर	५	१०		
द्वितीय	सेवा सम्बन्धी (विस्तृत ज्ञान)	१००	४०	क	लामो उत्तर/ विश्लेषणात्मक समिक्षा	२	१५	३ घण्टा
					विश्लेषणात्मक समिक्षा/ समस्या समाधान	१	२०	
				ख	लामो उत्तर/ विश्लेषणात्मक समिक्षा	२	१५	
					विश्लेषणात्मक समिक्षा/ समस्या समाधान	१	२०	

२. प्रशासन सेवा अन्तर्गतका सबै समुह/उपसमुहहरूको प्रथम पत्रको पाठ्यक्रम एउटै हुनेछ । प्रथम पत्रको लिखित परीक्षा सबै समुह/उपसमुहका लागि संयुक्त रूपमा एउटै प्रश्नपत्रबाट एकैदिन वा छुट्टाछुट्टै प्रश्नपत्रबाट छुट्टाछुट्टै दिन हुन सक्नेछ ।
३. प्रथम पत्र र द्वितीय पत्रको परीक्षा फरक-फरक हुनेछ ।
४. दुवै पत्रको प्रत्येक खण्डको लागि फरक-फरक उत्तर पुस्तिका प्रयोग गर्नुपर्नेछ ।
५. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी वा दुवै हुन सक्नेछ ।
६. प्रश्नहरू यथासम्भव सबै इकाईबाट पर्नेगरी र नेपालको सन्दर्भमा सोधिने छन् । लामो उत्तर दिनुपर्ने प्रश्न एकै वा खण्ड खण्ड गरी (दुई वा सो भन्दा बढी) सोध्न सकिनेछ । यस्तो प्रश्न एक भन्दा बढी इकाईबाट पर्ने गरी सोध्न सकिनेछ ।
७. यस पाठ्यक्रममा जे सुकै लेखिएको भए तापनि पाठ्यक्रममा परेका ऐन, नियमहरू परीक्षाको मितिभन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
८. परीक्षामा कालो मसी भएको कलम वा डट्पेन मात्र प्रयोग गर्नुपर्नेछ ।

**प्रथम पत्र:**

खण्ड (क)

**शासकीय प्रबन्ध, व्यवस्थापन र व्यावसायिकता**  
**(Governance, Management and Professionalism)**

**– ( 50 Marks)**

**1. Governance:**

- 1.1. Meaning, features and dimensions of Governance
- 1.2. The federal, provincial and local level Governance of Nepal.
- 1.3. New Public Governance

## **2. Public Administration:**

- 2.1. Concept of Public and Personnel Administration
- 2.2. Financial Administration: Budget Preparation, Implementation, Monitoring and Evaluation
- 2.3. Fiscal Federalism: Managing Federal, Provincial and Local Government Revenue and Expenditure
- 2.4. Financial control
- 2.5. Public Policy: Formulation, Implementation, Monitoring and Evaluation

## **3. Management:**

- 3.1. Contemporary issues and Emerging concept of management
- 3.2. Role and Importance of Leadership, Motivation, Control and coordination in Management
- 3.3. Strategic Management: Concept and Significance, strategic Planning Process
- 3.4. Skill, Competencies and knowledge for successful manager
- 3.5. Issues and Challenges for Manager
- 3.6. Decision making process
- 3.7. Management Information system for good decision and effective control
- 3.8. Out sourcing Management
- 3.9. Technical and Management Audit
- 3.10. Issues and Challenges of Human Resource Management in Public Enterprises of Nepal
- 3.11. Project management:
  - 3.11.1. Project Planning and Scheduling: Network models, CPM/PERT, Manpower planning and resource scheduling, Project preparation for implementation and justification,
  - 3.11.2. Project monitoring and control: System of control, Project control cycle, Feedback control systems, Cash control,
  - 3.11.3. Capital Planning and Budgeting: Capital planning procedures, Preparation of operating budgets, fixed and flexible budget, budgetary control

## **4. Ethics, morality and Accountability:**

- 4.1. Essence, determinants, consequences and dimensions of ethics
- 4.2. Human values
- 4.3. Ethics in public service
- 4.4. Ethical issues in public service delivery and utilization of public funds
- 4.5. Challenges of corruption and corruption control strategies
- 4.6. Accountability, responsibility and authority

## **5. Professionalism:**

- 5.1. The foundational values for public service – integrity, impartiality, dedication, empathy, tolerance and compassion
- 5.2. Time management, Resource management, Change management, Technology management, Information management, Performance Management, Grievance management, Team management, Conflict management, Crisis management, Stress

management, Risk management, Participative management, Disaster Management and Talent Management.

- 5.3. Public relation management
- 5.4. Negotiation, dispute settlement.

**खण्ड (ख) :** **सेवा सम्बन्धी सामान्य विषय**  
**(Service-Related General Issues) – ( 50 Marks)**

**6. Constitution, Policy, Act and Rules**

- 6.1. Present Constitution of Nepal
- 6.2. Nepal Electricity Authority Act, 2041
- 6.3. Present Nepal Electricity Authority, Employee Service by laws
- 6.4. Electricity Regulatory Commission Act, 2074
- 6.5. Electricity Act, 2049 and Electricity Regulation, 2050
- 6.6. Public Procurement Act, 2063
- 6.7. Present Nepal Electricity Authority, Financial Administration by laws.
- 6.8. Corruption Control Act, 2059
- 6.9. Good Governance (Management and Operation) Act, 2064
- 6.10. Land Acquisition Act, 2034
- 6.11. Consumer Protection Act, 2075
- 6.12. Labor Act, 2074
- 6.13. Environment Protection Act, 2076 and Environment Protection Regulation, 2077
- 6.14. National water resources policy, 2077

**7. Public Enterprises and Electricity Development:**

- 7.1. Objective an establishment of Public Enterprise of Nepal and its role, achievement, challenges and managerial aspects.
- 7.2. Power Sector Development: history, generation structure, challenges and prospects
- 7.3. Nepal Electricity Authority: Objectives, functions, Corporate structure, Subsidiary & Associate Companies, achievement and challenges
- 7.4. Role of IPP (Independent Power Producer) and Power trading
- 7.5. Concept of NEA Restructuring in federal context.
- 7.6. Various model of Investment for Hydropower development
- 7.7. Role of Public Enterprises in Service Delivery
- 7.8. Corporate Development Plan (CDP) of NEA

**8. Organization Management:**

- 8.1. Concept, need and Feature
- 8.2. Research and Development
- 8.3. Management by objective
- 8.4. organizational structure, Design & Change

## 9. Development:

- 9.1. Concept of development administration
- 9.2. People's participation in development
- 9.3. Planning in Nepal: efforts, achievement and challenges
- 9.4. Sustainable Development
- 9.5. Diversity Management
- 9.6. Public Private Partnership
- 9.7. Corporate Social Responsibility (CSR)
- 9.8. Development partners in development processes and foreign aid mobilization

