

द्वितीय पत्र (Paper II) : Technical Subject

Section A - 20 Marks

- 1. Human Resource Practices** **10%**
- 1.1 Human Resource Management:** Introduction, concept, features and objectives and strategies. Roles of HRM —employment policies, involvement policies, reward policies, work system policies.
- 1.2 Human Resource Planning:** Concept, importance, approaches, objectives and requirements of effective HRP, methods and techniques of determining HR requirements, analysis of Human Resource Information system, HRP process (analysis, determine objectives and policies, forecast, action plan control and evaluation). Assessing current human resources.
- 1.3 Human Resource Development:** Concept, need, principles of designing HRD (continuous development, ownership and management), learning for development. needs, serving individual/organization, investment in time/organization
- 2. Psychological basis of personnel selection** **10%**
- 2.1. Psychology of individual differences, its importance and application in personnel selection
- 2.2. Individual differences in physical, mental (cognitive) and personality and their implication in personnel selection

Section B - 30 Marks

- 3. Personnel Selection** **20%**
- 3.1. **Job Analysis and Job Description:** Job design, approaches, characteristic, description and job analysis. Methods of job study, purpose of job analysis, job specification and evaluation.
- 3.2. **Personnel Selection:** Recruitment, selection and placement. Basis of selection, screening and cultural context, Major areas of individual differences and manpower requirement. Internal and external recruitment Ethical issues in personnel selection and practices. Socio-cultural trends in Personnel Selection. Personnel Selection Approaches:
- 3.3. Practice of personnel selection in Nepalese context in government, semi-government and non-government organizations/institutions.
- 3.4. Role of Public Service Commission in public personnel selection in Nepal.
- 6. Curriculum Development** **10%**
- 6.1. Concept, need and purpose of curriculum in personnel selection
- 6.2. Theories of curriculum development and the factors influencing curriculum development
- 6.3. Curriculum construction process: goal setting, content selection, organization and implementation. Follow-up and feedback for curriculum revision and refinement.
- 6.4. Current trends in curriculum organization and development.

Section C - 30 Marks

4. Psychological measurement

30%

- 4.1. Development of various types of standardized tests in psychology and their application. Importance and contributions of tests in organizations for selection and evaluation of the individuals.
- 4.1. Concepts, descriptions, development, measurement, validity and reliability of the psychological tests: Standardized and non- standardized tests, process of test development (item analysis, construction, standardization of tests and adoption of tests in cultural context). Concept and criteria of reliability and validity of tests and the methods of measurement, administration and interpretation of test data.
- 4.3. Major tests of personnel selection: General and Specific ability tests, intelligence tests, personality tests, aptitude tests, vocational tests, interest inventories, attitude scales.
- 4.4. Basic statistics: Frequency Distribution, central Tendencies, measures of Variation, probability, sampling, correlation, reliability and validity, item Analysis and inferential statistics

Section D - 20 Marks

5. Research activities

20%

- 5.1. Concept, nature, importance and goals of research in organization and management.
Use of research findings in selection and evaluation.
- 5.2. Types of Research: Qualitative and Quantitative, descriptive, explanatory, theory testing/building, advocacy, and cross-cultural research.
Methods and tools for data collection.
- 5.3. Proposal Writing: Identification of problems, need and rationale of study, review of relevant literature, study objectives (and/or hypothesis), Research design (sample size, sampling method, procedures, selection of tools for data collection, etc.).
- 5.4. Report Writing: Presentation of data and interpretation of the result.
Dissemination and application of the findings.

लोक सेवा आयोग
नेपाल शिक्षा सेवा, परीक्षण तथा मूल्याङ्कन समूह, कर्मचारी परीक्षण तथा मूल्याङ्कन उपसमूहको राजपत्राङ्कित तृतीय श्रेणीको खुला
प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र
लिइने सामूहिक परीक्षण (Group Test) को लागि

सामूहिक छलफल (Group Discussion)

यस प्रयोजनको लागि गरिने परीक्षण १० पूर्णाङ्क र ३० मिनेट अवधिको हुनेछ, जुन नेताविहिन सामूहिक छलफल (Leaderless Group Discussion) को रूपमा अवलम्बन गरिने छ। दिइएको प्रश्न वा Topic का विषयमा पालैपालोसँग निर्दिष्ट समयभित्र समूहबीच छलफल गर्दै प्रत्येक उम्मेदवारले व्यक्तिगत प्रस्तुति (Individual Presentation) गर्नु पर्नेछ। यस परीक्षणमा मूल्याङ्कनको लागि देहाय अनुसारको ३ जना भन्दा बढीको समिति रहनेछ।

आयोगका सदस्य	-	अध्यक्ष
आयोगका सदस्य	-	सदस्य
मनोविज्ञ	-	सदस्य
दक्ष/विज्ञ (१ जना)	-	सदस्य

सामूहिक छलफलमा दिइने नमुना प्रश्न वा Topic

उदाहरणको लागि - उर्जा संकट, गरीबी निवारण, स्वास्थ्य बीमा, खाद्य सुरक्षा, प्रतिभा पलायन जस्ता Topics मध्ये कुनै एक Topic मात्र दिइनेछ।