

लम्कीचुहा नगरपालिका भल्का, कैलाली
स्थानीय तह तर्फको सहायक कम्प्युटर अपरेटर पद सहायक स्तर चौथो तह पदको लिखित परीक्षाको पाठ्यक्रम एवं परीक्षा
योजना

पाठ्यक्रमको रूप रेखा : यस पाठ्यक्रमको आधारमा निम्नानुसार चरणमा लिईने छ ।

क. प्रथम चरण :- लिखित परीक्षा (Written Examination)

पूर्णाङ्क :- १००

ख. :- अन्तर्वार्ता (Interview)

पूर्णाङ्क :- २५

परीक्षा योजना (Examination Scheme)

प्रथम चरण : लिखित परीक्षा योजना (Examination Scheme)

विषय	पूर्णाङ्क	उतीर्णाङ्क	परीक्षा प्रणाली	प्रश्न सङ्ख्या * अङ्कभार	समय
सेवा सम्बन्धी	१००	४०	वस्तुगत बहुवैकल्पिक (Multiple Choice)	५० प्रश्न * २ अङ्क = १००	४५ मिनेट

द्वितीय चरण :- अन्तर्वार्ता (Interview)

विषय	पूर्णाङ्क	परीक्षा प्रणाली
सेवा सम्बन्धी	२५	मौखिक

द्रष्टव्य :

१ लिखित परीक्षाको माध्यम भाषा नेपाली वा अङ्ग्रेजी अथवा नेपाली र अङ्ग्रेजी दुवै हुन सक्नेछ ।

पाठ्यक्रम इकाई	१	२	३	४	५	६	७
प्रश्न सङ्ख्या	१०	५	१२	११	५	३	४

२ यथासम्भव पाठ्यक्रमका सबै इकाईबाट प्रश्न सोधिने छन ।

३ लिखित परीक्षामा गलति गरेको प्रश्नोत्तरका लागि कुनै अङ्क कट्टा गरिने छैन ।

४ यस पाठ्यक्रममा जेसुकै लेखिएको भएतापनि पाठ्यक्रममा परेका ऐन, नियमहरू, परीक्षाको मितिभन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाइएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।

५ प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारलाई मात्र द्वितीय चरणको अन्तर्वार्तामा सम्मिलित गराइनेछ ।

६ पाठ्यक्रम लागु हुने मिति :- २०८१।०१।०६

1. Computer Fundamentals

1.1. Computer: - Definition, History, Generation, Characteristics, Types & Applications.

1.2. Overview of a computer system:-

1.2.1. Data , information, knowledge and data processing,

1.2.2. Hardware

1.2.2.1. Definition of Hardware

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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

1.3. 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), VPN

1.7.4. Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome etc)

1.7.5. Introduction to IP address, subnet mask and default gateway

1.7.6. Introduction to Network Media, Topology and Protocol

1.7.7. Setting Up Microsoft Network

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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

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- 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. Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
- 3.3.11. Opening & Saving different types of document
- 3.3.12. Changing Default settings
- 3.3.13. Mail Merge
- 3.3.14. AutoCorrect, Spelling and Grammar Checking, and Thesaurus
- 3.3.15. Customizing menu & toolbars
- 3.3.16. Security Technique of Documents
- 3.3.17. Master Document, Cross Reference, Index, Table of Content.
- 3.3.18. 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

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- 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. Importing from and Exporting into other Formats
- 4.4.16. Pivot Table, Goal Seek, Scenario & Audit
- 4.4.17. Page Setting, Previewing and Printing

5. Database Management 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

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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, and Organization Chart
etc.

7. Rules, Regulations and others

7.1. स्थानीय सरकार सञ्चालन ऐन, २०७४

7.2. General Knowledge of Social Media (Facebook, Twitter, Youtube, Viber, Whatsapp. etc.)
and Video Conferencing Tools (Zoom, Meet, Team etc.)

7.3. Advantages and disadvantages of Social Networking

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