

**Province Public Service Commission
Gandaki Province**

Syllabus of Open/Internal Competitive Examination for Gandaki Province Training Academy (GPTA)

Service: Studies and Research Service **Position:** Training and Research Officer **Level:** Officer 7th
Scheme of Selection Examination

Examination Phase / Stage	Test	Subject	Full Marks
First Phase	Written	Paper I - Training, Research and Consulting	100
		Paper II - Related Subject	100
Second Phase	Group Test	Individual Presentation in Group	10
	Interview	Board Interview	30

First Phase: Framework of Written Test

Paper	Subject	Full Marks	Pass Marks	Exam Pattern	No. of Questions & Weightage	Time
I	Training, Research and Consulting	100	40	Subjective	10×10 Marks	3.00 hrs
II	Related Subject	100	40	Subjective	10×10 Marks	3.00 hrs

Second Phase: Framework of Practical Test

Subject	Full Marks	Pass Marks	Exam Pattern	Time
Group Discussion	10	-	Leaderless Group Discussion	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. The written tests 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.

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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 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 examination, practical tests, and interview.

10. Effective Date: 2081-10-07

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Written Examination

Paper I: Training, Research and Consulting

Time: 3 hours

Full Marks: 100

Section A: Training

4 x 10 = 40

1. Training: concepts and approaches
2. Phases of training
 - a. Assessment of training needs
 - b. Course design and curriculum development
 - c. Implementation and management of training programs
 - d. Evaluation and follow-up of training
3. Training methods: concept, application, process, utility, criteria for selection, etc.
4. Training materials and aids: selection, preparation, and uses of visual, and audio-visual aids, etc.
5. Training modules
6. Trainer's roles and skills
7. Planning of training session

Section B: Research

3 x 10 = 30

1. Social science research: concept and approaches
2. Research ethics
3. Research process: identification and formulation of research problem, literature review, objectives, methodology, etc.
4. Research design: survey, case study, etc.
5. Methods and tools for data collection, analysis and presentation
6. Research proposal and research report writing

Section C: Consulting

3 x 10 = 30

1. Management consulting: purpose, approaches, types, process and techniques
2. Training, research and management consulting practices in Nepal: institutional arrangements, training policy and issues in consulting profession
3. Proposal and report writing
4. GPTA: roles, functions, approaches, contribution and challenges in relation to training, research and consulting

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Paper II: Related Subject

Time: 3 hours

Full Marks: 100

Section A: Organization

4 x 10 = 40

1. Organization: theory, structure and design
2. Organization culture and environment
3. Organization development: concepts, approaches. process, techniques, etc.
4. Functional analysis of organization
5. Organization changes and innovation
6. Contemporary issues in organization
7. Organization behavior: definition, importance, nature and model

Section B: Management

6 x 10 = 60

1. Management: concepts and principles, evolution of management theories and emerging trends
2. General understanding of organizational behavior: concepts, trends
 - a. Group dynamics
 - b. Leadership
 - c. Decision making
 - d. Conflict management, change management
 - e. Negotiation and agreement
 - f. Motivation
 - g. Interpersonal relations and communication
3. Human Resource Management: acquisition, development, utilization, maintenance and separation
4. Functional management: basic concepts, approaches and functions of financial management, marketing management and information management
5. Strategic management
6. Knowledge management
7. GPTA law, Rules, Regulations and strategic plan

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Group Discussion

Time: 30 Minutes

Full Marks: 10

Individual Presentation in Group

The test conducted for this purpose will be of 10 full marks and 30 minutes duration which will be adopted as a group discussion without a leader. Specific to a given question or topic in turn each candidate will have to make a personal presentation while discussing with the group within the given time.

There will be an evaluation committee of minimum 3 people: -

Chairman of the commission or a member designated by the chairman – Chairman

Expert – Member

Expert (1 person) – Member

Sample question or topic to be given in group discussion

For example, any one topic/contemporary issues such as: - energy crisis, poverty alleviation, health insurance, food security, talent drain, etc.