

**Province Public Service Commission
Gandaki Province**

Syllabus of Open/Internal Competitive Examination For GPTA

Service: Administrative and Technical **Position:** Section Officer/Account Officer **Level:** Officer 7th
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	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	Organization and Management	100	40	Subjective	10×10 Marks	3.00 hrs
II	Administration and Financial Management	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 group discussion 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.
4. The examination will include subjective answer questions which may be composed of two or more parts or short notes within a single question.

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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 examinations, practical tests, and interview.
9. Date: 2081-10-07

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Written Examination

Paper I: Organization and Management	Time: 3 hours	Full Marks: 100
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Section A: Management Concepts and Practices

6x 10 = 60

1. Management: concepts, principles, approaches, development of management theories and emerging trends
2. Organization: concept, types and theories
3. Human Resource Management: acquisition, development, utilization, maintenance, and separation
4. Organizational Behavior: concepts, trends, leadership, motivation, communication, group dynamics, decision making
5. Work environment and culture
6. Managerial skills (internal and external)
7. Management Information Systems (MIS): needs and importance in office
8. Change management, conflict management and knowledge management
9. Ethical and moral judgement

Section B: Training, Research and Consulting

4 x 10 = 40

1. Training: meaning, concept and types
2. Systematic approach to training
3. Training methods
4. Training management
5. Social science research: concept and approaches
6. Research process
7. Research proposal and research report writing
8. Management consulting: purpose, approaches, types, process and techniques
9. Training, research and consulting in Nepal
10. Emerging training modules

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Paper II: Administration and Financial Management Time: 3 hours	Full Marks: 100
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Section A: General Administration

6 x 10 = 60

1. Concept of public administration and new public management
2. Administrative reform in Nepal
3. Administrative systems, rules and procedures
4. Public policy: formulation process, analysis, execution and evaluation
5. Meeting management, minuting and correspondence
6. Decision making (*Tippani* writing), evidence-based decision making
7. Records management (Manual and Digital) and system security management
8. Management of physical resources and assets
9. Grievances management
10. Good governance
11. GPTA Act, 2075 and GPTA Rules, 2077
12. Aspects of GPTA personnel administration: recruitment, promotion, leaves, code of ethics, benefits, performance appraisal, disciplinary action and career system.
13. GPTA current strategic plan
14. Organization structure and functions of GPTA
15. Federal, Provincial and Local Level (Coordination and Interconnection) Act, 2077
16. Directive on Internal Control System of GPTA

Section B: Financial management and Accounting

4 x 10 = 40

1. Financial management: concept and process
2. Planning process, annual planning, budgeting, progress review process
3. Budgeting: concept, types, process, principles, and practices in Nepal
4. Accounting information system
5. Accounting principles and rules
6. Cost and management accounting
7. Procurement management, Public Procurement Act and Regulations
8. Inventory management
9. Financial statements
10. Depreciation
11. Financial accountability
12. Audit: concept, process, approach and types
13. Economic Procedures and Financial Responsibility Act and Regulations
14. Revenue management

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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.