

प्रदेश लोक सेवा आयोग
कोशी प्रदेश, विराटनगर
स्थानीय सरकारी सेवा अन्तर्गत प्राविधिक तर्फ विविध सेवा, चौथो तहको (सहायक कम्प्युटर अपरेटर)
पदको खुला र आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

पाठ्यक्रमलाई निम्नानुसार विभाजन गरिएको छः

| | | |
|----------------|-------------------------|-----------------|
| प्रथम चरण:- | लिखित परीक्षा | पूर्णाङ्क :- ५० |
| द्वितीय चरण :- | (क) प्रयोगात्मक परीक्षा | पूर्णाङ्क :- ५० |
| | (ख) अन्तर्वार्ता | पूर्णाङ्क :- २० |

परीक्षा योजना (Examination Scheme)

प्रथम चरण:- लिखित परीक्षा (Written Examination)

| विषय | पूर्णाङ्क | उत्तीर्णाङ्क | परीक्षा प्रणाली | प्रश्न संख्या x अङ्क | समय |
|---------------|-----------|--------------|------------------------------------------|----------------------|-------------|
| सेवा सम्बन्धी | ५० | २० | वस्तुगत: बहुवैकल्पिक प्रश्न (MCQs) | ५० प्रश्न x १ अङ्क | ४५ मिनेट |

द्वितीय चरण:- प्रयोगात्मक परीक्षा र अन्तर्वार्ता (Practical Examination and Interview)

| विषय | पूर्णाङ्क | उत्तीर्णाङ्क | परीक्षा प्रणाली | समय |
|------------------------------|-----------|--------------|-----------------|----------|
| (क) प्रयोगात्मक परीक्षा | ५० | २० | प्रयोगात्मक | ४५ मिनेट |
| (ख) अन्तर्वार्ता (Interview) | २० | - | मौखिक (Oral) | - |

द्रष्टव्य :

- यो पाठ्यक्रम योजनालाई लिखित परीक्षा र प्रयोगात्मक परीक्षा र अन्तर्वार्ता गरी दुई चरणमा विभाजन गरिएको छ।
- प्रश्नपत्र अंग्रेजी भाषामा हुनेछ।
- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ।
- वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अङ्क कट्टा गरिने छ। तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन।
- बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा कुनै पनि प्रकारको क्यालकुलेटर (Calculator), मोबाइल फोन वा अन्य विद्युतीय उपकरण प्रयोग गर्न पाइने छैन।
- लिखित परीक्षामा यथासंभव निम्नानुसार प्रश्नहरू सोधिनेछ।

| Course Unit | Topics | No. of Questions |
|-------------|---------------------------------------------------------------------|------------------|
| 1 | Computer Fundamental | 12 |
| 2 | Operating System | 4 |
| 3 | Word processing | 10 |
| 4 | Electronic Spreadsheet | 10 |
| 5 | Database Management System | 6 |
| 6 | Presentation System | 4 |
| 7-8 | Knowledge of Video Conferencing Tools Legislations & IT in Nepal | 4 |

७. यस पाठ्यक्रम योजना अन्तर्गतका पत्र तथा विषयका विषयवस्तुमा जे सुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेका लाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
८. प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणको प्रयोगात्मक परीक्षा र अन्तर्वार्तामा सम्मिलित गराइनेछ ।
९. प्रयोगात्मक परीक्षाका प्रश्नसंख्या निम्नानुसार हुनेछन ।

| S.N. | Topics | No. of Questions | Marks | Time(Minutes) |
|--------|----------------------------|------------------|-------|---------------|
| 1. | Devnagari Typing | 1 | 15 | 10 |
| 2. | English Typing | 1 | 5 | 5 |
| 3. | Word processing | 1 | 10 | 30 |
| 4. | Electronic Spreadsheet | 1 | 10 | |
| 5. | Database Management System | 1 | 4 | |
| 6. | Presentation System | 1 | 3 | |
| 7. | Web Page Designing | 1 | 3 | |
| Total: | | 7 | 50 | 45 |

१०. प्रयोगात्मक परीक्षा र अन्तर्वार्ता यथासम्भव एकै दिन लिइनेछ । प्रयोगात्मक परीक्षामा उत्तिर्ण हुने परीक्षार्थीहरूको तीनै भागको परीक्षाको प्रासांक जोडी योग्यताक्रम अनुसार परीक्षाफल प्रकाशित गरिनेछ ।
११. पाठ्यक्रम लागू मिति: २०७७/१०/१५

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स्थानीय सरकारी सेवा अन्तर्गत प्राविधिक तर्फ विविध सेवा, चौथो तह (सहायक कम्प्युटर अपरेटर)
पदको खुला र आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

विषय : सेवा सम्बन्धी

1. Computer Fundamentals

- 1.1. Computer: - Definition, History, Generation, Characteristics, Types & Applications
- 1.2. Overview of a computer system:-
 - 1.2.1. Data and data processing
 - 1.2.2. Hardware
 - 1.2.2.1. Definition of Hardware
 - 1.2.2.2. Input Unit: - Keyboard, Mouse, Scanner, etc
 - 1.2.2.3. CPU:- Arithmetic Logic Unit (ALU), Control Unit (CU), Memory Unit (MU)
 - 1.2.2.4. Output Unit:- Monitor, Printer, etc
 - 1.2.2.5. Storage devices:- Primary & Auxiliary Memory (Floppy Disk, Hard Disk, Compact Disk, DVD, Flash disk etc.)
 - 1.2.2.6. Others:- Network card, Modem, Sound card, etc.
 - 1.2.3. Software
 - 1.2.3.1. Definition & Types of Software
 - 1.2.3.2. Programming Language
 - 1.2.4. Liveware
 - 1.2.5. Firmware and Cache Memory
- 1.3. Setting & protection of Computer Room and Computer
- 1.4. Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection
- 1.5. Concept of Multimedia
- 1.6. File Management basic:
 - 1.6.1. Physical Structure of the disk
 - 1.6.2. Concept of File and folder
 - 1.6.3. Wildcards and Pathname
 - 1.6.4. Type of files and file extensions
- 1.7. Computer Networking
 - 1.7.1. Introduction to Networking
 - 1.7.2. Types of Network (LAN, MAN, WAN etc)
 - 1.7.3. Concept of E-mail / Internet / Extranet / Intranet, World Wide Web (WWW)
 - 1.7.4. Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome etc)
- 1.8. Introduction to ASCII and Unicode standards

2. Operating System

- 2.1. Introduction to Operating System
- 2.2. Types of Operating System
- 2.3. Functions of Operating Systems
- 2.4. Command line operation (e.g. copy command, move command, command to view and set different file attributes etc)
- 2.5. Windows
 - 2.5.1. Introduction to GUI
 - 2.5.2. Introduction of Windows Operating System
 - 2.5.2.1. Basic Windows Elements - Desktop, Taskbar, My Computer, Recycle Bin, etc.

- 2.5.2.2. Starting and shutting down Windows
- 2.5.2.3. File Management with Windows Explorer
- 2.5.2.4. Windows applications: (e.g. Control Panel, Character Map, Paint etc)
- 2.5.2.5. Finding files of folders and saving the result
- 2.5.2.6. Starting a program by command line operation
- 2.5.2.7. Changing window settings
 - 2.5.2.7.1. Adding/Removing programs
 - 2.5.2.7.2. Clearing the contents of document menu
 - 2.5.2.7.3. Customizing the taskbar
 - 2.5.2.7.4. Control panel items
- 2.5.2.8. Creating shortcut (icons) on desktop
- 2.5.2.9. System tools:- disk scanning, disk defragmenter, backup, restore, format

3. Word Processing

- 3.1. Concept of Word Processing
- 3.2. Types of Word Processing
- 3.3. Introduction to Word Processor
 - 3.3.1. Creating, Saving and Opening the documents
 - 3.3.2. Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
 - 3.3.3. Copying, Moving, Deleting and Formatting Text (Font, Size, Color, Alignment, line & paragraph spacing)
 - 3.3.4. Finding and Replacing Text
 - 3.3.5. Familiar with Devnagari Fonts
 - 3.3.6. Creating lists with Bullets and Numbering
 - 3.3.7. Creating and Manipulating Tables
 - 3.3.8. Borders and Shading
 - 3.3.9. Use of Indentation and Tab Setting
 - 3.3.10. Creating Newspaper Style Documents Using Column
 - 3.3.11. Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
 - 3.3.12. Opening & Saving different types of document
 - 3.3.13. Changing Default settings
 - 3.3.14. Mail Merge
 - 3.3.15. AutoCorrect, Spelling and Grammar Checking, and Thesaurus
 - 3.3.16. Security Technique of Documents
 - 3.3.17. Setting Page Layout, Previewing and Printing Documents

4. Electronic Spreadsheet

- 4.1. Concept of Electronic Spreadsheet
- 4.2. Types of Electronic Spreadsheet
- 4.3. Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- 4.4. Introduction to spreadsheet application
 - 4.4.1. Creating, Opening and Saving Work Book
 - 4.4.2. Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
 - 4.4.3. Editing, Copying, Moving, Deleting Cell Contents
 - 4.4.4. Familiar with Devnagari Fonts
 - 4.4.5. Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection)

- 4.4.6. Formatting Rows, Column and Sheets
- 4.4.7. Using Formula - Relative Cell and Absolute Cell Reference
- 4.4.8. Using basic Functions
- 4.4.9. Generating Series
- 4.4.10. Changing default options
- 4.4.11. Sorting and Filtering Data
- 4.4.12. Summarizing Data with Sub Totals
- 4.4.13. Creating Chart
- 4.4.14. Inserting Header and Footer
- 4.4.15. Spell Checking
- 4.4.16. Importing from and Exporting into other Formats
- 4.4.17. Page Setting, Previewing and Printing

5. Database System

- 5.1. Introduction to Data, Database and DBMS
- 5.2. Basic Concept of Tables, Fields, Records, Relationships and Indexing
- 5.3. Introduction to database application
 - 5.3.1. Data Types
 - 5.3.2. Creating, Modifying & Deleting Tables/Forms/Repots

6. Presentation System

- 6.1. Introduction to presentation application
 - 6.1.1. Creating, Opening & Saving Slides
 - 6.1.2. Formatting Slides
 - 6.1.3. Slide Show
 - 6.1.4. Animation
 - 6.1.5. Inserting Built-in picture, Picture, Table, Chart, Graphs, Organization Chart etc.

7. Knowledge of Video Conferencing Tools (Zoom, Meet, Team)

8. Legislations and IT in Nepal

- 8.1. नेपालको संविधान (भाग १ देखी ५ तथा अनुसूचीहरू) The Constitution of Nepal (From Part 1 to 5 and Schedules)
- 8.2. स्थानीय सरकार संचालन ऐन, २०७४ मा सूचना तथा सञ्चार प्रविधि सम्बन्धी व्यवस्था (Local Government Operation Act, 2074 (Provisions related to ICT)
- 8.3. IT Policy of Nepal
- 8.4. Electronic Transaction Act, 2063 B.S.
- 8.5. सूचना प्रविधिको क्षेत्रमा कोशी प्रदेश सरकारले चालेका कदमहरू

नमुना प्रश्नहरू (Model Questions)

1. What is the shortcut key used for paste content in windows word?
 - a. Ctrl+L
 - b. Ctrl+O
 - c. Ctrl+V
 - d. Ctrl+P

2. Function to get sum of the contents of the cells A1, A2, B1, B2 is...?
 - a. =TOTAL (A1..B2)
 - b. =SUM(A1:B2)
 - c. =SUM(A1+A2+B1+B2)
 - d. =SUM(A1,B2)

3. When you delete a file in your computer, where does it go?
 - a. Recycle bin
 - b. Hard disk
 - c. Taskbar
 - d. My Computer

4. The term gigabyte refers to
 - a. 1024 bytes
 - b. 1024 kilobytes
 - c. 1024 megabytes
 - d. 1024 gigabytes

5. The main memory of computer is also called as
 - a. Hard-disk
 - b. Primary storage
 - c. Secondary storage
 - d. Internal memory