

# नेपाल विद्युत प्राधिकरण

प्रशासन सेवा, प्रशासन समूह/उपसमूह, तह-१०, सह 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; Process of Human Resource Planning, Need for Human Resource Planning, HR Forecasting Techniques, Successful Human Resource Planning: Job analysis; Job evaluation; Recruitment and selection; Sources of Recruitment, Recruitment Policy, Selection and Evaluation, Placement, Training and development; Promotion and transfer; Employee Career Planning and Growth; Elements of a Career Planning Programme, 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; International human resource management; Employee Misconduct and Disciplinary Procedure: Principles for Maintenance of Discipline, 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; Managing in a global environment, Flexible Systems Management; Social responsibility and 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; Knowledge Based Enterprise – systems and processes; Networked and virtual organizations

## 4. Production and Operations Management

Fundamentals of operations management; Organizing for production; Aggregate production planning, capacity planning, plant design: process planning, plant size and scale of operations, Management of facilities; Line balancing; Equipment replacement and maintenance; Production control; Supply chain management, Quality management; Statistical process control, Six Sigma; Flexibility and agility in manufacturing systems; World class manufacturing; Project management concepts, R&D management, Management of service operations; Role and importance of materials management, value analysis, make or buy decision; Inventory control, MRP; 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, e-Business architecture, e-Governance; Information systems planning, Flexibility in information systems; User involvement; Evaluation of 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; Turnaround management; Management of strategic change; Strategic alliances, Mergers and Acquisitions

**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; Global e-Business; Designing global organisational structure and control; Multicultural management; Global business strategy; Global marketing strategies; Foreign Investment: Foreign direct investment and foreign portfolio investment; Foreign Exchange Risk Exposure Management

**8. Public Administration**

Concept and significance of Public Administration; New Public Management; Legislative, Executive and Judicial control over administration; Role of media, interest groups, Civil society; Citizen's Charters; Right to Information; Social audit; Significant issues in Nepalese Administration: Citizen-administration interface; Reforms in Public Administration: Important Committees and Commissions, Main Recommendation and Problems of Implementation

