

नेपाल विद्युत प्राधिकरण

प्रशासन सेवा, प्रशासन समुह, प्रशासन उपसमूह, तह-१० सह निर्देशक पदको
खुला तथा आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

द्वितीय पत्र: सेवा सम्बन्धी विस्तृत ज्ञान (१०० पुर्णाङ्क)

पत्र	विषय	पुर्णाङ्क	उत्तीर्णाङ्क	खण्ड	परीक्षा प्रणाली	प्रश्न संख्या	प्रति प्रश्न अङ्कभार	समय
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	

खण्ड (क)

(२x१५=३०, १x२०=२०) - अङ्क ५०

1. Human Resource Management:

- Concept and functions of HRM; The future challenges of HRM; Strategic Management of human resources; Process of Human Resource Planning, Need for Human Resource Planning, HR Forecasting Techniques,
- Successful Human Resource Planning: Job analysis; Job evaluation;
- Recruitment and selection; Sources of Recruitment, Recruitment Policy, Selection and Evaluation,
- Placement, Training and development; Promotion and transfer; Employee Career Planning and Growth; Elements of a Career Planning Programme, Succession Planning;
- Performance Appraisal: Concept and Need for Performance, Overview of Performance Appraisal, Types of Appraisal Methods, 360-degree appraisal,
- Performance management; Compensation management and benefits; Employee morale ethics and productivity;
- Management of organizational climate and Industrial relations; Human resources accounting and audit; Human resource information system; International human resource management;
- Employee Misconduct and Disciplinary Procedure: Principles for Maintenance of Discipline, Basic Guidelines of a Disciplinary Policy, Disciplinary Action – Penalties, Procedure for Disciplinary Action;
- Employee Welfare and Working Conditions: Welfare Measures, Types, Employee Welfare Responsibility, the Business Benefits of Employee Welfare Activities;
- Emerging Trends in HRM: Competency Mapping, Business Process Outsourcing, Right Sizing of Workforce, Flexi time,
- Talent Management, Employee Engagement

2. Managerial Function and Process:

- Concept, Principles and Foundations of Management, Evolution of Management Thoughts;
- Managerial Functions–Planning, Organizing, Controlling;
- Decision making; Role of Manager, Managerial skills; Entrepreneurship; Management of innovation; Managing in a global environment,
- Flexible Systems Management; Social responsibility and managerial ethics; Process and customer orientation; Managerial processes on direct and indirect value chain

3. Organizational Behavior and Design:

- Conceptual model of organization behavior; The individual processes – personality, values and attitude, perception, motivation, learning and reinforcement,
- work stress and stress management; The dynamics of organization behavior; The Organizational Processes - decision making, job design; Organizational theory and design - organizational culture, managing cultural diversity, Team effort, learning organization; organizational change and development;
- Knowledge Based Enterprise–systems and processes; Networked and virtual organizations

4. Procurement Management:

- Procurement Methods
- Procurement Management: Cost Estimation, Technical Specification, Evaluation Criteria, Contract Management
- Procurement Guidelines or donor Agency like; WB, ADB, EU etc.
- New dimensions in Electricity Project fund management: Foreign Investment, BOT, BOOT, EPC, EPCF, Three pillar Policy

खण्ड (ख)

(२x१५=३०, १x२०=२०) – अङ्क ५०

5. Management Information System:

- Conceptual foundations of information systems; Information theory; Information resource management;
- Types of information systems; MIS goals; Systems development- Overview of systems and design; System development management life-cycle,
- Designing for online and distributed environments;
- Implementation and control of project; Trends in information technology;
- Management by objectives (MBO); Responsiveness; Enterprise Resource Planning (ERP), Expert systems,
- E-Business architecture, E-Governance;
- Information systems planning, Flexibility in information systems; User involvement; Evaluation of information systems

6. Strategic Management:

- Nature and scope of strategic management, Strategic intent, vision, objectives and policies;
- Process of strategic planning and implementation;
- Environmental analysis and internal analysis; SWOT analysis;

- Tools and techniques for strategic analysis - Strategic flexibility; Reinventing strategy; Strategy and structure;
- Corporate strategy; Chief Executive and Board; Turn around management;
- Management of strategic change; Strategic alliances, Mergers and Acquisitions

7. International Business:

- International Business Environment: Changing composition of trade in goods and services;
- Nepal's Foreign Trade: Policy and trends; Financing of International trade;
- Regional Economic Cooperation; Global competitiveness and technological developments;
- Global e-Business; Designing global organizational structure and control;
- Multicultural management; Global business strategy; Global marketing strategies; Tourism and service; Natural resources; Climate change;
- Foreign Investment: Foreign direct investment and foreign portfolio investment;
- Foreign Exchange Risk Exposure Management;
- Various risk on international business: Faulty planning, Operational risk, Political risk, Technological risk, Environmental risk, Economic risk, financial risk, Terrorism and Bribery.

8. Public Administration:

- Concept and significance of Public Administration;
- New Public Management; Legislative, Executive and Judicial control over administration;
- Role of media, interest groups, Civil society; Citizen's Charters; Right to Information; Social audit;
- Significant issues in Nepalese Administration: Citizen-administration interface; Morale and ethics in Public Administration;
- Reforms in Public Administration: Important Committees and Commissions, Main Recommendation and Problems of Implementation

