### Written Examination Scheme

<table>
<thead>
<tr>
<th>Part</th>
<th>Section</th>
<th>Written Examination</th>
<th>Problem Solving</th>
<th>Case Analysis</th>
<th>Subjective Long Answer Type</th>
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<tr>
<td>Pratham</td>
<td>सार्वजनिक व्यवस्थापन, व्यवस्थापितक</td>
<td>100</td>
<td>40</td>
<td>1 प्रश्न × 15 अंक</td>
<td>3 घण्टा</td>
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<tr>
<td></td>
<td>(Public Management, Professionalism and Ethics)</td>
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<tr>
<td>Driti</td>
<td>मानव अधिकार (Human Rights) तथा Drafting and Reporting Skills सम्भाली</td>
<td>100</td>
<td>40</td>
<td>2 प्रश्न × 20 अंक</td>
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<td>(Theoretical - Critical Analysis)</td>
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<td>समस्या समाधान (Problem Solving)</td>
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<td>मामिला विश्लेषण (Case Analysis)</td>
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### Competency Test

<table>
<thead>
<tr>
<th>Section</th>
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<th>Problem Solving</th>
<th>Case Presentation</th>
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<tr>
<td>मामिला प्रस्तुतिकरण (Case Presentation)</td>
<td>30</td>
<td>व्यक्तिगत प्रस्तुतिकरण (Ind.Presentation)</td>
<td>50 मिनट</td>
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### Interview

<table>
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<th>Case Presentation</th>
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<tbody>
<tr>
<td>अन्तर्वातों (Interview)</td>
<td>30</td>
<td>बोर्ड अन्तर्वातों (Board Interview)</td>
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(लोक तेजा आयोग)
राष्ट्रीय मानव अधिकार आयोगको राष्ट्रीय मानव अधिकार सेवा, अधिकृत द्वितीय श्रेणी, उपस्थित पदको बुला र आन्तरिक प्रतियोगितात्मक परीक्षाको लागि पाद्यक्रम

४. यस पाद्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयबस्तुमा जेसुक्की लेखिएको भए तार्कित पाद्यक्रममा परेका कालु, ऐन, नियम, विनियम तथा नीतिहरु परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा ध्य गरी संशोधन भई) कायम रहेकालाई यस पाद्यक्रममा परेको सम्भूत पर्दछ ।

५. प्रथम चरणको परीक्षाबाट छौटे भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइएका । साथै द्वितीय चरणको परीक्षामा सहभागी भएक中标ृताप तरतुतय चरणको परीक्षामा सम्मिलित गराइएका ।

६. द्वितीय चरणको मामिला प्रस्तुतिकरण (Case Presentation) को तयारीको लागि १ घण्टा १५ मिनेटको समय हुनेछ ।

७. पाद्यक्रम स्वीकृत मिति : २०७९/०६/२५
## Public Management, Professionalism and Ethics

1. Governance and Development
   1.1 Concept, principles and dimensions of governance
   1.2 Envisioning Governance and Public Services
   1.3 Federal system: federal, provincial and local level governance
   1.4 Public service delivery and its effectiveness
   1.5 Public policy - policy formulation, implementation, monitoring and evaluation
   1.6 Geopolitics and rights of landlocked and least developed countries
   1.7 Aspects of development - economic, social, political and institutional
   1.8 Nepalese economy and issues relating to planning, mobilization of resources, growth and development
   1.9 Role of development partners in development and foreign aid mobilization
   1.10 Fiscal Federalism and its practices in Nepal
   1.12 Contemporary development paradigms: Human development, Economic liberalization and globalization, Economic diplomacy, Intellectual capitals, Inclusive development
   1.13 Issues relating to poverty, hunger, unemployment, population and migration
   1.14 Role of development partners in development and foreign aid mobilization
   1.15 Welfare schemes, social protection and social security for weaker/vulnerable groups of the population in Nepal

2. Professional Ethics and Values
   2.1 Essence, determinants, consequences and dimensions of ethics
   2.2 Human values
   2.3 Principles of public life
   2.4 Spiritualism in public affairs management, Spirituality at work
   2.5 Ethical guidance, ethical issues in public sector management

3. Synthesize (Evaluation)
(लोक सेवा आयोग)
राष्ट्रिय मानव अधिकार आयोगको राष्ट्रिय मानव अधिकार सेवा, अधिकृत द्वितीय श्रेणी, उपसचिव पदको बुझा र आंतरिक प्रतिपडितात्मक परीक्षाको लागि पाठ्यक्रम

2.6 Corruption: Challenges and corruption control strategies
2.7 Public accountability, transparency
2.8 Understanding professional values, professional standards, professionalism in workplace
2.9 The foundation values for public service - integrity, impartiality, dedication, empathy, tolerance and compassion

3. Management Concepts and Practice
3.1 Management: Concept, principles, functions, scope and role, level and skills of manager
3.2 Contemporary challenges for managers; contemporary issues of management in Nepal
3.3 Human resource management: Concept, functions and different aspects
3.4 Planning: Concept, principles, nature, types, cycles and instruments
3.5 Leadership: Concept, function, leadership styles, leadership and management
3.6 Coordination: Concept, types, techniques of effective coordination
3.7 Communication and counselling: Concept, communication processes and barrier to effective communication, techniques for improving communication
3.8 Decision making: Importance, types, problem solving techniques, improving decision making
3.9 Supervision, Monitoring and Quality Control
3.10 Organizational behavior, work culture, motivation and morale
3.11 Resource allocation and utilization
3.12 Training techniques and reporting

4. Professionalism and Management Issues and Practice
4.1 Nature and scope of management in public organization
4.2 Staff management, collective bargaining and unionism
4.3 Conflict management: concept, approaches, levels of conflict, causes of conflict and conflict management strategies
4.4 Negotiation skills, method and significance of dispute settlement
4.5 Grievance handling and role of management to the grievance handling
4.6 Change management: concept, sources of organizational change, resistance to change, management of resistance to change
4.7 Crisis management
4.8 Emotional intelligence and its relevance in public management and governance
4.9 Time management: concept and strategies for effective time management
4.10 Participative management: concept, importance, techniques of participation
4.11 Stress management: concept, causes and sources of stress, techniques of stress management
4.12 Labour migration management, Disaster Management, Technology management, Information management, Performance Management, Team management, Talent management, Risk management
4.13 Administrative regularities
1. National Human Rights System
   1.1 State policy on human rights in Nepal
   1.2 Democratic norms and values, rule of law and human rights
   1.3 Constitutional and legal commitments on human rights
   1.4 Role of Government in the protection of human rights
   1.5 Role of National Human Rights Institutions (NHRIs) for protection and promotion of human rights
   1.6 Actors for human rights promotion: state agencies, National Human Rights Commission (NHRC) and other human rights commissions, civil society organizations, academia among others
   1.7 Actors for human rights protection: NHRC, courts and tribunals, crime investigation and prosecution agencies
   1.8 Preventive measures of human rights protection and promotion and their significance
   1.9 Monitoring and investigation of human rights issues and role of NHRC Nepal
   1.10 Settlement of human rights cases
   1.11 Enforcement of human rights related decisions
   1.12 Sustainable Development Goals and their status from human rights perspective
   1.13 Challenges and opportunities of human rights protection and promotion in the Federal setup.
   1.14 Transitional justice and role of Truth and Reconciliation Commission (TRC) and National Human Rights Commission (NHRC) for victims justice

2. International Human Rights System and Actors
   2.1 UN human rights mechanism
   2.2 International system of promotion and protection of human rights
   2.4 Judicial measures: International tribunals and courts dealing with human rights issues, European Court of Human Rights
   2.5 Role of international organizations on the promotion and protection of human rights such as OHCHR, thematic special rapporteurs, UN Human Rights Council and other UN agencies
   2.6 Role of International Criminal Court on the Protection of human rights
   2.7 Role of inter-governmental and international non-governmental sector on the promotion and protection of human rights such as APF of NHRIs, INGOs, NGOs and media.
   2.8 Human rights and its relation with humanitarian laws
   2.9 International human rights treaty monitoring, UPR Process, State reports, General Recommendations, comments and concluding observations
   2.10 Rome statute and International Criminal Court
   2.11 Geneva Conventions
   2.12 Common Article of Geneva Convention and Implementation of Human Rights Law
3. **Human Rights Law and Treaties**
   3.1 Human Rights International Bill: Universal Declaration of Human Rights, 1948 and Twin Covenants and Optional Protocol (ICESCR and ICCPR)
   3.2 Law and practice on civil, cultural, economic, political and social rights
   3.3 Law and practice on the issues of torture and inhuman and degrading treatment and racial discrimination
   3.4 Rights of women in line with Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), 1979 and aftermath
   3.5 Rights of children in light of Convention on the Rights of the Child (CRC), 1989 and aftermath
   3.6 International Convention on the Elimination of all forms of Racial Discrimination (ICERD), 1965
   3.7 Minority rights with focus to vulnerable groups: Indigenous groups, Dalits, HIV infected people, Transsexual minorities, Senior citizens, Migrant workers
   3.8 State obligations on the respect for human rights
   3.9 Positive discrimination as a respect for human rights
   3.10 Human Rights and UN Charter
   3.11 American, European, African Convention on human rights and consideration for Asian Convention and SAARC
   3.12 Palermo Protocol

4. **Human Rights and Development Issues**
   4.1 The nexus between social justice, inclusion and human rights
   4.2 Empowerment of disadvantaged groups and their human rights dimensions
   4.3 National and International development on Human Rights Based Approach to development
   4.4 National and International developments on the issue right to live in peace
   4.5 National and International Law and practice of right to environment
   4.6 Human rights advocacy and outreach programs for the protection and promotion of human rights
   4.7 Significance of human rights education, information and training for sustainable human development
   4.8 Human rights and good governance
   4.9 Federation, Province and Local Government obligations for safety and security issue of Human Rights defenders
   4.10 Conflict Management (Region, Social, Caste Base, Community base)
   4.11 Torture and Other Cruel, Inhumane, or Degrading Treatment or Punishment, Arbitrary Arrest or Detention (Arrest Procedures and Treatment of Detainees)
   4.13 Labour Rights and its situation in Nepal

5. **Major Human Rights Issues**
   5.1 Trafficking in human persons
   5.2 Internal displacement and migration
5.3 Conflict and violence
5.4 Enforced disappearances
5.5 Illegal use and employment of children
5.6 Human rights education, civic sense and public awareness
5.7 Discrimination and unequal treatment
5.8 Rule of law versus Impunity
5.9 Violence against women, children and senior citizens
5.10 Poverty (in context of obstacle for enjoying human rights)
5.11 Rights of the Persons with disability
5.12 Environment and Human Rights
5.13 Business and human rights, consumer rights

6. Related Legislations, Enforcement Mechanisms & Humanitarian Intervention
6.1 Human Rights provision in Constitution of Nepal, 2072
6.2 National Human Rights Commission Act, 2068
6.3 National Human Rights Commission (Complaint, Punishment & Compensation Determination) Regulation, 2069
6.4 Human Trafficking and Transportation (Control) Act, 2064
6.5 The Consumer Protection Act, 2075
6.6 The Act relating to Children, 2075
6.7 The Public Health Service Act, 2075
6.8 The Right to Food and Food Sovereignty Act, 2075
6.9 The Act relating to Compulsory and Free Education, 2075
6.10 The Act relating to Rights of Persons with Disabilities, 2074
6.11 The Caste-based Discrimination and Untouchability (Offence and Punishment) Act, 2068
6.12 Witchcraft-related accusation (Offence and Punishment) Act, 2072
6.13 Functions, Duties and Powers of Constitutional thematic Commission
6.14 Human rights movement in Nepal
6.16 Mediation and role of stakeholders
6.17 Dynamics of conflict and its management
6.18 Human rights obligation of state and role of oversight institutions
6.19 Methodology and indicators of human rights monitoring
6.20 Existing Strategic Plan of National Human Rights Commission of Nepal

7. Human Rights Protection during State of emergency, Armed Conflict, Civil Strife
7.1 Human Rights Protection during State of Emergency and Civil Strife
7.2 International Conventions and Treaties Permitting Use of Arms
7.3 Code of Conduct of Law Enforcement Officials While Using Arms
7.4 Illegal Mobilization and Detention Control mechanism
7.5 State of Emergency Procedure
7.6 Judicial Guarantees
7.7 Administration of Justice and Right to Fair Trial

8. Research Methodology
8.1 Concept, meaning and characteristics of scientific research
8. Types of research: Fundamentals and applied research; quantitative and qualitative research; inductive and deductive research.

8.3 Research Proposal, Research Methodology, Data Collection and analysis through the lens of human rights laws and mechanisms, Research Report

8.4 Sampling and types of sampling

8.5 Importance of research and study in protection and promotion of human rights

8.6 Report Writing Modality for Human Rights protection (investigation and monitoring) and promotion.

**Part II – (15 Marks)**
*(1Question × 15 Marks = 15 Marks)*

8. Drafting and Reporting Skills

9.1 Speech

9.2 Press release

9.3 Message

9.4 Memorandum of Understanding

9.5 Media Techniques

9.6 Academic Writing

**Note:** The questions of Part II of Paper II will be asked in English language. The answer of these questions must be written in the same language (English language).

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<th>पत्र</th>
<th>विषय</th>
<th>भाग</th>
<th>अंकभार</th>
<th>परीक्षा प्रश्नाली</th>
<th>प्रश्नसंख्या × अंक</th>
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| II  | मानव अधिकार (Human Rights) तथा Drafting and Reporting Skills सम्बन्धी | I | 85 | सैद्धांतिक – तकनिक एवं विशेषज्ञतात्मक (Theoretical - Critical Analysis) | 3 प्रश्न × 15 अंक | 3 प्रणाली
| II  |  |  |  | समस्या समाधान (Problem Solving) | 2 प्रश्न × 20 अंक | 3 प्रणाली
| II  |  | 15 |  | विषयानुसार लामा उपरामक प्रश्न (Subjective Long Answer Type) | 1 प्रश्न × 15 अंक | 3 प्रणाली