

**Province Public Service Commission
Gandaki Province**

Syllabus of Open/Internal Competitive Examination For GPTA

Service: Studies and Research Service

Position: Director

Level: Officer 9th

Examination Scheme

Examination Phase / Stage	Test	Subject	Full Marks
First Phase	Written	Paper I - Training, Research and Consulting	100
		Paper II - Related Subject	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	Training, Research and Consulting	100	40	Subjective	4× 10 Marks (Short Answer) 3× 20 Marks (Long Answer)	3.00 hrs
II	Management and Development	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 (Case Study)	20	10	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 for the second phase of the examination, which include practical tests and an interview.
2. The written examination will consist of two papers. The first paper will be common for all candidates in the Management or Development streams, while the second paper will be specific to the candidate's chosen stream.
3. 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.
4. 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

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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.

5. The examination will include subjective answer questions which may be composed of two or more parts or short notes within a single question.
6. 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.
7. The number and pattern of questions will align as closely as possible to the structure outlined in the curriculum.
8. 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.
9. The final merit list of successful candidates will be determined by the aggregate marks obtained from the written tests, practical tests, and interview.
10. Effective Date: 2081-10-07

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Paper I: Training, Research and Consulting

Time: 3 hours

Full Marks: 100

Section A: Training Competency Module

1 x 20 + 2 x 10 = 40

1. Concept and approaches of capacity development
2. Competency vs capacity
3. Training and development: concepts, approaches, process, roles of a trainer
4. Learning Theories in Organizational Behavior
5. Training policy and planning
6. Curriculum Development: Instructional design and principles, adult learning theory and practices, curriculum assessment, pedagogy
7. Training needs assessment (stakeholder analysis and engagement)
8. Training methods and designs
9. Training materials development and validation
10. Learning facilitation process and skills
11. Training evaluation process and methods
12. Measuring training impact
13. E-learning and digital training tools

Section B: Research Competency Module

1 x 20 + 1 x 10 = 30

1. Research: concept, approaches and types
2. Research policy and planning
3. Research design: approaches and process
4. Research methods (qualitative, quantitative and mixed)
5. Action Research
6. Research proposal writing
7. Research ethics and integrity
8. Use of digital technology in research
9. Data collection, analysis and interpretation
10. Dissemination and utilization of research outputs
11. Research report writing: techniques and guidelines

Section C: Consulting Competency Module

1 x 20 + 1 x 10 = 30

1. Management consulting: concepts, approaches and models
2. Consulting planning, policy and procedure
3. Problems diagnostic process and techniques
4. Intervention planning process and techniques
5. Consulting proposal writing
6. Clients handling in consulting
7. Consulting on change management
8. Consulting service design
9. Consulting service procurement methods
10. Writing consulting reports

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Paper II: Subject Related

Time: 3 hours

Full Marks: 100

Section A: Core Competency Module- Development

2 x 20 + 2 x 10 = 60

1. Development: concepts, philosophies and approaches
2. Roles of institutions in development: Government, private sector, community, NGOs and civil society organizations, international agencies
3. Development policies in Nepal: priorities and performance
4. Public policy formulation, key policy areas
5. Governance models, structures and issues and challenges
6. Emerging trends in governance (good governance, digital governance etc.)
7. Major development issues in Nepal (environment, gender, social inclusion etc.): challenges and constraints
8. Project cycle management and Evaluation
9. Provincial and local governance system: practices and issues
10. Development planning: concept, efforts, achievements and challenges
11. Contemporary development paradigm and paradigm shift in development
12. Nepalese economy
13. Development cooperation in Nepal: bilateral/regional/multilateral
14. Current periodic plan of Gandaki Province
15. Local Economic Development
16. Sustainable Development Goals

Section B: Contemporary Affairs

1 x 20 + 2 x 10 = 40

1. Constitution of Nepal
2. Federalism
3. Intergovernmental relations (IGR)
4. Relation between politics and administrations
5. Public service delivery
6. Administrative reforms in Nepal
7. Ethics and integrity in public sector
8. Knowledge management: creation, application and dissemination
9. GPTA: scope, strategies, roles and institutional relationships
10. GPTA law, by laws and institutional setup

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Practical Tests

Presentation of Task Performance	Time: 30 Minutes	Full Marks: 20
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1. Presentation structure 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.*