

**Rastriya Samachar Samiti (RSS)**  
**National News Agency**  
**Course Contents for Competitive Examination**  
**for Officer Level 6, Sub-editor (English)**

Following shall be the phases of the examination:

| S.N. | Phase        | Types of Examination     | Full Marks |
|------|--------------|--------------------------|------------|
| 1    | First Phase  | Written Examination      | 200        |
| 2    | Second Phase | Skill Test and Interview | 40         |

Examination Scheme

1. First Phase: Written Examination

| Paper  | Subject                                   | Full Marks | Pass Marks | Examination Model | Question Number x Marks | Hours   |
|--------|---|------------|------------|-------------------|-------------------------|---------|
| First  | Governance System and Contemporary Issues | 100        | 40         | Subjective        | 10 Questions x 10 marks | 3 Hours |
| Second | Contemporary Journalism and Practice      | 100        | 40         | Subjective        | 10 Questions x 10 marks | 3 Hours |

1. Second Phase: Skill Test& Interview

| Subject                           | Full Marks | Examination Model | Hours      |
|-----------------------------------|------------|-------------------|------------|
| Information Technology Skill Test | 10         | Practical         | 20 Minutes |
| Individual Interview              | 30         | Oral              |            |

Practical Examination Scheme

| Subject                           | Full Marks | Subject Matters                   | Marks     | Time       |
|-----------------------------------|------------|-----------------------------------|-----------|------------|
| Information Technology Skill Test | 10         | Devanagari Typing                 | 2.5 Marks | 5 Minutes  |
|                                   |            | English Typing                    | 2.5 Marks | 5 Minutes  |
|                                   |            | Word processing                   | 2 Marks   | 10 Minutes |
|                                   |            | Electronic Spreadsheet            | 1 Mark    |            |
|                                   |            | Presentation System               | 1 Mark    |            |
|                                   |            | Windows basic, Email and Internet | 1 Mark    |            |
| Total                             |            |                                   | 10 Marks  | 20 Minutes |

Notes:

1. This Course Content Scheme has been divided into two phases, namely First Phase (Written Examination) and Second Phase (Skill Test and Interview).
2. Questions shall be asked in English.

3. Medium of Written Examination shall be English.
4. Calculator of any type shall not be used in the examination.
5. A long question or two or more parts of a single question or two or more short notes can be asked for a subjective question with stipulated marks.
6. The number of questions to be asked in the examination, their marks and weightage shall be according to stipulation in the related subject paper as far as practicable.
7. The examinee shall not take mobile or any electronic gadget of such type to examination hall for the examination to be administered by Public Service Commission.
8. Notwithstanding anything stated in subject matters under this Course Contents, amendment (amendment or deleted through amendment or amendment through insertion) to laws, Acts, regulations and policies, 3 months before the enforcement of this Course Contents, shall be deemed to be included in this Course Contents.
9. Only the Candidates selected from written examination of First Phase shall be included to the Skill Test and Interview of Second Phase.
10. Final Result shall be published based on the Sum of Total Marks from Written Examination of First Phase and Skill Test and Interview of Second Phase.
11. Course Contents enforced Date:

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**First Paper: Governance System and Contemporary Issues**

Section (A) - 30 Marks (3 Questions X 10 Marks)

1. State and Governance
  - 1.1 Fundamental aspects of Governance: Concept, Context and Characteristics
  - 1.2 Right to Information and Transparency
  - 1.3 Nation Building and State Building
  - 1.4 Governance System of Nepal
  - 1.5 National Security Management: Concept, Scope and Existing National Security Provision in Nepal
  - 1.6 Multidimensional Aspects of Governance and Nepal: Informal Governance, Governance of Civil Society, Local Governance, Cooperative Governance and Professional Governance, Good Governance and its Features
  - 1.7 Information about United Nations, World Bank and Asian Development Bank
  
2. Constitution and Law
  - 2.1 Constitutional Development in Nepal
  - 2.2 Constitution of Nepal
    - 2.2.1 Features, Executive, Legislative and Judiciary
    - 2.2.2 Fundamental Rights, Directive Principles and State Policies
    - 2.2.3 Activities and Jurisdictions of entities established by constitution and laws
  - 2.3 Human Rights
  - 2.4 Awareness, Duties and Responsibilities of a Citizen
  - 2.5 Source of Law and Law Framing Procedures in Nepal
  - 2.6 Rule of Law, Democratic Values and Norms, Inclusion, Proportional Representation and Positive Discrimination
  - 2.7 State-power Allocation, Power of Federation, State and local level
  - 2.8 Organs of State, Legislature, Executive, Judiciary and their Functions
  - 2.9 Interrelation among federation, State and Local Level
  - 2.10 Information about Local Executive, Legislative and Financial Procedures
  - 2.11 Prevention of Corruption Act, 2059

Section (B) - 20 Marks (2 Questions X 10 Marks)

3. Public Service and Good Governance
  - 3.1 Concept, Activities, Characteristics and Roles of Public Service
  - 3.2 Political Neutrality and Commitment
  - 3.3 Better Use of Public Fund, Morality and Ethics
  - 3.4 Public Service Charter
  - 3.5 Digital Governance
  - 3.6 Accountability and Answerability
  
4. Resource Management and Planning
  - 4.1 Human Resource Management: Acquisition, Development, Engagement and Maintenance
  - 4.2 Financial Management and Social Accountability

- 4.3 Development Plan and Current Periodic Plan
- 4.4 Participatory Planning and Development
- 4.5 Domestic Resource Mobilization
- 4.6 Public– Private Partnership

Section (C) - 30 Marks (3 Questions X 10 Marks)

- 5. Social Affairs
  - 5.1 Social Harmony and its methods
  - 5.2 Social Justice and Equality
  - 5.3 Social and Cultural Transformation
  - 5.4 Social Protection, Social Security and Responsibility
  - 5.5 Cultural Diversity and Social Mobilization
  - 5.6 Justice in Source and Means Distribution: Inequality and Marginalization (States, Nationalities, Gender, Villages and Cities)
  - 5.7 Population (Settlement, Migration, Urbanization, Agedness, Refugee, Displaced Population)
  - 5.8 Organized Crime: Cyber Crime, Human Trafficking, Cartelling, Monopoly, Terrorism, Corruption, Money Laundering
  
- 6. Economic Affairs
  - 6.1 Economic Growth and Economic Development
  - 6.2 Major Aspects of Economic Development: Agriculture, Industry, Trade, Tourism, Foreign Employment and Human Resources
  - 6.3 Public Sector in Economic Development, Role of Private and Cooperative Sectors
  - 6.4 Foreign Investment, Foreign Assistance and International Assistance
  - 6.5 Trade, Market and Labour Liberalization
  - 6.6 Economic Diplomacy
  - 6.7 World Economic System : Open Economy, Closed Economy and Mixed Economy

Section (D) - 20 Marks (2 Questions X 10 Marks)

- 7. Development Related Affairs
  - 7.1 Concept of Federalism
  - 7.2 Human Development
  - 7.3 Infrastructure Development
  - 7.4 Sustainable Development (Land, Water and Natural Resources: Sustainability and Development Policy), Sustainable Development Goals
  - 7.5 State in Development Process and Role of Non-State Sector
  - 7.6 Citizen's Participation in Development
  - 7.7 Globalization, Localization and Development
  - 7.8 Local Necessity of Development and Priority
  - 7.9 Project Management, Project Cycle and Project Bank
  - 7.10 Technical and Financial answerability of a Project
  
- 8. Environment Related Affairs
  - 8.1 Bio-diversity and Conservation
  - 8.2 Climate Change and Carbon Trade
  - 8.3 Environment Degradation
  - 8.4 Deforestation
  - 8.5 Environment and Development
  - 8.6 Energy Crisis and Energy Conservation

- 8.7 Pollution and Waste Management
- 8.8 Global Warming
- 8.9 Concept of IEE and EIA

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**Second Paper: Contemporary Journalism and Practice**

Section (A) – 30 Marks (3 Questions X 10 Marks)

1. Evolution and Practices of Journalism Around the Globe
  - 1.1 History and Evolution of Journalism around the Globe and its Comparative Study
  - 1.2 Forms of Journalism and its Practices
  - 1.3 Usage and effects of Mass Media
  - 1.4 Journalism and Social Responsibility
  - 1.5 Evolution of Journalism in Nepal and Analytical Study on Development and Role of Mass Media and National News Agency (RSS)
  - 1.6 Press Freedom and Global Concept of Human Rights
  - 1.7 Free, Fair and Accountable Press
  - 1.8 Constitutional Provision on Press Freedom
  - 1.9 Code of Conduct for Journalists (National, International)

Section (B) – 20 Marks (2 Questions X 10 Marks)

2. Various Aspects of News
  - 2.1 Traditional and Modern Concepts of News Writing and Editing
  - 2.2 History, Present Status and Future of News Agency Journalism
  - 2.3 News Agencies' Style of News, Title, Source, Feature, Interview, Photo Caption
  - 2.4 Use of Internet for News, Photo and Video Collection and Dissemination
  - 2.5 Organization Structure of Editing Section and Leadership.
  - 2.6 Various Issues of Journalism in Present World and Third World.
  - 2.7 History, Organization Structure and News Styles of International News Agencies - AP, AFP, Xinhua, PTI, ANI and Reuters.

Section (C) - 30 Marks (3 Questions X 10 Marks)

3. Mass Media and Related Legal Provisions
  - 3.1 Media as Fourth Organ of the State
  - 3.2 Relations between Mass Media and Journalism
  - 3.3 Journalism and Public Relations
  - 3.4 Investigative Reporting for Mass Media
  - 3.5 Mass Media in the Form of Industry, Clean feed.
  - 3.6 Prevailing Legal Provisions for Mass Media
    - Rastriya Samachar Samiti Act, 2019 BS, its Regulations, and its Bylaws
    - Constitution of Nepal
    - Long Term Policy Relating to Information and Communication, 2059 BS
    - Information and Communication Policy 2072 BS
    - Mass Media Policy, 2073 BS
    - Journalist Code of Conduct (National, International)
    - Right to Information Act, 2064 BS
    - Working Journalist Act, 2051 BS and its Regulation
    - Press and Publication Act, 2048 BS and its Regulation
    - Press Council Act, 2048 BS, its Regulation

- Published Reports on Information and Communication Presented by Various Government Formed Commissions
- Online Media Operation Directive, 2073

Section (D) - 20 Marks (2 Problem Solving Questions X 10 Marks)

4. News Writing

- 4.1 Text Translation From Nepali to English (at least 150 words)
- 4.2 Information about Book Review, Style Books, Journalism Terminology and Editing
- 4.3 Model News Editing, Title Writing, Photo Caption Writing
- 4.4 News Writing on Contemporary Issue (at least 200 words)

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Second Phase: Skill Test & Interview

Subject: Information Technology Skill Test

**Practical Examination Scheme**

| Subject                           | Full Marks | Subject Matters                   | Marks     | Time       |
|-----------------------------------|------------|-----------------------------------|-----------|------------|
| Information Technology Skill Test | 10         | Devanagari Typing                 | 2.5 Marks | 5 Minutes  |
|                                   |            | English Typing                    | 2.5 Marks | 5 Minutes  |
|                                   |            | Word processing                   | 2 Marks   | 10 Minutes |
|                                   |            | Electronic Spreadsheet            | 1 Mark    |            |
|                                   |            | Presentation System               | 1 Mark    |            |
|                                   |            | Windows basic, Email and Internet | 1 Mark    |            |
| Total                             |            |                                   | 10 Marks  | 20 Minutes |

**Contents**

**1. Windows basic, Email and Internet**

- Introduction to Graphical User Interface, Use & Update of Antivirus
- Concept of virus, worm, spam etc.
- Starting and shutting down Windows
- Basic Windows elements - Desktop, Taskbar, My Computer, Recycle Bin, etc.
- Concept of file, folder, menu, toolbar
- Searching files and folders
- Internet browsing & searching the content in the web
- Creating Email ID, Using email and mail client tools
- Basic Network troubleshooting (checking network & internet connectivity)

**2. Word processing**

- Creating, saving and opening documents
- Typing in Devanagari and English
- Copying, Moving, Deleting and Formatting Text
- Paragraph formatting (alignment, indentation, spacing etc.)
- Creating lists with Bullets and Numbering
- Creating and Manipulating Tables
- Borders and Shading
- Creating Newspaper Style Documents Using Column
- Security Techniques of Document
- Inserting header, footer, page number, Graphics, Pictures, Symbols
- Page setting, previewing and printing of documents
- Mail merge

**3. Presentation System**

- Introduction to presentation application
- Creating, Opening & Saving Slides
- Formatting Slides, Slide design, Inserting header & footer
- Slide Show



- Animation
- Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

#### 4. **Electronic Spreadsheet**

- Organization of Electronic Spreadsheet applications (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- Creating, Opening and Saving Work Book
- Editing, Copying, Moving, Deleting Cell Contents
- Formatting Cells (Font, Border, Pattern, Alignment, Number , Protection, Margins and text wrap)
- Formatting Rows, Column and Sheets
- Using Formula with Relative and Absolute Cell Reference
- Using Basic Functions (IF, SUM, MAX, MIN, AVERAGE etc)
- Sorting and Filtering Data
- Inserting Header and Footer
- Page Setting, Previewing and Printing

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#### **Sample questions of Information Technology Skill Test**

1. Type the following text given in Devanagari Scrip [2.5 Marks] (5 Minutes)  
Text having at least 150 words shall be given in Devanagari Script)

2. Type the following text given in English Scrip [2.5 Marks] (5 Minutes)  
Text having at least 200 words shall be given in English Script)

(For Question No. 3, 4, 5, and 6 Total 10 Minutes)

3. Perform the following in Word Processing: [0.5x4= 2 Marks]
- Copy and paste the English text typed in question no. 2 in a new document.
  - Insert a table with 3 columns and 5 rows below the text.
  - Insert a picture.
  - Apply Page Border and save it.

4. Prepare a presentation for the following information. [0.5x2 =1 Marks]  
(PSC: Independent Constitutional Body,  
Established: 15 June 1951,  
Functions: selecting meritorious candidates for civil service)

5. Prepare the worksheet as below and insert suitable formula to calculate average salary. [0.5x2 =1 Marks]

| S. No.          | Name | Post | Salary    |
|-----------------|------|------|-----------|
| 1               | X    | JS   | 32,000.00 |
| 2               | Y    | US   | 27,500.00 |
| 3               | Z    | SO   | 24,500.00 |
| Average Salary: |      |      |           |

6. Perform the following: [1 Marks]  
Set [www.psc.gov.np](http://www.psc.gov.np) as home page in your internet browser.

**Note**

Problems having features of Word Processing, Presentation system, Electronic Spreadsheet and Windows basic, Email and Internet, which can be solved within 10 Minutes can be given.

Guidelines for Typing Skill Test in English and Devenagari Script

- 1= A Text having 150 words in Devanagari Script shall be given for Devanagari Typing Skill Test and Marks shall be given based on following table:

|  | <b>Correct Words per Minute</b>                          | <b>Marks</b> |
|--|--|--------------|
|  | Less than 5 correct words per minute                     | 0 Mark       |
|  | More than 5 and less than 7.5 correct words per minute   | 0.50 Mark    |
|  | More than 7.5 and less than 10 correct words per minute  | 0.75 Mark    |
|  | More than 10 and less than 12.5 correct words per minute | 1.00 Mark    |
|  | More than 12 and less than 15 correct words per minute   | 1.25 Marks   |
|  | More than 15 and less than 17.5 correct words per minute | 1.50 Marks   |
|  | More than 17.5 and less than 20 correct words per minute | 1.75 Marks   |
|  | More than 20 and less than 22.5 correct words per minute | 1.00 Marks   |
|  | More than 22.5 and less than 25 correct words per minute | 2.25 Marks   |
|  | More than 25 correct words per minute                    | 2.50 Marks   |

2. A Text having 200 words in English Script shall be given for English Typing Skill Test and Marks shall be given based on following table:

|  | <b>Correct Words per Minute</b>                        | <b>Marks</b> |
|--|--|--------------|
|  | Less than 6 correct words per minute                   | 0 Mark       |
|  | More than 6 and less than 9 correct words per minute   | 0.50 Mark    |
|  | More than 9 and less than 12 correct words per minute  | 0.75 Mark    |
|  | More than 12 and less than 15 correct words per minute | 1.00 Mark    |
|  | More than 15 and less than 18 correct words per minute | 1.25 Marks   |
|  | More than 18 and less than 21 correct words per minute | 1.50 Marks   |
|  | More than 21 and less than 24 correct words per minute | 1.75 Marks   |
|  | More than 24 and less than 27 correct words per minute | 1.00 Marks   |
|  | More than 27 and less than 30 correct words per minute | 2.25 Marks   |
|  | More than 30 correct words per minute                  | 2.50 Marks   |

2. Typed texts shall be verified and checked based on given texts in English and Nepali scripts. Punctuation Marks which is given in the texts but did not type by the examinee shall not be counted as words. Thereafter, correct words per minute shall be calculated using following formula.

**Formula:**

$$(\text{Correct words/minute}) = \frac{(\text{Total words typed} - \text{Wrong words})}{5}$$