

**Province Public Service Commission**  
**Gandaki Province**

**Syllabus of Open/Internal Competitive Examination For GPTA**

**Service:** Administrative and Technical Service

**Position:** Director

**Level:** Officer 9th

**Examination Scheme**

Examination Phase / Stage	Test	Subject	Full Marks
First Phase	Written	Paper I - Organization and Management	100
		Paper II - Administration and Financial Management	100
Second Phase	Practical	Presentation of Task Performance (Case Study) related to Paper I and II	20
	Interview	Board Interview	30

**First Phase: Framework of Written Examination**

Paper	Subject	Full Marks	Pass Marks	Exam Pattern	No. of Questions & Weightage	Time
I	Organization and Management	100	40	Subjective	4×10 Marks (Short Answer) 3×20 Marks (Long Answer)	3.00 hrs
II	Administration and Financial Management	100	40	Subjective	4×10 Marks (Short Answer) 3×20 Marks (Long Answer)	3.00 hrs

**Second Phase: Framework of Practical Test**

Subject	Full Marks	Pass Marks	Exam Pattern	No. of Questions & Weightage	Time
Presentation of Task Performance	20		Practical	Any one of Task Performance Test	30 Minutes
Interview	30	-	Board Interview		

**General Instructions**

1. The overall selection process is divided into two phases: Written examination and practical tests, followed by an Interview. Candidates who successfully pass the first phase of the examination (written examinations) will be eligible to proceed to the second phase of the examination, which include practical tests and an interview.
2. All examination questions will be presented in English. However, candidates are allowed to answer in Nepali, English, or a combination of both languages. It is mandatory for candidates to use only black ink pens during the examination.
3. The examination will consist of long answer questions designed to assess the candidate's analytical and application-level understanding, as well as short answer questions to evaluate comprehension and knowledge of the subject matter. The level and standard of the questions will be equivalent to the minimum educational qualifications required for the position.

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4. The examination will include subjective answer questions which may be composed of two or more parts or short notes within a single question.
5. Separate answer sheets will be provided for different sections, groups, or units of the subject. Candidates are required to answer on the designated sheets as instructed.
6. The number and pattern of questions will align as closely as possible to the structure outlined in the curriculum.
7. As outlined in the curriculum, related acts, rules and regulations (including any amendments) in effect three months prior to the examination are considered to be part of the curriculum.
8. The final merit list of successful candidates will be determined by the aggregate marks obtained from the written examination, practical tests, and interview.
9. Effective Date: 2081-10-07

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**Written Examinations**

**Paper I:** Organization and Management

**Time:** 3 hours

**Full Marks:** 100

**Section A: Organization Development**

**1 x 20 + 1 x 10 = 30**

1. Organization: concept, theories
2. Types of organizations and its characteristics
3. Organizational vision, mission, goal, strategy and core and non-core business
4. Organizational change and development, organization and management survey.
5. Organization culture, organizational politics and organizational environment.
6. Organization behavior: concepts, individual behavior, group dynamics, team work and work culture

**Section B: Management Concepts and practices**

**2 x 20 + 1 x 10 = 50**

1. Management: concepts, principles, approaches, development of management theories and emerging trends
2. Human Resource Management: acquisition, development, utilization, maintenance, and separation
3. Management: stress management, conflict management, disaster management, crisis management, time management and change management, diversity management and knowledge management
4. Use of information technology in modern management and management information system
5. Managerial skills: leadership, motivation, communication, decision making, negotiation and agreement, control and coordination.
6. Performance contract agreement
7. Job description and job specification
8. Ethics and integrity in public affairs

**Section C: Training, Research and Consulting**

**2 x 10 = 20**

1. Training: meaning, concept, types and importance.
2. Training management system and training management information system.
3. Social science research: concept, approaches and research process
4. Management consulting: purpose, approaches, types, process and techniques
5. Training, research and consulting services in Nepal
6. Training, research and consulting mandate of GPTA.

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**Paper II:** Administration and Financial Management      **Time:** 3 hours      **Full Marks:** 100

#### Section A: General Administration

**2 x 20 + 1x 10 = 50**

1. Concept of public administration
2. Administrative systems, laws and procedures
3. Contemporary issues of public administration
4. Decision making in public organization
5. Office Management: meeting management, memo writing, minuting, records management, report writing
6. Management of physical resources and assets
7. Security management (office and cyber security)
8. Development administration
9. Good governance and corruption control
10. Management audit
11. GPTA: Structure scope, role, functions, institutional relationship and current strategic plan
12. GPTA Act, 2075, GPTA Rules, 2077 and GPTA (Employee Service Conditions) Regulations, 2080

#### Section B: Finance and Accounting

**1 x 20 + 3 x 10 = 50**

1. Financial management: concept and process
2. Planning: strategic, periodic, annual and progress monitoring
3. Budgeting: concept, types, process, principles, and practices in federal, provincial and local level government, LMBIS, PLMBIS and SUTRA
4. Accounting System: concept, process, principles and practices in federal provincial and local level government references on Economic Procedures and Financial Responsibility Act and Regulations
5. Government accounting system of Nepal and corporate accounting system.
6. Concept of Nepal Public Sector Accounting Standards- NPSAS and Nepal Financial Reporting Standard- NFRS
7. Financial accountability: concept, scope and importance
8. Treasury Single Account- TSA, CGAS, ipfms
9. Inventory management, Pams+
10. Audit: concept, process, approach and types
11. Directive on Internal Control System of GPTA
12. Fiduciary risk
13. Federal, Provincial and Local Level (Coordination and Interconnection) Act, 2077
14. Public Procurement Act, 2063 and Rules 2064

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**Practical Tests**

<b>Presentation of Task Performance (Case Study)</b>	<b>Time: 30 Minutes</b>	<b>Full Marks: 20</b>
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1. Presentaion stucture and knowledge level
2. Presentation skills
3. Observation, questioning, feedback and information processing skills
4. Persuasion and problem-solving skills

**Note:** *Candidates will be required to complete a task. They will give a presentation on given task within given time.*