

# नेपाल विद्युत प्राधिकरण

प्रशासन सेवा, प्रशासन समूह/उपसमूह, तह-९, उप निर्देशक पदको  
खुला तथा आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

## द्वितीय पत्र : सेवा सम्बन्धि विस्तृत ज्ञान

खण्ड क:

(२x१५=३०, १x२०=२०) - ५० अंक

### 1. **Human Resource Management:**

Concept and functions of HRM; The future challenges of HRM; Strategic Management of human resources; Successful Human Resource Planning: Job analysis; Job evaluation; Recruitment and selection; Recruitment Policy, Selection and Evaluation, Placement, Training and development; Promotion and transfer; Employee Career Planning and Growth; Succession Planning; Performance Appraisal: Concept and Need for Performance, Overview of Performance Appraisal, Types of Appraisal Methods, 360 degree appraisal, Performance management; Compensation management and benefits; Employee morale and productivity; Management of organizational climate and Industrial relations; Human resources accounting and audit; Human resource information system; Employee Misconduct and Disciplinary Procedure: Basic Guidelines of a Disciplinary Policy, Disciplinary Action – Penalties, Procedure for Disciplinary Action; Employee Welfare and Working Conditions: Welfare Measures, Types, Employee Welfare Responsibility, the Business Benefits of Employee Welfare Activities; Emerging Trends in HRM: Competency Mapping, Business Process Outsourcing, Right Sizing of Workforce, Flexi time, Talent Management, Employee Engagement

### 2. **Managerial Function and Process:**

Concept and Foundations of Management, Evolution of Management Thoughts; Managerial Functions–Planning, Organizing, Controlling; Decision making; Role of Manager, Managerial skills; Entrepreneurship; Management of innovation; Flexible Systems Management; Managerial ethics; Process and customer orientation; Managerial processes on direct and indirect value chain

### 3. **Organizational Behaviour and Design:**

Conceptual model of organization behaviour; The individual processes – personality, values and attitude, perception, motivation, learning and reinforcement, work stress and stress management; The dynamics of organization behavior; The Organizational Processes - decision making, job design; Organizational theory and design - organizational culture, managing cultural diversity, learning organization; organizational change and development; Networked and virtual organizations

### 4. **Production and Operations Management:**

Fundamentals of operations management; Production control; Supply chain management, Quality management; Statistical process control, Six Sigma; Flexibility and agility in manufacturing systems; Project management concepts, R&D management, Management of service operations; Role and importance of materials management, value analysis, Inventory control, Waste management

**5. Management Information System:**

Conceptual foundations of information systems; Information theory; Information resource management; Types of information systems; Systems development - Overview of systems and design; System development management life-cycle, Designing for online and distributed environments; Implementation and control of project; Trends in information technology; Enterprise Resource Planning (ERP), Expert systems, Information systems planning, Flexibility in information systems.

**6. Strategic Management:**

Nature and scope of strategic management, Strategic intent, vision, objectives and policies; Process of strategic planning and implementation; Environmental analysis and internal analysis; SWOT analysis; Tools and techniques for strategic analysis - Strategic flexibility; Reinventing strategy; Strategy and structure; Chief Executive and Board; Management of strategic change.

**7. International Business:**

International Business Environment: Changing composition of trade in goods and services; Nepal's Foreign Trade: Policy and trends; Financing of International trade; Regional Economic Cooperation; Global competitiveness and technological developments; Foreign Investment: Foreign direct investment and foreign portfolio investment. Foreign Exchange Risk Management.

**8. Public Administration**

Concept and significance of Public Administration; Legislative, Executive and Judicial control over administration; Role of media, Citizen's Charters; Right to Information; Significant issues in Nepalese Administration: Reforms in Public Administration: Important Committees and Commissions, Main Recommendation and Problems of Implementation.

