



Nepal Rastra Bank
Syllabus for
Officer (Procurement Officer)
Contract

Stages of Examination

1. **First Stage: Written Examination** **Full Marks: 100** **Pass Marks: 40**
2. **Second Stage: Interview** **Full Marks: 20**

Remarks:

1. In written examination, questions shall be asked in English and/or Nepali.
2. Objective questions will be asked in the written Examination.
3. The candidates selected from the written examination will be called for the second stage examination.
4. This syllabus will be applicable from 2081/5/16.

First Stage: Written Examination Full Marks: 100 Time : 1 hours

Examination System	Section	Number of Question and Marks	Marks
Multiple Choice Questions	1	5 questions × 2	10
	2.1 - 2.2	5 questions × 2	10
	2.3	5 questions × 2	10
	2.4 - 2.5	5 questions × 2	10
	2.6 - 2.10	5 questions × 2	10
	3.1 - 3.2	5 questions × 2	10
	3.3 - 3.5	5 questions × 2	10
	3.6 – 3.7	5 questions × 2	10
	3.8 - 3.9	5 questions × 2	10
	3.10 - 3.11	5 questions × 2	10
Total	50 questions × 2 Mark		100

1. General Awareness and Contemporary Issues

- 1.1 Geographical, Socio-Cultural, Economic and Demography of Nepal
- 1.2 Governance System and Tiers of Government in Nepal.
- 1.3 Government Planning, Budgeting and Accounting System
- 1.4 Banking and Financial Sector of Nepal
- 1.5 Nepal Rastra Bank : History, Objectives, Organizational Structure and Functions
- 1.6 Current Macroeconomic Situation of Nepal

2. Laws and Regulation

- 2.1 The Constitution of Nepal, 2072
- 2.2 Nepal Rastra Bank Act, 2058
- 2.3 Nepal Rastra Bank Procurement Bylaws, 2071
- 2.4 Public Procurement Act, 2063
- 2.5 Public Procurement Regulations, 2064
- 2.6 The National Civil (Code) Act, 2017 (Part 5: Provisions Relating to Contracts and Other Liabilities)
- 2.7 Labor Act, 2074
- 2.8 International Federation of Consulting Engineers (FIDIC) Procurement Procedure Guidelines
- 2.9 Asian Development Bank (ADB) Procurement Guidelines
- 2.10 World Bank (WB) Procurement Guidelines

3. Procurement Management

- 3.1 Concept of Procurement: Definition, Public Procurement versus Private Procurement; Procurement Cycle; Overview of E-Procurement and E- Bidding.
- 3.2 Preparation of the Procurement Plan, Cost Estimate, and Procurement Proceedings; Procurement Audit.
- 3.3 Procurement of Works : Direct Purchase, Sealed Quotation (SQ), National Competitive Bidding (NCB), International Competitive Bidding (ICB) and Pre-Qualification (PQ)

- 3.4 Procurement of Goods : Direct Purchase, Catalogue Shopping, Sealed Quotation (SQ), National Competitive Bidding (NCB) and International Competitive Bidding (ICB)
- 3.5 Procurement of Consulting Services : Direct Purchase, Express of Interest (EOI) Document for Short Listing and Request for Proposal (RFP)
- 3.6 Contract Management: Contract Dispute, Causes and Resolutions, Extension of Contract, Termination of Contract and Closing of Contract; Identifying and Assessing Procurement Risks, Risk Mitigation Strategies, Compliance with Regulations and Policies
- 3.7 Assets and Auctions Management; Payment Procedure and Tax Laws.
- 3.8 Legal and Ethical Considerations: Overview of Procurement Regulations, Ethical Considerations in Procurement, Handling Conflicts of Interest.
- 3.9 Sustainable Procurement Practices, Global Procurement Strategies, Innovation in Procurement Practices, Impact of Economic and Geopolitical Factors on Procurement
- 3.10 Legal Provision and Overview of National E-GP System (Electronic Government Procedure); Issues on Public Procurement; Blacklisting in Public Procurement
- 3.11 National and International Bid Document Preparation and Evaluation; Assessment of Bids and Proposals.