

**Province Public Service Commission  
Gandaki Province**

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

**Service:** Studies and Research Service **Position:** Knowledge Management Officer **Level:** Officer 7th  
**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	Group Test	Individual Presentation in Group	10
	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	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 examinations will consist of two papers. The first paper will be common for all candidates in the Management or Development stream, 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 comprehension and

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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 (5X10=50 Marks)**

**1. Knowledge Management**

- 1.1. Concept of knowledge and knowledge management
- 1.2. Managing organizational knowledge
- 1.3. Concept of learning organization
- 1.4. Knowledge management system in Nepal's public sector organization
- 1.5. Tacit and explicit knowledge, making tacit knowledge to explicit
- 1.6. Components of knowledge management (knowledge creation, knowledge banking, knowledge dissemination and knowledge utilization)
- 1.7. Concept of institutional memory and institutional memory system in Nepal's public sector organization
- 1.8. Artificial Intelligence (AI)
- 1.9. Records management
- 1.10. Document and information management
- 1.11. Decision support system

**2. Information and Communication Technology**

- 2.1. Concept of ICT
- 2.2. Information Technology (IT) policy of Nepal
- 2.3. Digital governance
- 2.4. Introduction to computers
- 2.5. Online databases
- 2.6. Web technology and webpage design
- 2.7. Email, Internet and Social Media
- 2.8. Information Network
- 2.9. Databases
- 2.10. Digital Record Management
- 2.11. Server Management

**Section B (5X10=50 Marks)**

**3. Bibliography, Documentation and Publication**

- 3.1. Bibliography: Need, Types, Function, Bibliographic control
- 3.2. Abstracting techniques and types of abstracts, Importance
- 3.3. Bibliographic Services
- 3.4. Tools and Techniques for Indexing and Abstracting
- 3.5. Documentation: Definition, scope, functions and types
- 3.6. Documentation services: CAS, SDI, Current contents
- 3.7. Intellectual Properties
- 3.8. Plagiarism
- 3.9. Publication and Delivery of Knowledge

**4. Library Management**

- 4.1. History of library and library science
- 4.2. Development of Public Libraries in Nepal
- 4.3. Academic library system in Nepal

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4.4.Nepal National Library

4.5.Special libraries in Nepal

4.6.Bibliographic control mechanism in Nepal

4.6.1. Nepal National Union Catalogue

4.6.2. Nepalese National Bibliography

4.6.3. ISBN system in Nepal

4.7.Library legislation in Nepal

4.8.Information literacy in Nepal

4.9.Information Technology Policy of Nepal

4.10. World intellectual property organization and intellectual property in Nepal

4.11. Virtual library

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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.