Madan Bhandari University of Science and Technology

Chitlang, Thaha Municipality Ward 9, Bagmati Province, Nepal

Call for Application for Administrative and Technical Staff Positions

Date of publication: Asoj 30, 2083 (October 16, 2026)

Madan Bhandari University of Science and Technology (MBUST) was established through the promulgation of the Madan Bhandari University of Science and Technology Act, 2079 (2022 AD) on August 3, 2022. This Act grants extensive autonomy to the University creating an enabling environment for developing MBUST into a world-class research-oriented university. MBUST holds the promise of making a direct contribution to the economic development of the country through the creation of new knowledge and technology, which should enhance the competitiveness of the country's economy. The MBUST vision is to be a world-class university and the mission is to build prosperous and just Nepal. MBUST is committed to provide world-class education by attracting talented and committed students and academic staff, and providing a conducive environment for research and development activities focused at solving real-life problems of the industry using the state-of-the-art knowledge and technology.

Madan Bhandari University of Science and Technology invites applications for the following Administrative and Technical Staff positions. This call is open to Nepali citizens only. Female candidates as well as candidates from disadvantages communities are encouraged to apply.

The last date for submission of applications is Mangsir 3, 2083 (November 19, 2026). Applications are to be submitted to the email: info.sc@mbust.edu.np. More information about the University is also available at the website www.mbust.edu.np. For inquiries individuals interested to apply may send email to info.sc@mbust.edu.np.

This call is open for the positions listed below:

Post	**No. of Positions**
Administrative Management Officer	2
Financial Management Officer	1
Senior Engineer	1
Junior Technical Assistant Agriculture/ Farm Technician	1
Administrative Assistant	1
Senior Driver	1

Minimum Qualifications

(a) Administrative Management Officer

Academic Qualifications: At least bachelor's degree in the related field.

Experience

- At least 3 years' experience in the administrative management field.
- Experience of handling of job-related responsibilities with minimal supervision.
- Experience diverse areas of administrative management such as inventory, human resources, procurement, academic, planning etc., preferred.
- One-year experience in financial management, preferred.

Skills and Track record

- Excellent Computer skills.
- Strong analytical and problem-solving skills.
- Excellent communication and teamwork skills.
- Evidence of diverse administrative management skills.
- Excellent track record of on the job performance – integrity, competence and commitment – based on references also.
- Experience in higher education institutions, preferred.
- Evidence of experience of financial management ability.

Testament of referees: Names and contact information of three referees, who have directly supervised the applicant and would be willing to be approached by the University.

(b) Financial Management Officer

Academic Qualifications: At least bachelor's degree in the related field.

Experience

- At least 3 years' experience in financial management related field.
- Experience of handling of job-related responsibilities with minimal supervision.
- Experience diverse areas of financial management, preferred.
- One-year experience in administrative management, preferred.

Skills and Track record

- Excellent Computer skills.
- Strong analytical and problem-solving skills.
- Excellent communication and teamwork skills.

- Evidence of diverse financial management skills.
- Excellent track record of on the job performance – integrity, competence and commitment – based on references also.
- Experience in higher education institutions, preferred.
- Evidence of experience of administrative management ability.

Testament of referees: Names and contact information of three referees, who have directly supervised the applicant and would be willing to be approached by the University.

(c) Senior Engineer

Academic Qualifications: Bachelor's in Civil Engineering Degree from a reputed University.

Experience

- At least six years of experience in civil engineering field.
- Strong understanding of technical subjects relevant to their field.
- Design of civil engineering structures.
- Experience in diverse fields, preferable.
- Experience of facility management.

Skills

- Good interpersonal skills
- Skills to handle community.
- Excellent computer skills.
- Good team skills.

Track record

- Successful site supervision.
- Successful facility management experience.
- Impeccable integrity.

Testament of referees: Three.

(d) Junior Technical Assistant Agriculture/Farm Technician

Educational Qualification: Technical School Leaving Certificate or Pre-Diploma or equivalent in agriculture

Experience

- At least one-year experience of the related field

Skills and track record

- Practical experience of basic agricultural practices, crop production, soil management, post-harvest technology and extension services.
- Basic computer skills.
- Excellent track record of on-the-job performance – team work skills, integrity, competence and commitment – based on references also.

Testament of referees: 3 (Three)

(e) Administrative Assistant

Minimum Educational Qualification: Secondary School Examination or equivalent.

Experience

- At least one-year experience in university/college office administration or equivalent.

Skills and track record

- Basic computer proficiency:
  - Microsoft Word
  - Microsoft Excel
  - Email and internet use
- Experience of handling office equipment including computers, photocopiers, scanners, smart boards, preferable
- Administrative Skills
- Filing and maintaining records, and office documents in hard copies and electronically, experience in handling servers preferable
- Photocopying, scanning documents
- Inventory management
- Data entry and document preparation.
- Answering phone calls and emails.
- Assisting students, faculty, and visitors.
- Basic experience of account keeping.
- Excellent track record of on-the-job performance – team work skills, integrity, competence and commitment – based on references also.

Testament of referees: 3 (Three)

(f) Senior Driver

Minimum Educational & Technical Qualification

- Eight grades
- Valid driving license for light vehicles

Experience

- At least 5 years of driving experience including EV
- Experience of driving in difficult terrain like Thankot-Chitlang Road
- Good knowledge of traffic rules, road safety, and vehicle maintenance

Skills and track record

- Basic knowledge of vehicle troubleshooting and maintenance.
- Good conduct and a clean driving record.
- Ability to support other official work like maintain records, files, and office documents.
- Experience of handling office equipment and laboratory equipment preferred.
- Basic experience of basic electrical, plumbing works, preferred.
- Ability to communicate in English.
- Ability to process documents in public offices.
- Excellent track record of on-the-job performance – team work skills, integrity, competence and commitment – based on references also.

Documents to be submitted

Documents to be submitted by the applicants of (a) Administrative Management Officer, (b) Financial Management Officer, (c) Junior Technical Assistant Agriculture / Farm Technician, (d) Senior Engineer and (e) Administrative Assistant:

The applications are to be submitted to the email: info.sc@mbust.edu.np. The following documents are to be submitted with the application:

a. An application letter[1] of 500 to 600 words in English in own words[2]. The application letter should describe what is the motivation for applying to the position and how he/she would be able to contribute to the mission and vision of the University.

[1] All documents composed by the applicant should be in Microsoft Word, Excel, Power Point of other software formats.

[2] All written materials submitted by the applicant should be in own words of the applicant. If any of the written material submitted are determined by the Selection Committee to be not written by the applicant the applicant will be disqualified.

b. An essay in Nepali in own words of 500 to 600 words on a neutral topic like describing his/her birth place.
c. Competency Checklist (Attachment 1)
d. Experience profile (Attachment 2)
e. CV. There is no standard format for the CV. The information to be included in the CV is listed below.

Information to be Included in CV (include information relevant to the position)

a. Name, date of birth, residential address, citizenship, gender, email, contact telephones.
b. Academic qualification with degree, specialization, year of degree award and degree awarding institution.
c. Job experience
d. Leadership responsibilities with description of role, duration, institution and impact.
e. Information specific to various categories of leadership skills

Documents to be submitted by the applicants of Senior Driver: The applications are to be submitted to the email: info.sc@mbust.edu.np. The following documents are to be submitted with the application:

a. An application letter[3] of 500 to 600 words in Nepali in own words. The application letter should describe what is the motivation for applying to the position and how he/she would be able to contribute to the mission and vision of the University.
b. Copy of Driving License.
c. Competency Checklist (Attachment 1)
d. Experience profile (Attachment 2)
e. CV. There is no standard format for the CV. The information to be included in the CV is listed below.

Information to be Included in CV

a. Name, date of birth, residential address, citizenship, gender, email, contact telephones.
b. Academic qualification with year of award and awarding institution.
c. Job experience

[3] All documents composed by the applicant should be in Microsoft Word, Excel, Power Point of other software formats.

Referees[4]

No.	Name[5]	Affiliated Institution[6]	Designation[7]	Email	Mobile	Describe family or business relationship, if any
1						
2						
3						

Application Fee:

The applicant must pay the application fee as specified below along with the application.

Post	Application Fee
Administrative Management Officer Financial Management Officer Senior Engineer	Rs. 1,000.00
Junior Technical Assistant Agriculture/ Farm Technician Administrative Assistant Senior Driver	Rs. 500.00

The Application Fee should be deposited to the following account online or at the bank.

MADAN BHANDARI UNIVERSITY OF SCIENCE AND TECHNOLOGY
A/C No. 33600106701870000049
Nepal Bank Limited Chitlang Branch, Makwanpur

The deposit also may be made using the following QR Code:

[4] Please include only those referees who has given consent for discussion about the candidate's abilities with the person designated by the University.
[5] Should be the immediate supervisor of the candidate like class teacher and the person the candidate reports to on the job.
[6] The institution where the candidate was supervised by the referee.
[7] Designation while supervising the candidate.

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Evaluation of Applicants. The evaluation will be based on shortlisting, written examination and interview.

Candidates who meet the prescribed requirements for the position will be shortlisted. The shortlisted candidates will be notified by email and the shortlist will be made public via the University website. All the shortlisted candidates will be eligible for written examinations. The syllabus for written, oral and practical the examinations is in Attachment 3.

From among the candidates scoring pass mark in examinations, up to 3 to 5 candidates per position may be recommended on the merit basis for the interview.

Attachment 1

Competency Check List

Please fill in the table below to indicate the competencies you have.
Please enter Y if you are able to independently execute the task in the competency column and N, if not.

To be filled by the applicant of Administrative Management Officer

Area	Competencies (the tasks the applicant is able to perform)	Competency (the ability to execute the task) Y/N
General Administration Skills	To design a filing system the property management section of the University.	
	To write a request to a company to accept students for a field visit.	
	To review a request for issuing to whom it may concern letter from an administrative staff.	
	To review a request from a school for the permission to visit the University by a group of students.	
	To design a format for keeping records of the university land.	
	To analyze security incidents and recommend remedial actions	
	To prepare an orientation package for newly hired security guards	
Human Resource Management tasks	To sort documents for compiling a personal file of an academic staff	
	To check the eligibility of applications for academic staff positions.	
	To verify compliance with monthly time sheets based on the applicable regulations.	
	To process the request for the resignation by an academic staff on a five-year contract.	
	To initiate a memo for a market rate adjustment.	
	To review a request for remote work by an academic staff.	

Procurement and Inventory Management Tasks	To prepare an annual procurement plan based on the approved list of procurement items.	
	To select a procurement method suitable for a procurement task.	
	To verify compliance of a bid document submitted by a bidder based on the bid document.	
	To verify the compliance of a contract extension request.	
	To review a bid evaluation report for compliance.	
	To review a payment request from a contractor and forward the request for the payment to the finance section.	
	To enter consumables delivered into a ledger.	
	To issue consumables to users and record the issued items in a ledger.	
	To enter assets handed over to the University in a ledger.	
	To conduct annual verification of consumable items.	
	To conduct annual verification of non-consumable items.	
	To differentiate consumable items from non-consumables.	
	To process a request contract extension from contractors.	
Academic Administration Tasks	To check a draft an academic calendar for November 2026 referring to the draft academic calendar for November 2025.	
	To list documents to be submitted with application mandatorily based on the call of applications notice.	
	To verify applications of students for completeness.	
	To compile a personal file of a student using the documents made available.	
	To verify the request for reimbursement of security deposits by students based on the call for applications.	

	To draft a class routine based on the curriculum.	
	To design a marksheet based on the curriculum.	
Financial Management Tasks	To check availability of funds for procurement requests	
	To verify payment requests for compliance with financial regulations/norms	
	To prepare monthly statements	
	To initiate a memo for virements	
	To prepare a trial balance	
	To post incomes and expenditures into ledgers – electronic and paper	
IT Skills	To prepare power point presentation	
	To design an Excel table	
	To enter data into Excel tables	
	To analyze data in the Excel tables	
	To prepare a Microsoft Word document	
	To format and edit Word, Excel and Power Point documents	
	To operate smart boards	
	To set up and manage online meetings	
	To use internet for finding required information	
	To use AI for office work	
	To upload notices to LinkedIn.	
Writing and Comprehension skills	To express own idea clearly and concisely in Nepali and English	
	To summarize texts in English and Nepali	
	To answers questions related to a paragraph after reading it	

To be filled by the applicant of Financial Management Officer

Area	**Competencies (the tasks the applicant is able to perform)**	**Competency (the ability to execute the task) Y/N**
Financial and technical expertise	To use Enterprise Resource Planning for financial record keeping and analysis	
	To list reports for monitoring financial situation of the university.	
	To design basic reports needed for financial monitoring of the university	
	To verify payment requests for compliance with financial regulations/norms	
	To prepare a trial balance	
	To identify mistakes in posting incomes and expenditures into ledgers – electronic and paper	
	To alert the management on time of about possible financial difficulties and suggest measures to address them	
	To prepare financial reports for the endowment fund	
	To prepare reports needed for funding agencies other than the University Grants Commission	
	To review financial aspects of contracts with contractors, clients and other agencies	
Strategic planning and budgeting	To prepare budget for a new fiscal year	
	To prepare strategic plan for financing the university	
	To analyze financial needs/expenditures of various units	
	To analyze financing of other universities to inform strategic planning of the university	
	To suggest measures for maximizing revenues	
	To prepare strategies for investments	
	To suggest measures for optimum utilization of funds	

Data analytics	To generate analytical reports in tabular and graphical forms needed for management decisions	
	Reserve funds balance overtime	
	Forecast for reserve funds	
	Estimates of income from investments	
	Monitoring of timely investment of funds	
	Forecast of liabilities of the university	
	Cash balance forecast for the university	
	Reports for funding agencies on the use of funds	
Governance, compliance and controls	To alert about bad governance practices or lapses in the University	
	To take steps for rectification of audit observations which are justifiable	
	To design and improve internal control system,	
	To respond to audit observations which are not justifiable from the perspective of public interest or not factual with due evidence	
	To design financial statements for incorporating specific needs of the funding agencies	
	To prepare action plan for addressing audit observations	
Procurement Tasks	To review an annual procurement plan.	
	To review evaluation reports.	
	To verify compliance of a bid response document submitted by a bidder based on the bid document.	
	To verify the compliance of a contract extension request.	
	To review a memo for contract award	
	To review a contract	
	To review a payment requests for contractors from the administration.	
	To review a recommendation for contract extension	

HR management	• To review time sheets for payments.	
	• To review payments recommendations for research projects.	
	• To prepare proposals for remuneration revisions based on remuneration revisions for civil servants.	
	• To give clearance for the employee's resignation.	
Academic Administration	To review time sheets of students for scholarship payments.	
	To review request for reimbursement of security deposits from students.	
	To draft academic calendar	
	To assist in shortlist preparation of applicants	
	To assist in preparation of marksheets.	
	To check completeness of applications of students for admission.	
	To use Enterprise Resource Planning Software for accessing student records	
IT Skills	To prepare power point presentation	
	To design an Excel table	
	To analyze data in the Excel tables	
	To format a Microsoft Word document	
	To operate smart boards	
	To set up and manage online meetings	
	To use internet for finding required information	
	To use AI for office work	
	To upload notices to LinkedIn.	
	To create digital filing system	
	To prepare outlook distribution lists	
Writing and Comprehension skills	To express own idea clearly and concisely in Nepali and English	
	To summarize texts in English and Nepali	
	To answers questions related to a paragraph after reading it	

To be filled by the applicant of Senior Engineer

Area	**Competencies (the tasks the applicant is able to perform)**	**Competency (the ability to execute the task) Y/N**
Procurement	To prepare annual procurement plan	
	To select a procurement method for procurement based on context and applicable laws	
	To evaluate bids based on the context and applicable laws considering public interests	
	To package small works	
	To check completeness of the bids	
	To check compliance of bid response documents with technical qualifications	
	To calculate performance security amount for bidders quoting very low quotes	
	To check bid documents submitted by the Consultants	
	To check estimates of costs prepared by consultants	
	To distinguish between minor and major deviations	
	To check specifications prepared by the Consultants	
	To check drawings submitted by Consultants	
Supervision of construction	To check work schedule and suggest changes necessary	
	To check requests for mobilization advances	
	To check Interim Payment Requests	
	To check survey reports	
	To prepare a plan for casting a very large slab	
	To prepare or verify a monthly progress report	
	To check a request for cost escalation	
	To review progress compared to the work schedule	
	To write a warning letter to the Contractor in case of serious delays	

	To determine if claiming liquidated damages from a Contractor is justified in the given context	
	To determine if the conditions have been met for issuing a Completion Certificate	
	To determine if a particular damage to the construction is subject to be rectified under the contract liability provisions.	
	To determine if a request for contract extension is justified.	
Facility management: buildings	To list documents to be filed following a civil works contract completion	
	To suggest measures for security of contract related documents	
	To identify people who should have access to contract related documents.	
	To prepare maintenance schedule for buildings	
	To allocate facilities for various purposes	
	To keep record of malfunctions and damages and plan to fix them	
	To keep inventory of building related facilities including the furniture	
	To check the inventory periodically	
	To plan periodic check of the building	
	To inspect if the fire safety measures are in place	
	To conduct a fire safety drill	
	To project funding requirement for maintenance of buildings	
Facility management: laboratories	To periodically assess safety of laboratories	
	To determine a new equipment can be housed in a particular laboratory	
	To design modifications of utility supplies for laboratories	
	To supervise inventory of laboratories with assistance from administrative staff	
	To keep records of equipment at laboratories including contract and other documentation	

	To supervise the verification of the inventory of laboratories	
	To prepare and supervise the schedule for preventive maintenance	
	To supervise repair of laboratory equipment	
Facility management: power supply and IT system	To keep records of power supply system including contracts and other documentation	
	To monitor the operation of the solar power backup system	
	To correct minor faults of the power supply system	
	To arrange for correction of faults by the Contractor	
Supervision of facility management staff	To supervise janitorial staff	
	To supervise IT Annual Maintenance Contract	
	To supervise Electrical Annual Maintenance Contract	
IT skills	To use CAD	
	To use Microsoft Project	
	To use smart boards	
	To use office equipment	
Design and cost estimates of civil works	To design and cost estimates in house of small works such as guard house, pavements, repair and modification of buildings	
Writing and Comprehension skills	To express own idea clearly and concisely in Nepali and English	

To be filled by the applicant of JTA / Farm Technician

Area	**Competencies (the tasks the applicant is able to perform)**	**Competency (the ability to execute the task) Y/N**
Farm monitoring	To prepare farm monitoring reports	
	To prepare incidence reports	
	To prepare/assist in preparing farm monitoring plan	
	To monitor crop growth	
	To monitor plant infestation	
Farm Management	To prepare or assist in preparation plans for seed preparation/purchase, preparation of soil, sowing or planting, weeding, irrigation, fertilizer application/fortification, harvest, post-harvest processing and marketing for the green house and open field	
	To supervise soil/field preparation for green house for various plants	
	To supervise compost production	
	To supervise weeding at green house, open field and kiwi orchard	
	To supervise irrigation at greenhouse, open field and kiwi orchard	
	To supervise harvesting at greenhouse, open field and kiwi orchard	
	To supervise pruning and harvesting kiwi	
	To graft/ top-work kiwi	
Supporting research	To assist in research by taking measurements of plants, soil and other relevant parameters	
	To assist researchers by collecting field data	
	To collect samples for research	
	To support students in research activities in laboratories	
	To help students in mushroom forage	
Inventory management	To enter consumables and non-consumables delivered for farm and gardening activities into a ledger – digital and paper	

	To issue and return consumables and non-consumables to users and record the issued items into a ledger – digital and paper.	
	To conduct periodic verification of consumable items.	
	To conduct periodic verification of non-consumable items.	
	To differentiate consumable items from non-consumables	
Requisition and procurement	To fill and process requisition forms for the farms	
	To procure small items upon authorization	
	To verify the correctness of the invoices	
IT Skills	To enter data into Microsoft Excel tables	
	To edit and format a Microsoft Word document in English and Nepali	
	To set up and manage online meetings	
	To use internet for finding required information	
	To upload documents to a server	
	To send emails with attachments	
	To download emails with attachments	
Communication and comprehension skills	To write a short essay in Nepali and English	
	To answers questions related to a Nepali and English paragraph after reading it	
	To record a two-minute message for a co-worker	
Supervision of garden, gardener and labor	To plan seasonal and perennial plants for the garden	
	To prepare a plan for taking care of plants and trees in the compound	
	To prepare a request for using labor for work in the garden, green house and open field	
	To prepare a recommendation for payment of the labors	
	To prepare an instruction for the work of the gardener including the supervision of the labors by him/her	

To be filled by the applicant of **Administrative Assistant**

Area	**Competencies (the tasks the applicant is able to perform)**	**Competency (the ability to execute the task) Y/N**
General Administration	To design a register for received letters.	
	To design a register for dispatched letter.	
	To file documents in physical folders and server folders	
	To process incoming mails - physical and electronic	
	To process outgoing mails – physical and electronic	
Inventory management	To enter consumables delivered into a ledger – digital and paper.	
	To issue consumables to users and record the issued items into a ledger – digital and paper.	
	To conduct periodic verification of consumable items.	
	To conduct periodic verification of non-consumable items.	
	To differentiate consumable items from non-consumables	
Requisition and procurement	To check completeness of requisition forms	
	To check completeness of procurement orders	
	To check completeness of entry reports	
	To request reimbursement of petty cash	
	To procure small items	
Financial Management	To post vouchers into ledgers – electronic and paper	
	To make bank transactions	
	To check invoices	
	To maintain cashbook	
IT Skills	To enter data into Excel tables	
	To edit and format a Microsoft Word document in English and Nepali	
	To set up and manage online meetings	

	To use internet for finding required information	
	To upload documents to a server	
	To send emails with attachments	
	To download emails with attachments	
Communication and comprehension skills	To write a short essay in Nepali and English	
	To answers questions related to a Nepali and English paragraph after reading it	
	To record a two-minute message for a co-worker	
Operation of office and IT equipment	To operate printers	
	To operate scanners	
	To operate photocopiers	
	To operate smart boards	
General office support	To prepare attendance records during events	
	To handle visitors	
	To receive and direct calls	
	To handle inquiries	
	To attend to requests from faculty members, admin staff and students	
	To organize refreshments during events	
Supervision janitorial work and support staff	To prepare a checklist for supervision of janitorial work	
	To differentiate between the duties of janitorial staff and office helpers	
	To analyze cases involving conflicts associated with support staff and janitorial staff	

To be filled by the applicants of Senior Driver

Area	**Competencies (the tasks the applicant is able to perform)**	**Competency (the ability to execute the task) Y/N**
Driving competence (practical)	To drive a four-wheel vehicle safely in a mountainous terrain	
	To park a vehicle safely on uphill and downhill slopes	
	To start a vehicle parked at uphill and downhill slopes	
Vehicle care (practical)	To identify various parts of the vehicle	
	To change tires safely on a mountainous terrain	
	To check a vehicle before a long journey	
	To check vehicle before starting for the first time in a day	
EV driving and care (practical)	To drive an EV in a rugged terrain safely	
	To identify various parts of the EV and its controls	
Trouble shooting and maintenance (oral)	To diagnose basic problems	
	To rectify basic problems	
	To identify serious problems and how to address them	
Handling emergencies (oral)	To deal with emergency situations	
	To list possible emergency situations in the vehicle	
	To list actions to be taken during emergencies	
	To list supplies needed for dealing with emergency situations	
General office support (written)	To handle small procurement	
	To handle petty cash	
	To deposit cheque and cash in the bank	
	To deliver letters to offices	
	To collect and send parcels	
Supervision support staff (oral)	To mentor/supervise junior drivers and helpers	
Communication and	To understand an EV manual in English (written).	

comprehension skills	To answer questions related to a Nepali and English paragraph after reading it (written)	
	To communicate in English at the basic level (oral)	
	To communicate politely and tactfully (oral)	
Office equipment handling (practical)	To operate printers, photocopiers and scanners	
	To change toner	
	To operate smart boards	
	To trouble shoot minor faults	
General maintenance (practical)	To undertake basic electrical maintenance and installation	
	To undertake basic plumbing maintenance and installation	

Attachment 2

Experience Profile

Experience in paid job and voluntary work is to be listed.

Fill the table below. Start from the most recent job/work.

No.	Start date, AD/BS[8]	End date AD/BS	Employer	Location of institution	Designation	Part time/Full time
	Paid jobs[9]					
1						
2						
3						
4						
5						
	Voluntary jobs					
1						
2						
3						
4						
5						

For each of the above listed jobs and work please fill the table below.

	Tasks executed			
	For paid jobs			
1	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
2	a. x	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
3	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
4	a.	b.	c.	d.

[8] Format for date month/day and year. Example, 010625 for January 6, 2025.

[9] Certification from the employer needs to be provided.

	Tasks executed			
	For paid jobs			
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.

	For voluntary work			
1	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
2	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
3	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.
4	a.	b.	c.	d.
	e.	f.	g.	h.
	i.	j.	k.	l.
	m.	n.	o.	p.

Attachment 3

Syllabus

Syllabus for Administrative Management Officer

Competencies

Area	The candidate is able	Marks
General Administration	• To design a filing system the property management section of the University. • To write a request to a company to accept students for a field visit. • To review a request for issuing to whom it may concern letter from an administrative staff. • To review a request from a school for the permission to visit the University by a group of students. • To design a format for keeping records of the university land. • To analyze security incidents and recommend remedial actions • To prepare an orientation package for newly hired security guards	**10*3**
Human Resource Management	• To sort documents for compiling a personal file of an academic staff • To check the eligibility of applications for academic staff positions. • To verify compliance with monthly time sheets based on the applicable regulations. • To process the request for the resignation by an academic staff on a five-year contract. • To initiate a memo for a market rate adjustment. • To review a request for remote work by an academic staff.	**10*3**
Procurement and Inventory Management	• To prepare an annual procurement plan based on the approved list of procurement items. • To select a procurement method suitable for a procurement task. • To verify compliance of a bid document submitted by a bidder based on the bid document. • To verify the compliance of a contract extension request.	**10*3**

	• To review a bid evaluation report for compliance. • To review a payment request from a contractor and forward the request for the payment to the finance section. • To enter consumables delivered into a ledger. • To issue consumables to users and record the issued items in a ledger. • To enter assets handed over to the University in a ledger. • To conduct annual verification of consumable items. • To conduct annual verification of non-consumable items. • To differentiate consumable items from non-consumables. • To process a request contract extension from contractors.	
Academic Administration	• To check a draft an academic calendar for November 2026 referring to the draft academic calendar for November 2025. • To list documents to be submitted with application mandatorily based on the call of applications notice. • To verify applications of students for completeness. • To compile a personal file of a student using the documents made available. • To verify the request for reimbursement of security deposits by students based on the call for applications. • To draft a class routine based on the curriculum. • To design a marksheet based on the curriculum.	**10*3**
Financial Management	• To check availability of funds for procurement requests • To verify payment requests for compliance with financial regulations/norms • To prepare monthly statements • To initiate a memo for virements • To prepare a trial balance • To post incomes and expenditures into ledgers – electronic and paper	**10*3**
IT Skills	• To prepare power point presentation • To design an Excel table • To enter data into Excel tables • To analyze data in the Excel tables • To prepare a Microsoft Word document • To format and edit Word, Excel and Power Point documents • To operate smart boards	**10*3**

	• To set up and manage online meetings • To use internet for finding required information • To use AI for office work • To upload notices to LinkedIn.	
Writing and Comprehension skills	• To express own idea clearly and concisely in Nepali and English • To summarize texts in English and Nepali • To answers questions related to a paragraph after reading it	**10*3**

Guidelines for setting questions and answering questions

1. The question paper shall include 3 questions from each section. All questions shall be in from a problem/task designed to assess the ability to solve problems or perform tasks.

2. The total marks of all questions shall be 210. Candidates may choose any of the questions.

3. Since candidates with competence in as many areas as possible are being sought those answering questions from more sections will be given preference. Here is the matrix for assigning priority to candidates with diverse competencies.

S. No.	Choice of questions	Penalty is the total score, %
1	One question from all sections and two from any three	0
2	One question from all sections and remaining 3 in any combination other than in No.1	2
3	One question from any 6 sections and two from any four	4
4	One question from any 6 sections and remaining 4 in any combination other than in No.3	6
5	One question from any 5 sections and two from any five	8
6	One question from any 5 sections and remaining 5 in any combination other than in No.5	10
7	All questions from four sections	12
8	All questions from three sections or less	14

Those candidates who chose one question from all sections and two from any three will be assessed on the basis on 100 full marks.

4. Pass mark 40%.

Syllabus for Financial Management Officer

Competencies

Section	Area	The candidate is able	Marks
1	Financial and technical expertise	• To use Enterprise Resource Planning for financial record keeping and analysis • To list reports for monitoring financial situation of the university. • To design basic reports needed for financial monitoring of the university • To verify payment requests for compliance with financial regulations/norms • To prepare a trial balance • To identify mistakes in posting incomes and expenditures into ledgers – electronic and paper • To alert the management on time of about possible financial difficulties and suggest measures to address them • To prepare financial reports for the endowment fund • To prepare reports needed for funding agencies other than the University Grants Commission • To review financial aspects of contracts with contractors, clients and other agencies	**10*3**
2	Strategic planning and budgeting	• To prepare budget for a new fiscal year • To prepare strategic plan for financing the university • To analyze financial needs/expenditures of various units • To analyze financing of other universities to inform strategic planning of the university • To suggest measures for maximizing revenues • To prepare strategies for investments • To suggest measures for optimum utilization of funds	**10*3**

3	Data analytics	• To generate analytical reports in tabular and graphical forms needed for management decisions
		  ○ Reserve funds balance overtime
		  ○ Forecast for reserve funds
		  ○ Estimates of income from investments
		  ○ Monitoring of timely investment of funds
		  ○ Forecast of liabilities of the university
		  ○ Cash balance forecast for the university
		  ○ Reports for funding agencies on the use of funds
			10*3

	Governance, compliance and controls	• To alert about bad governance practices or lapses in the University • To take steps for rectification of audit observations which are justifiable • To design and improve internal control system • To respond to audit observations which are not justifiable from the perspective of public interest or not factual with due evidence • To design financial statements for incorporating specific needs of the funding agencies • To prepare action plan for addressing audit observations	**10*3**
4	Procurement	• To review an annual procurement plan. • To review evaluation reports. • To verify compliance of a bid response document submitted by a bidder based on the bid document. • To verify the compliance of a contract extension request. • To review a memo for contract award • To review a contract	**10*2**

		• To review a payment requests for contractors from the administration. • To review a recommendation for contract extension.	
5	HR management	• To review time sheets for payments. • To review payments recommendations for research projects. • To prepare proposals for remuneration revisions based on remuneration revisions for civil servants. • To give clearance for the employee's resignation.	**10*2**
6	Academic Administration	• To review time sheets of students for scholarship payments. • To review request for reimbursement of security deposits from students. • To draft academic calendar • To assist in shortlist preparation of applicants • To assist in preparation of marksheets. • To check completeness of applications of students for admission. • To use Enterprise Resource Planning Software for accessing student records	**10*2**
7	IT Skills	• To prepare power point presentation • To design an Excel table • To analyze data in the Excel tables • To format a Microsoft Word document • To operate smart boards • To set up and manage online meetings • To use internet for finding required information • To use AI for office work • To upload notices to LinkedIn. • To create digital filing system • To prepare outlook distribution lists	**10*3**
8	Writing and Comprehension skills	• To express own idea clearly and concisely in Nepali and English • To summarize texts in English and Nepali • To answers questions related to a paragraph after reading it	**10*3**

Guidelines for setting questions and answering questions

1. All questions shall be in from a problem/task designed to assess the ability to solve problems or perform tasks.

2. The total marks of all questions shall be 230. Candidates may choose any of the questions for a total of 100 marks.

3. Since candidates with competence in as many areas as possible are being sought those answering questions from more sections will be given preference. Here is the matrix for assigning priority to candidates with diverse competencies.

S. No.	Choice of questions	Penalty in the total score obtained, %
1	One question from all sections and two from any two sections	0
2	One question from all sections and remaining 2 in any combination other than in No.1	2
3	One question from any 7 sections and 2 from any three sections	4
4	One question from any 7 sections and remaining 3 in any combination other than in No.3	6
5	One question from any 6 sections and 4 from any four sections	8
6	One question from any 6 sections and remaining 4 in any combination other than in No.5	10
7	All questions from five sections	12
8	All questions from four sections	14
9	No question attempted from Section 4 or 5 or 6	5 (additional)

4. Pass mark 40%.

5. The duration of examination is 4 hours.

6. The medium of written examinations will be English and for practical examinations mixed – Nepali and English.

Syllabus for Senior Engineer

Competencies

Section	Area	The candidate is able	Marks
1	Procurement	• To prepare annual procurement plan • To select a procurement method for procurement based on context and applicable laws • To evaluate bids based on the context and applicable laws considering public interests • To package small works • To check completeness of the bids • To check compliance of bid response documents with technical qualifications • To calculate performance security amount for bidders quoting very low quotes • To check bid documents submitted by the Consultants • To check estimates of costs prepared by consultants • To distinguish between minor and major deviations • To check specifications prepared by the Consultants • To check drawings submitted by Consultants	**10*3**
2	Supervision of construction	• To check work schedule and suggest changes necessary • To check requests for mobilization advances • To check Interim Payment Requests • To check survey reports • To prepare a plan for casting a very large slab • To prepare or verify a monthly progress report • To check a request for cost escalation • To review progress compared to the work schedule • To write a warning letter to the Contractor in case of serious delays	**10*3**

		• To determine if claiming liquidated damages from a Contractor is justified in the given context • To determine if the conditions have been met for issuing a Completion Certificate • To determine if a particular damage to the construction is subject to be rectified under the contract liability provisions. • To determine if a request for contract extension is justified.	
3	Facility management - buildings	• To list documents to be filed following a civil works contract completion • To suggest measures for security of contract related documents • To identify people who should have access to contract related documents. • To prepare maintenance schedule for buildings • To allocate facilities for various purposes • To keep record of malfunctions and damages and plan to fix them • To keep inventory of building related facilities including the furniture • To check the inventory periodically • To plan periodic check of the building • To inspect if the fire safety measures are in place • To conduct a fire safety drill • To project funding requirement for maintenance of buildings	**10*2**
4	Facility management: laboratories	• To periodically assess safety of laboratories • To determine a new equipment can be housed in a particular laboratory • To design modifications of utility supplies for laboratories • To supervise inventory of laboratories with assistance from administrative staff • To keep records of equipment at laboratories including contract and other documentation • To supervise the verification of the inventory of laboratories • To prepare and supervise the schedule for preventive maintenance	**10*2**

		• To supervise repair of laboratory equipment	
5	Facility management: power supply and IT system	• To keep records of power supply system including contracts and other documentation • To monitor the operation of the solar power backup system • To correct minor faults of the power supply system • To arrange for correction of faults by the Contractor	**10*2**
6	Supervision of facility management staff	• To supervise janitorial staff • To supervise IT Annual Maintenance Contract • To supervise Electrical Annual Maintenance Contract	**10*2**
7	IT skills	• To use CAD • To use Microsoft Project • To use smart boards • To use office equipment	**10*2**
8	Design and cost estimates of civil works	• To design and cost estimates in house of small works such as guard house, pavements, repair and modification of buildings	**10*2**
9	Writing and Comprehension skills	• To express own idea clearly and concisely in Nepali and English	**10*2**

Guidelines for setting questions and answering questions

1. All questions shall be in from a problem/task designed to assess the ability to solve problems or perform tasks.
2. The total marks of all questions shall be 200. Candidates must two questions from section 1 or 2 and 1 question each from the remaining sections. The full mark is 100.
3. Each question should be constructed in such a way that it can only be answered if the person **understands** the related content areas.
4. Pass mark 40%.
5. The duration of written examination is 4 hours.
6. The medium of written examinations will be English.

Syllabus for

Farm Technician /Junior Technical Assistant -Agriculture

Competencies

Section	Area	The candidate is able	Marks
1	Farm monitoring	• To prepare farm monitoring reports • To prepare incidence reports • To prepare/assist in preparing farm monitoring plan • To monitor crop growth • To monitor plant infestation	**10*3**
2	Farm Management	• To prepare or assist in preparation plans for seed preparation/purchase, preparation of soil, sowing or planting, weeding, irrigation, fertilizer application/fortification, harvest, post-harvest processing and marketing for the green house and open field • To supervise soil/field preparation for green house for various plants • To supervise compost production • To supervise weeding at green house, open field and kiwi orchard • To supervise irrigation at greenhouse, open field and kiwi orchard • To supervise harvesting at greenhouse, open field and kiwi orchard • To supervise pruning and harvesting kiwi • To graft/ top-work kiwi	**10*4**
3	Supporting research	• To assist in research by taking measurements of plants, soil and other relevant parameters • To assist researchers by collecting field data • To collect samples for research • To support students in research activities in laboratories • To help students in mushroom forage	**10*3**
4	Inventory management	• To enter consumables and non-consumables delivered for farm and gardening activities into a ledger – digital and paper • To issue and return consumables and non-consumables to users and record the issued items into a ledger – digital and paper. • To conduct periodic verification of consumable items. • To conduct periodic verification of non-consumable items. • To differentiate consumable items from non-consumables	**10*2**
5	Requisition and procurement	• To fill and process requisition forms for the farms • To procure small items upon authorization • To verify the correctness of the invoices	**10*2**

6	IT Skills	• To enter data into Microsoft Excel tables • To edit and format a Microsoft Word document in English and Nepali • To set up and manage online meetings • To use internet for finding required information • To upload documents to a server • To send emails with attachments • To download emails with attachments	**10*2**
7	Communication and comprehension skills	• To write a short essay in Nepali and English • To answers questions related to a Nepali and English paragraph after reading it • To record a two-minute message for a co-worker	**10*2**
8	Supervision of garden, gardener and labor	• To plan seasonal and perennial plants for the garden • To prepare a plan for taking care of plants and trees in the compound • To prepare a request for using labor for work in the garden, green house and open field • To prepare a recommendation for payment of the labors • To prepare an instruction for the work of the gardener including the supervision of the labors by him/her	**10*2**

Guidelines for setting questions and answering questions

1. The question paper shall include number of questions from each section add indicated in the table. All questions shall be in from a problem/task designed to assess the ability to solve problems or perform tasks.

2. The total marks of all questions shall be 200. Candidates may choose any of the questions for a total of 100 marks.

3. Since candidates with competence in as many areas as possible are being sought those answering questions from more sections will be given preference. Here is the matrix for assigning priority to candidates with diverse competencies.

S. No.	Choice of questions	Penalty in the total score obtained, %
1	One question from all sections and one additional from any of the two sections	0
2	One question each from 7 sections and one additional from any of the three sections	2
3	One question each from 6 sections and one additional from any of the four sections	4
4	One question each from 5 sections and one additional from any of the five sections	6

5	One question each from 5 sections and remaining 5 from any combination of sections	8
6	No questions attempted from section 1, 2 and 3	15 (additional)
7	No questions attempted from section any two of sections 1, 2 and 3	10 (additional)
8	No questions attempted from any of the section 1, 2 and 3	

4. Pass mark 40%.

5. The duration of examination is 4 hours. Some sections may need practical examinations. The duration of written examinations may be adjusted based on marks allocated for written examinations.

6. The medium of written examinations will be English and for practical examinations mixed – Nepali and English.

Syllabus for Administrative Assistant

Competencies

Section	Area	The candidate is able	Marks
1	General Administration	• To design a register for received letters. • To design a register for dispatched letter. • To file documents in physical folders and server folders • To process incoming mails - physical and electronic • To process outgoing mails – physical and electronic	**10*3**
2	Inventory management	• To enter consumables delivered into a ledger – digital and paper. • To issue consumables to users and record the issued items into a ledger – digital and paper. • To conduct periodic verification of consumable items. • To conduct periodic verification of non-consumable items. • To differentiate consumable items from non-consumables	**10*2**
3	Requisition and procurement	• To check completeness of requisition forms • To check completeness of procurement orders	**10*2**

		• To check completeness of entry reports • To request reimbursement of petty cash • To procure small items	
4	Financial Management	• To post vouchers into ledgers – electronic and paper • To make bank transactions • To check invoices • To maintain cashbook	**10*2**
5	IT Skills	• To enter data into Excel tables • To edit and format a Microsoft Word document in English and Nepali • To set up and manage online meetings • To use internet for finding required information • To upload documents to a server • To send emails with attachments • To download emails with attachments	**10*3**
6	Communication and comprehension skills	• To write a short essay in Nepali and English • To answers questions related to a Nepali and English paragraph after reading it • To record a two-minute message for a co-worker	**10*2**
7	Operation of office and IT equipment	• To operate printers • To operate scanners • To operate photocopiers • To operate smart boards	**10*3**
8	General office support	• To prepare attendance records during events • To handle visitors • To receive and direct calls • To handle inquiries • To attend to requests from faculty members, admin staff and students • To organize refreshments during events	**10*2**
9	Supervision janitorial work and support staff	• To prepare a checklist for supervision of janitorial work • To differentiate between the duties of janitorial staff and office helpers • To analyze cases involving conflicts associated with support staff and janitorial staff	**10*2**

Guidelines for setting questions and answering questions

1. The question paper shall include number of questions from each section add indicated in the table. All questions shall be in from a problem/task designed to assess the ability to solve problems or perform tasks.

2. The total marks of all questions shall be 210. Candidates may choose any of the questions for a total of 100 marks.

3. Since candidates with competence in as many areas as possible are being sought those answering questions from more sections will be given preference. Here is the matrix for assigning priority to candidates with diverse competencies.

S. No.	Choice of questions	Penalty in the total score obtained, %
1	One question from all sections and two from any sections	0
2	One question each from 8 sections and remaining 2 form any sections	2
3	One question each from 7 sections and remaining 3 form any sections	4
4	One question each from 6 sections and remaining 4 form any sections	6
5	One question each from 5 sections and remaining 5 form any sections	8
6	No questions attempted from section 5 and 7	15 (additional)
7	No questions attempted from section 5 or 7	10 (additional)

4. Pass mark 40%.

5. The duration of examination is 4 hours. Some sections may need practical examinations. The duration of written examinations may be adjusted based on marks allocated for written examinations.

6. The medium of written examinations will be English and for practical examinations mixed – Nepali and English.

Syllabus for Senior Driver

Competencies

Section	Area	The candidate is able	Marks
1	Driving competence (practical)	• To drive a four-wheel vehicle safely in a mountainous terrain • To park a vehicle safely on uphill and downhill slopes • To start a vehicle parked at uphill and downhill slopes	**10*2**
2	Vehicle care (practical)	• To identify various parts of the vehicle • To change tires safely on a mountainous terrain • To check a vehicle before a long journey • To check vehicle before starting for the first time in a day	**10*1**
3	EV driving and care (practical)	• To drive an EV in a rugged terrain safely • To identify various parts of the EV and its controls	**10*1**
4	Trouble shooting and maintenance (oral)	• To diagnose basic problems • To rectify basic problems • To identify serious problems and how to address them	**10*1**
5	Handling emergencies (oral)	• To deal with emergency situations • To list possible emergency situations in the vehicle • To list actions to be taken during emergencies • To list supplies needed for dealing with emergency situations	**10*1**
6	General office support (written)	• To handle small procurement • To handle petty cash • To deposit cheque and cash in the bank • To deliver letters to offices • To collect and send parcels	**10*1**
7	Supervision support staff (oral)	• To mentor/supervise junior drivers and helpers	**10*1**
8a	Communication and	• To understand an EV manual in English (written). • To answer questions related to a Nepali and English paragraph after reading it (written)	**10*1**

	comprehension skills		
8b		• To communicate in English at the basic level (oral) • To communicate politely and tactfully (oral)	**10*1**
9	Office equipment handling (practical)	• To operate printers, photocopiers and scanners • To change toner • To operate smart boards • To trouble shoot minor faults	**10*1**
10	General maintenance (practical)	• To undertake basic electrical maintenance and installation • To undertake basic plumbing maintenance and installation	**10*1**

Guidelines for setting questions and answering questions

1. The question paper shall include number of questions from each section. The question paper shall include items for practical, oral and written tests.

2. Questions from sections 1 to 8, carrying a total of 100 marks, are compulsory. Candidates will get bonus marks for attempting questions 9 and 10.

3. Pass mark 40%.

5. The duration of written examinations is 45 minutes. The time for practical and oral examinations shall be as required.

6. The medium of written examinations will be English and Nepali. The medium for oral and practical examinations mixed – Nepali and English.