University Grants Commission

Curriculum for All the Post of Officer Level, III Class

Public Administration and Management First Paper

Full Marks: 100

Time: 3 Hours

Pass Marks: 40

- Current Constitution of Nepal
 Preamble, fundamental rights, separation of power and balance of power,
 directive principles and policies of the state, constitutional bodies
- 2. Public Policy: Formulation, Implementation, monitoring and evaluation
- 3. Government System: National/Sub national (Central/Provincial/Local)
- 4. Basic features and major challenges of Education Governance in Nepal
- 5. Public Administration: Concept, role, trend, challenges, administrative
- 6. Fundamentals of Public Administration: decision making, leadership, communication, motivation, organization development, delegation of authority, departmental action, organizational culture, performance management, occupational health and safety
- 7. New Public Management: basic concept, features and advantages and its practice in the public sector management of Nepal
- 8. Good Governance: concept, features and challenges
- 9. Ethics and corruption control
- 10. Role of e-governance in the promotion of good governance in Nepal
- 11. Human resource management: planning, procurement, utilization, development, maintenance and retirement, challenges of human resource management in developing countries
- 12. International Relationships/changing paradigm and guiding factors
- 13. Social Security: Concept, role and major mechanisms in Nepal

15/22

Mark distribution for each area

S.N.	Areas	Marks Allocated
1.	Current Constitution of Nepal Preamble, fundamental rights, separation of power and balance of power, directive principles and policies of the state, constitutional bodies	8
2.	Public Policy: Formulation, Implementation, monitoring and evaluation.	8
3.	Government System: National/Sub national (Central/Provincial/Local)	8
4.	Basic features and major challenges of Education Governance in Nepal	6
5.	Public Administration: Concept, role, trend, challenges, administrative	10
6.	Fundamentals of Public Administration: decision making, leadership, communication, motivation, organization development, delegation of authority, departmental action, organizational culture, performance management, occupational health and safety	12
7.	New Public Management: basic concept, features and advantages and its practice in the public sector management of Nepal	8
8.	Good Governance: concept, features and challenges	6
9.	Ethics and corruption control	4
10.	Role of e-governance in the promotion of good governance in Nepal	4
11.	Human resource management: planning, procurement, utilization, development, maintenance and retirement, challenges of human resource management in developing countries	10
12.	International Relationships/changing paradigm and guiding factors	8
13.	Social Security: Concept, role and major mechanisms in Nepal	8
	Total	100

