

नेपाल विद्युत प्राधिकरण

प्रशासन सेवा, प्रशासन समुह, प्रशासन उपसमूह, तह-८, सहायक 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.
- Successful Human Resource Planning: Job analysis, Job evaluation, Recruitment and selection, Recruitment Policy, Selection and Evaluation, Placement, Training and development, Promotion and transfer, Employee Career Planning and Growth; Succession Planning.
- Performance Appraisal: Concept Need and Significance, 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.
- Employee Misconduct and Disciplinary Procedure: Basic Guidelines of a Disciplinary Policy, Disciplinary Action – Penalties, Procedure for Disciplinary Action.
- Employee Welfare and Working Conditions: 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, Flexible Systems Management; 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, learning organization, organizational change and development.
- 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, 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; Enterprise Resource Planning (ERP), Expert systems, Information systems planning, Flexibility in information systems, 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, Chief Executive and Board, Management of strategic change.

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 business strategy.
- Foreign Investment: Foreign direct investment and foreign portfolio investment, Foreign Exchange Risk Exposure Management.

8. Public Administration:

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

