University Grants Commission

Vacancy Announcement

First Date of Publication: 2076/02/16

The University Grants Commission (UGC) of Nepal has been implementing Higher Education Reform Project (HERP 2015-2020). The UGC is seeking to appoint competent, committed and self motivated individual for the following position. The application form and curriculum are available at UGC Website **www.ugcnepal.edu.np**. Applicant should submit the application form along with copies of certificates, transcripts, Nepali citizenship, recent CV and other related testimonials. The applicant must submit evidence of equivalence of the degree if it is earned from a university other than Nepalese university.

Type of Service: Contract (Full Time)
Advertisement No.: 3/075/76

S.N.	Post	Qty.	Age Limit	Exam Fee (Rs.)	Evaluation based on	Minimum Qualification & Experience	Additional Qualification Preferred
1.	Program Assistant (Assistant Level, 1st Class)	1	35	200	• Written test • Interview • Academic qualification	Bachelor degree with at least 2nd division in any discipline	Knowledge of computer application

Conditional application will not be entertained. The original certificates must be produced at the time of submission of the application for verification.

Last Date of Application Submission: **2076/02/30 at 5:00 PM**
Only candidate with adequate competency and having excellent communication skill in Nepali and English needs to apply.

For Further Information
Contact
UGC Office, Sanothimi Bhaktapur. Phone: - 6638550 Fax:- 6638552 E-mail:- padpurti@ugcnepal.edu.np

University Grants Commission
Curriculum for Post of Program Assistant
(Assistant Level, I class)
Organization and Management

Examination Process Outline

Question No and Marks	Examination System	Time	Marks	
			Full Marks	Pass Marks
10*10	Subjective	3 Hours	100	40

Course Outline

1. **Project Management:**
   Concept, project management- nature and scope, types of project, project management characteristics, need for project management, Project life cycle, skills and responsibility of a project manager, essential steps for a successful project initiation and project success, reasons for project failure.

2. **General Management:**
   Definition, characteristics, and principles of management. Process and functions of management. Managerial hierarchy. Types of managers. Managerial skills and roles. Emerging challenges for management.

3. **Planning:**
   Process and importance of planning. Strategic planning. Environmental scanning – concept and methods. SWOT analysis. Formulation and implementation of strategic plans.

4. **Organizing:**
   Meaning, process and principles of organizing. Organization Architecture: vertical differentiation – tall versus flat hierarchies, horizontal differentiation – functional structure, multidivisional structure, geographic structure, and matrix structure. Authority: line authority and staff authority. Delegation of authority. Centralization, Decentralization : meaning, reasons.

5. **Motivation :**
   Concept. Theories of motivation – Need Hierarchy, and Motivation-Hygiene. Reward system to motivate performance. Motivation through employee participation – quality of work life, and self- managed teams.

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6. **Communication :**
Concept, structure, and process. Types of communication – formal and informal. Interpersonal and nonverbal communication. Barriers to effective communication. Enhancing effective communication.

7. **Control and Quality Management :**
Concept, process, and types of control systems. Characteristics of effective control system. Quality control systems – concept of quality. Total Quality Management (TQM) – concept and tools.

8. **Groups and Teams in Organizations :**
Concept of group and group dynamics, the dynamics of group formation, types of groups, The dynamics of informal groups, concept and nature of teams, Types of teams, Team processes.

9. **Organization and Management of UGC:**
Evolution and functions of UGC, organizational structure, rules and regulations with special reference to managing and compensating employees.

10. **Human Resource Management :**
Functions, scope, manpower planning, job analysis, job design, performance appraisal, training and development.

Mark distribution for each area

S.N.	Areas	Marks Allocated
1.	Project Management	10
2.	General Management	10
3.	Planning	10
4.	Organizing	10
5.	Motivation	10
6.	Communication	10
7.	Control and Quality Management	10
8.	Groups and Teams in Organizations	10
9.	Organization and Management of UGC	10
10.	Human Resource Management	10
Total		100

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सानोठिमी, भक्तपुर

कार्यक्रम सहायक (Program Assistant) पदमा आवेदन दिन आउने महानुभावको लागि जरुरी सूचना !!!

- सर्वप्रथम निम्न चेकलिष्ट अनुसारको कागजात सहित आफ्नो फाइल तयार पार्नुहोला ।
  1. Form filled by the applicant.
  2. Copy of Citizenship.
  3. Copies of Transcript and Character Certificates -Attested not necessary.
     (Certificates of SLC to Minimum Qualification mentioned in the notice to the same post)
  4. *Evidence of equivalence if the degree is from other than Nepalese Universities.*
  5. PP size photographs 3 copies.
  6. Curriculum Vitae.
  7. Exam fee : Bank (Rastriya Banijya Bank) Voucher, University Grants Commission, Account No. 173000021401)

- आवेदन फर्म रुजुका लागि कोठा नं. २०४ प्रशासन महाशाखामा रुजु गराउनु होला ।
- त्यहाँबाट दर्ताका लागि तोक लागेपछि कोठा नं. २०५ आर्थिक प्रशासन महाशाखामा बैंक भौचर बुझाई विल नत्थि गर्नु होला ।
- त्यसपछि आवेदन कोठा नं. १०५ मा दर्ता गर्नु होला ।

पदपूर्ति समिति