

गोरखापत्र संस्थान
सेवा- पत्रकारिता, समूह- अंग्रेजी, तह- ६, पद- समाचारदाता
खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

This curriculum plan has been divided into two stages:

First Stage :	Written Examination	Full Marks : 200
Second Stage :	a) Skill Test	Full Marks : 10
	b) Interview	Full Marks : 30

First Stage : Written Examination

Full Marks : 200

Paper	Subject	Full Marks	Pass Marks	Examination Scheme	No. of Question × Marks	Time
First	General Knowledge and Institutional Knowledge	100	40	Objective Multiple Choice Questions	50 × 1 Mark	45 Minutes
				Subjective Questions	4 × 5 Marks 8 × 5 Marks	1 Hours 30 Minutes
Second	Service-related	100	40	Subjective Short and Long Questions	4 × 5 Marks 8 × 5 Marks	3 Hours

Second Stage : Skill test and Interview

Full Marks: 40

Subject	Full Marks	Examination System	Time
Computer Skill Test	10	Practical	20 Minutes
Interview	30	Oral	

Note:

1. The medium of the written examination can be English.
2. The first and second papers of the written examination will be conducted separately.
3. The number of questions and marks in the written examination will be as specified for each related paper/subject.
4. For every wrong answer to a multiple choice question, 20 percent of the marks will be deducted. But no mark is given or deducted for not answering a question.
5. In the case of subjective questions, there may be one long question, or one question with two or more parts, or two or more short notes under a single question.
6. Separate answer booklets will be provided for each paper/subject and each section with subjective questions. Candidates must write the answers for each section in the corresponding answer booklet.
7. Regardless of what has been written in the curriculum plan, any amendment of a law, rule or policy mentioned in the curriculum within three months of the date of the examination date will be deemed included in the curriculum.
8. Only candidates selected in the first stage of the examination will be allowed to appear in the second stage.
9. Curriculum approval date:

Paper I :
General Knowledge and Institutional Knowledge
Section A : 50 Marks
Objective-MCQs (50 Questions × 1 Mark)

1. Geography and Population

- 1.1 World geography – continents, oceans, longitude, latitude, time, distance, mountains, lakes, desert, climatic conditions, etc.
- 1.2 Nepal's topography, geography and population – geographic diversity and lifestyle, types of climates found in Nepal, population and its distribution

2. History, Culture and Social Systems

- 2.1 General information on the world history
- 2.2 Nepal's history from ancient time to now
- 2.3 History of Nepali state and its builders
- 2.4 National luminaries and religious personalities
- 2.5 Diversity of Nepali society and its characteristics
- 2.6 Social, economic, cultural, religious lifestyles, language, literature, art and music of various castes, ethnic Sections and communities in Nepal

3. Politics, Law and Administration

- 3.1 Major international thinkers
- 3.2 Nepal's constitutional development and Constitution of Nepal
- 3.3 Nepal's political and administrative development process
- 3.4 Independent judiciary and citizens' rights
- 3.5 Administrative professionalism, inclusiveness and its importance
- 3.6 Good governance and role of political and administrative sectors
- 3.7 Civil society and its role in political and social development process

4. Nepal's Economy and Development

- 4.1 Major characteristics of Nepal's economy
- 4.2 Economic growth, income, production and employment
- 4.3 Remittance and its impact on Nepal's economy
- 4.4 Condition of import and export, trade deficit/profit and impact on economy
- 4.5 Role of foreign aid in Nepal's economic development; prospects and challenges
- 4.6 Planned development efforts in Nepal
- 4.7 Role of private sector in economic development and the concept of privatisation
- 4.8 Globalisation and Nepal
- 4.9 Concept of free trade and its impact on national and regional development
- 4.10 Nepal's budget process, situation of revenue collection and development challenges

5. Science, Environment and Health

- 5.1 Important scientists, scientific achievements and their contribution to human society
- 5.2 Concept of biodiversity, and role of national parks and conservation areas in the conservation of biodiversity
- 5.3 Condition of public health, problems and policy-level reforms for its improvement
- 5.4 Development of communication and information technology

6. International Relations and Organisations

- 6.1 Nepal's participation in international forums
- 6.2 Major foundations of Nepal's foreign policy
- 6.3 United Nations and its major agencies
- 6.4 General introduction to regional and international organisations (SAARC, BIMSTEC, ASEAN, EU)
- 6.5 Non-Alignment Movement and Nepal
- 6.6 Nepal's contribution to UN peacekeeping

Section (B) - 50 Marks

(6 Questions × 5 Marks, 2 Questions × 10 Marks)

7. Institutional Knowledge and Related Laws

- 7.1 Introduction, development, achievements and management of public institutions
- 7.2 History, objectives, organizational structure, development, current status and activities of the Gorkhapatra Institution
- 7.3 Gorkhapatra Daily, archiving of Gorkhapatra, and its significance
- 7.4 Contribution of publications by the Gorkhapatra Institution to the social and cultural development of Nepal
- 7.5 Interconnection between the Ministry of Information and Communication and the Gorkhapatra Institution
- 7.6 Concept, characteristics, and fundamental values of public service
- 7.7 Gorkhapatra Corporation Act, 2019
- 7.8 Gorkhapatra Corporation Regulations, 2021
- 7.9 Gorkhapatra Corporation Employee Service Conditions Regulations, 2082
- 7.10 Gorkhapatra Corporation Financial Administration Regulations, 2065
- 7.11 Gorkhapatra Corporation Advertisement Collection, Publication, and Advertisement-Related Guidelines, 2053
- 7.12 Gorkhapatra Corporation Sales and Distribution Guidelines, 2059

8. Other Related Laws

- 8.1 Companies Act, 2063
- 8.2 Public Service Broadcasting Act, 2081
- 8.3 Press Council Act, 2048 and Regulation, 2049
- 8.4 Press and Publication Act, 2048 and Regulation, 2049
- 8.5 Working Journalists Act, 2051
- 8.6 Advertisement (Regulation) Act, 2076
- 8.7 Right to Information Act, 2064
- 8.8 Electronic Transaction Act, 2062
- 8.9 Public Procurement Act, 2063
- 8.10 Digital Nepal Framework, 2076

Paper II : Service Related

Section A : 50 Marks

(2 Questions x 5 Marks + 4 Questions x 10 Marks)

1. Digital Journalism and Media Transformation

- 1.1 Definition, development, and use of online journalism
- 1.2 Beginning of digital newspapers and emergence of new media technologies
- 1.3 Journey and potential of online journalism in Nepal
- 1.4 Gatekeeping and editorial selection in digital platforms
- 1.5 Production of multimedia content (text, audio, video, graphics)
- 1.6 Mobile journalism and content distribution via apps

2. Mass Communication and Journalism

- 2.1 Meaning and functions of communication and mass communication
- 2.2 Importance and scope of mass communication
- 2.3 Development process of mass communication
- 2.4 Information and its importance
- 2.5 Definition of journalism, objectives and functions
- 2.6 Principles of journalism
- 2.7 Development process of journalism in the world
- 2.8 Development of printing art in the world and its impact on journalism
- 2.9 Development and expansion of printing sector in Nepal
- 2.10 History of printing press and journalism in Nepal
- 2.11 Publications of Gorkhapatra Corporation
- 2.12 Roles of news agencies in the development of journalism
- 2.13 Journalism education in Nepal
- 2.14 Present situation of journalism in Nepal; its prospects and challenges

3. News Collection and Editing

- 3.1 Meaning and definition of news
- 3.2 Sources of news and news value
- 3.3 Structure of news and art of dissemination
- 3.4 Investigative journalism, development journalism, follow-up stories and new concepts of journalism
- 3.5 Role of reporters in news collection and transmission
- 3.6 Qualities of a good reporter
- 3.7 Techniques of conducting interviews and presentation
- 3.8 Meaning and definition of news editing
- 3.9 Page coordination, art and layout designing
- 3.10 Structure of editorial, its importance and impact
- 3.11 News analysis, editorial, features, column, Opinion Page coordination and supplements
- 3.12 Editor and editorial freedom
- 3.13 Role of language, grammar, writing style and technology for standardising journalism, and problems and solutions
- 3.14 Creative ways and techniques to be adopted for making newspaper attractive, standard, responsible, inclusive and competitive
- 3.15 Artificial intelligence in news selection, trending analysis and automated editing

Section B : 50 Marks

(2 Questions x 5 Marks + 4 Questions x 10 Marks)

4. Photojournalism and New media

- 4.1 Evolution of photojournalism
- 4.2 Importance of photographs for a newspaper
- 4.3 Selection and editing of photographs and art of layout designing
- 4.4 Knowledge about selection and use of photo, map and illustrator for making newspaper more attractive
- 4.5 Photo caption writing for a newspaper
- 4.6 Definition of online journalism and its importance
- 4.7 Relations between print and online media
- 4.8 Prospects and challenges of online journalism
5. Use, management and regulation of social media
6. Latest Dimensions of Information Technology
7. Four Press Theories
8. Role of state-owned media and their future challenges
9. News writing on a topical issue
10. Feature writing
11. News editing
12. Translation from Nepali to English
13. Preparing questions for an interview
14. Summary writing
15. Finding angles to a story
16. Writing captions

Guidelines for question setter for second paper:

1. News clues or the press release should not exceed 150 words
2. Provide a few statements or points to produce a news feature in not more than 300 words
3. Provide a news story of 150-200 words for editing
4. Provide a text of 100-150 words for translation
5. Provide a case of about 50-70 words to prepare an interview
6. Provide a paragraph of about 250-300 words for summarisation
7. Provide a text of about 150-200 words for the examinee to note down different angles of the story
8. Provide a photo to write the caption

कम्प्यूटर सीप परीक्षण प्रयोगात्मक परीक्षा योजना
(Computer Skill Test Practical Examination Scheme)

विषय	पूर्णाङ्क	विषयवस्तु शिक्षक	अङ्क	समय
कम्प्यूटर सीप परीक्षण (Computer Skill Test)	10	Nepali Typing	२.५ अङ्क	५ मिनेट
		English Typing	२.५ अङ्क	५ मिनेट
		Word processing	२ अङ्क	१० मिनेट
		Presentation System	१ अङ्क	
		Electronic Spreadsheet	१ अङ्क	
		Windows basic, Email and Internet	१ अङ्क	

Contents

1. **Nepali Typing**
2. **English Typing**
3. **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)
4. **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

5. 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.

6. 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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अंग्रेजी वा देवनागरी Typing Skill Test को लागि निर्देशन :

१. देवनागरी Typing Skill Test को लागि १५० शब्दहरूको एउटा Text दिइनेछ र देहाय अनुसार अङ्क प्रदान गरिनेछ:-

शुद्ध शब्द प्रति मिनेट (<u>Correct Words/Minute</u>)	पाउने अङ्क
५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	० अङ्क
५ वा सो भन्दा बढी र ७.५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	०.५० अङ्क
७.५ वा सो भन्दा बढी र १० भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	०.७५ अङ्क
१० वा सो भन्दा बढी र १२.५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.०० अङ्क
१२.५ वा सो भन्दा बढी र १५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.२५ अङ्क
१५ वा सो भन्दा बढी र १७.५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.५० अङ्क
१७.५ वा सो भन्दा बढी र २० भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.७५ अङ्क
२० वा सो भन्दा बढी र २२.५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	२.०० अङ्क
२२.५ वा सोभन्दा बढी र २५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	२.२५ अङ्क
२५ वा सो भन्दा बढी शुद्ध शब्द प्रति मिनेट बापत	२.५० अङ्क

२. English Typing Skill Test को लागि २०० शब्दहरूको एउटा Text दिइनेछ र देहाय अनुसार अङ्क प्रदान गरिनेछ :-

शुद्ध शब्द प्रति मिनेट (<u>Correct Words/Minute</u>)	पाउने अङ्क
६ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	० अङ्क
६ वा सो भन्दा बढी र ९ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	०.५० अङ्क
९ वा सो भन्दा बढी र १२ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	०.७५ अङ्क
१२ वा सो भन्दा बढी र १५ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.०० अङ्क
१५ वा सो भन्दा बढी र १८ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.२५ अङ्क
१८ वा सो भन्दा बढी र २१ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.५० अङ्क
२१ वा सो भन्दा बढी र २४ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	१.७५ अङ्क
२४ वा सो भन्दा बढी र २७ भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	२.०० अङ्क
२७ वा सोभन्दा बढी र ३० भन्दा कम शुद्ध शब्द प्रति मिनेट बापत	२.२५ अङ्क
३० वा सो भन्दा बढी शुद्ध शब्द प्रति मिनेट बापत	२.५० अङ्क

३. अंग्रेजी वा देवनागरी Typing मा दिइएको Text लाई आधार मानी टाइप गरेको Text सँग भिडाई चेक गरिनेछ । दिइएको अंग्रेजी वा देवनागरी Text मा उल्लेखित स्थान बमोजिम परीक्षार्थीहरूले आफ्नो Text मा Punctuation टाइप नगरेको पाइएमा त्यसको शब्दमा गणना गरिने छैन । तत्पश्चात निम्न Formula प्रयोग गरी शुद्ध शब्द प्रति मिनेट (Correct words/minute) निकालिनेछ ।

Formula: शुद्ध शब्द प्रति मिनेट (Correct words/minute) = $\frac{\text{Total words typed} - \text{Wrong words}}{\text{Time taken in minutes}}$