प्रदेश लोक सेवा आयोग

प्रदेश नं. १, विराटनगर

स्थानीय सरकारी सेवा अन्तर्गत प्राविधिक तर्फ विविध सेवा, पाँचौ तहको (कम्प्युटर अपरेटर) पदको खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

पाठ्यक्रमलाई निम्नानुसार विभाजन गरिएको छः

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

परीक्षा योजना (Examination Scheme)

प्रथम चरणः- लिखित परीक्षा (Written Examination)

विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या x अङ्क	समय
सेवा सम्बन्धी	५०	२०	वस्तुगतः बहुवैकलेपिक प्रश्न (MCQs)	५० प्रश्न x१ अङ्क	४५ मिनेट

द्वितीय चरणः- 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 :

१. यो पाठ्यक्रम योजनालाई लिखित परीक्षा र प्रयोगात्मक परीक्षा र अन्तर्वार्ता गरी दुई चरणमा विभाजन गरिएको छ ।

२. प्रश्नपत्र अंग्रेजी भाषामा हुनेछ ।

३. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ ।

४. वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरुको 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।

५. बहुवैकल्पिक प्रश्नहरु हुने परीक्षामा कुनै पनि प्रकारको क्यालकुलेटर (Calculator), मोवाइल फोन वा अन्य विद्युतीय उपकरण प्रयोग गर्न पाइने छैन।

६. लिखित परीक्षामा यथासंभव निम्नानुसार प्रश्नहरु 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	2
7	Web Page Designing	2
8-9	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 नीतिहरु 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 उम्मेदवारहरुलाई मात्र द्वितीय चरणको प्रयोगात्मक परीक्षा र अन्तर्वार्तामा सम्मिलित गराइनेछ ।

९. प्रयोगात्मक परीक्षाका प्रश्नसंख्या निम्नानुसार हुनेछन् ।

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 परीक्षार्थीहरुको तीनै भागको परीक्षाको प्राप्तांक जोडी योग्यताक्रम अनुसार परीक्षाफल प्रकाशित गरिनेछ ।

११. पाठ्यक्रम लागू मिति: २०७७/१०/१५

स्थानीय सरकारी सेवा अन्तर्गत प्राविधिक तर्फ विविध सेवा, पाँचौ तहको (कम्प्युटर अपरेटर) पदको
खुला 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 / Network Security
       1.7.1. Introduction to Networking
       1.7.2. Types of Network (LAN, MAN, WAN etc)
       1.7.3. Network Topology
       1.7.4. Concept of E-mail / Internet / Extranet / Intranet, World Wide Web (WWW)
       1.7.5. Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome etc)
       1.7.6. Introduction to IP address, subnet mask and default gateway
       1.7.7. Introduction to Network Media, Topology and Protocol
       1.7.8. Setting Up Microsoft Network
       1.7.9. Dial-Up Networking
       1.7.10. Firewall and Computer Security
       1.7.11. IEEE Standard
   1.8. Number Systems
       1.8.1. Introduction to binary, octal, decimal and hexadecimal number systems
   1.9. 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

        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)

    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. Customizing menu & toolbars

    3.3.17. Security Technique of Documents

    3.3.18. Master Document, Cross Reference, Index, Table of Content

    3.3.19. 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)
      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. Customizing Menu & Toolbars
      4.4.17. Importing from and Exporting into other Formats
      4.4.18. Pivot Table, Goal Seek, Scenario & Audit
      4.4.19. 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 and Formatting & Validating Field Data
      5.3.3. Creating, Modifying, Deleting & Using Simple Queries
      5.3.4. Creating, Modifying & Deleting Forms/Reports/Macros

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

7. Web page Designing
   7.1. Introduction to Web Page and CMS (Content Management System)
   7.2. Introduction to HTML
      7.2.1. HTML document
      7.2.2. Tags
      7.2.3. Skeleton & Flesh
         7.2.3.1. Text

7.2.3.2.Hyperlinks
　　　　7.2.3.3.Images
　　　　7.2.3.4.Lists & forms
　　　　7.2.3.5.Tables
　　　　7.2.3.6.Frames
8. **Knowledge of Video Conferencing Tools (Zoom, Meet, Team)**
9. **Legislations and IT in Nepal**
　9.1. नेपालको संविधान (भाग १ देखी ५ तथा अनुसूचीहरु) The Constitution of Nepal (From Part 1 to 5 and Schedules)
　9.2. स्थानीय सरकार संचालन ऐन, २०७४ मा सूचना तथा सञ्चार प्रविधि सम्बन्धी व्यवस्था (Local Government Operation Act, 2074 (Provisions related to ICT)
　9.3. IT Policy of Nepal
　9.4. Electronic Transaction Act, 2063 B.S.
　9.5. सूचना प्रविधिको क्षेत्रमा प्रदेश नं. १ सरकारले चालेका कदमहरु

नमूना प्रश्नहरु (Model Questions)

1. Workbook is collection of?
    a. Cells
    b. Worksheets
    c. Workspaces
    d. Projects

2. Microsoft Access is a
    a. RDBMS
    b. OODBMS
    c. ORDBMS
    d. Network Database Model

3. What does the .com domain represents?
    a. Education
    b. Commercial
    c. Network
    d. Organization

4. The simultaneous execution of two or more instruction is called
    a. Sequential access
    b. Reduced instruction set computing
    c. Multiprocessing
    d. Dynamic processing

5. ASCII stands for
    a. American Stable Code for International Interchange
    b. American Standard Case for Institutional Interchange
    c. American Standard Code for Information Interchange
    d. American Standard Code for Interchange Information