



सुचना प्रविधि सहायक (पाँचौं तह) पदको खुल्ला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम एवं परीक्षा प्रणाली

पाठ्यक्रमको रूपरेखा :-	संयुक्त रूपमा परीक्षा प्रणाली निम्नानुसारको हुनेछ ।	
प्रथम चरण :-	लिखित परीक्षा	पूर्णाङ्क :- १००
द्वितीय चरण :-	अन्तर्वार्ता	पूर्णाङ्क :- ३०

प्रथम चरण - लिखित परीक्षा योजना (Written Examination Scheme)					
क) नेटवर्किङ गरिएको कम्प्युटरको माध्यमबाट (कम्प्युटरमा आधारित Computer Based) वा					
ख) उत्तरपुस्तिका हातले लेखेर बुझाउने गरी (क) वा (ख) दुई मध्ये एक तरिकाबाट लिखित परीक्षा संचालन हुनेछ ।					
पत्र / विषय	पूर्णाङ्क	उतीर्णाङ्क	परीक्षा प्रणाली	प्रश्नसंख्या X अङ्क	समय
सेवा सम्बन्धी	१००	४०	वस्तुगत (Objective): बहुवैकल्पिक प्रश्न (Multiple Choice Questions)	५० प्रश्न X २ अङ्क	१ घण्टा
कूल पूर्णाङ्क	१००				
लिखित परीक्षामा उत्तीर्ण भएपश्चात् मात्र अन्तिम एवं दोश्रो चरणमा समावेश गराईनेछ । द्वितीय चरण -अन्तर्वार्ता (Interview)					
विषय	पूर्णाङ्क	परीक्षा प्रणाली	समय		
व्यक्तिगत अन्तर्वार्ता (Interview)	३०	मौखिक (Oral)			

थप जानकारीको लागि :

- संयुक्त परीक्षा प्रणाली अन्तर्गत प्रथम चरणमा लिखित परीक्षा र द्वितीय चरणमा अन्तर्वार्ता गरी दुई भागमा विभाजन गरिएको छ ।
- लिखित परीक्षाको प्रश्नावली बस्तुगत मात्र हुनेछ र लिखित परीक्षाको माध्यम भाषा नेपाली हुनेछ । कम्प्युटर माध्यमबाट लिखित परीक्षा संचालन भएको अवस्थामा तोकिएको संकेत चिन्ह लगाउनु पर्नेछ भने हातले उत्तर लेख्नु परेमा सहि उत्तरमा गोलो घेरा (C) लगाउनु पर्नेछ ।
- बस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अङ्क कट्टा गरिनेछ । तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन ।
- परीक्षामा सोधिने प्रश्नसंख्या, अङ्क र अङ्कभार पत्र विषयको विषयवस्तु (पाठ्यवस्तु) मा दिईएको अनुसार हुनेछ ।
- प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारलाई मात्र दोश्रो चरणको अन्तर्वार्तामा सम्मिलित गराईनेछ ।
- लिखित परीक्षाको प्रथम चरणमा प्राप्त गरेको प्राप्तांकको शत प्रतिशत अंक तथा दोश्रो चरणको प्राप्तांक जोडी कूल अंकको आधारमा अन्तिम परीक्षाफल प्रकाशित गरिनेछ ।
- पाठ्यक्रम, परीक्षा योजना लगायत सम्पूर्ण अधिकारहरू पदपूर्ति समितिमा निहित हुनेछ । कुनैपनि विवाद र अस्पष्टता भएमा पदपूर्ति समितिको निर्णय अन्तिम हुनेछ ।



I. Computer Fundamentals

४×२=८

- 1.1 Definition, History, Generation, Characteristics, Types & Applications of Computers
- 1.2 Overview of a computer system
 - 1.2.1 Data and data processing
 - 1.2.2 Hardware: Definition; Input Unit, CPU, Output Unit; Storage devices: Primary & Auxiliary Memory
 - 1.2.3 Software: Definition; Types of Software; Programming Language & its types
 - 1.2.4 Firmware and Cache Memory
- 1.3 Concept of Multimedia
- 1.4 File Management
 - 1.4.1 Physical Structure of the disk
 - 1.4.2 Concept of File and folder
 - 1.4.3 Type of files and file extensions
- 1.5 Introduction to ASCII and Unicode standards

2.1 Operating System

४×२=८

- 2.2 Introduction to Operating System
- 2.3 Types of Operating System
- 2.4 Functions of Operating Systems
- 2.5 Command Line operation (e.g. copy command, move command, command to view and set different file attributes etc.)
- 2.6 Windows Operating System
 - 2.6.1 Introduction to Graphical User Interface (GUI)
 - 2.6.2 Basic Windows Elements - Desktop, Taskbar, My Computer, Recycle Bin,
 - 2.6.3 Starting and shutting down Windows
 - 2.6.4 File Management with Windows Explorer
 - 2.6.5 Windows applications: (Control Panel, Character Map, Paint)
 - 2.6.6 Finding files of folders and saving the result
 - 2.6.7 Starting a program by command line operation
 - 2.6.8 Changing window settings: Adding/Removing programs; Clearing the contents of document menu; Customizing the taskbar; Control panel items
 - 2.6.9 Creating shortcut (icons) on desktop
 - 2.6.10 System tools: disk scanning disk defragmenter, backup, restore, format

3. Word Processing

५×२ = १०

- 3.1 Concept of Word Processing
- 3.2 Creating, Saving Opening Previewing and Printing documents; Changing Default settings
- 3.3 Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars)
- 3.4 Copying, Moving, Deleting and Formatting text (Font Size, Color, Alignment, line & Paragraph spacing); Finding and Replacing text; Setting Page Layout
- 3.5 Creating lists with Bullets and Numbering
- 3.6 Creating and Manipulating Tables; Borders and Shading



- 3.7 Use of Indentation and Tab Setting in Creating Newspaper Style Documents using Column
- 3.8 Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart
- 3.9 Mail Merge
- 3.10 AutoCorrect, Spelling and Grammar Checking and Thesaurus
- 3.11 Security Technique of Documents
- 3.12 Familiarity with Devanagari fonts

4. Electronic Spreadsheet

४X२ = ८

- 4.1 Concept of Electronic Spreadsheet
- 4.2 Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- 4.3 Creating Opening Saving Page Setting, Previewing and Printing Work Book; Changing default options
- 4.4 Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars)
- 4.5 Editing, Copying, Moving, Deleting Cell Contents; Formatting Cells (Font Border, Pattern, Alignment, Number and Protection); Formatting Rows Column and Sheets
- 4.6 Using Formula - Relative Cell and Absolute Cell Reference
- 4.7 Using basic Functions
- 4.8 Generating Series; Sorting and Filtering Data; Summarizing Data with Sub Totals
- 4.9 Creating Charts
- 4.10 Inserting Header and Footer
- 4.11 Spell Checking
- 4.12 Importing data from and exporting into other formats
- 4.13 Familiarity with Devanagari fonts

S. Database System

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- 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
 - 5.3.3 Establishing relationships among tables
 - 5.3.4 Formatting and validating field data
 - 5.3.5 Inserting, Modifying, and deleting data
 - 5.3.6 Creating, Modifying, Deleting and Using simple Queries/ Forms/ Reports

6. Presentation System

२X२ = ४

- 6.1 Introduction to presentation application
- 6.2 Creating, Opening & Saving Slides
- 6.3 Formatting Slides
- 6.4 Slide Show
- 6.5 Animation
- 6.6 Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

7. Web Designing and Social Media

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- 7.1 Introduction to Web Page and CMS (Content Management System)
- 7.2 Designing Simple Webpage with HTML
 - 7.2.1 HTML Document

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- 7.2.2 HTML Tags
7.2.3 Working with Text, Hyperlinks, Images, Lists, Forms, Tables, Frames, etc.
7.3 Familiarity with Cascading Style Sheets, Site Summary and social networking
7.4 Use of Social Media in government organizations
7.4.1 Introduction to Social Media
7.4.2 Social Media Platforms
7.4.3 Applications in government organizations
7.4.4 Operating and Managing Social Media

8. Computer Network

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- 8.1 Basic Networking: definition, types, and topologies
8.2 Connectivity and media: Network cables and connectors
8.3 Introduction to Network Devices (Hub, Switch, Router, Gateway etc.)
8.4 Network cabling and cable testing
8.5 Familiarity with IP Addressing, subnet mask, gateway, DNS, static and dynamic address assignment
8.6 Application of Network utilities (e.g. IPCONFIG, PING, TRACERT, NSLOOKUP)
8.7 Concept of E-mail/ Internet/ Extranet/ Intranet, World Wide Web (WWW)
8.8 Familiarity with internet browsers (Internet explorer, Firefox, Opera, Safari, Google Chrome, etc.)
8.9 Familiarity with Cloud-based services (Dropbox, Google Cloud, iCloud, etc.)

9. Cyber Security

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- 9.1 Introduction to Cyber Security
9.2 Common security threats: Social engineering; Distributed Denial of Services; Malwares; Phishing, Spyware, Viruses, Worms, Trojans, etc.
9.3 Security Mechanisms
9.3.1 Identity and Access Control
9.3.2 Use of Firewalls, IDS and IPS
9.3.3 Email Filtering
9.3.4 Use of antivirus software
9.4 Digital Signature: Concept and Applications

10. Hardware Maintenance and Troubleshooting

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- 10.1 Configure Power Supply, Motherboard and System Devices, BIOS settings, input/output devices, UPS
10.2 Types and features of display devices (CRT, LCD, LED, Plasma)
10.3 Connector types (BNC, RJ45, HDMI) and associated cables
10.4 Troubleshooting of computer and its peripherals (keyboard, mouse, printer, scanner, speaker)
10.5 Troubleshooting of connectivity (cables, network, etc.)
10.6 Installation and Troubleshooting of operating system (Windows, Linux, etc.)

- 10.7 Installation of Device Drivers, Configuration and Installation of Application Programs and System Restore.
10.8 Data Backup: Concept and Methods



11. Relevant Legislations and Institutions

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- 11.1 JCT Policy, 2072
11.2 Electronic Transaction Act, 2063
11.3 Information Technology Emergency Response Team (ITERT) Operation and Management Directive, 2075
11.4 Government Website Development and Management Directive, 2078
11.5 Roles of related Institutions:
11.5.1 Ministry of Communication and Information Technology
11.5.2 Department of Information technology
11.5.3 Integrated Data Management Center, Nepal
11.5.4 Security Operation/Monitoring Center

12. स्वास्थ्य बीमा सम्बन्धी ऐन, नियम तथा अबलम्बन गरेको प्रणाली

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- 12.1 स्वास्थ्य बीमा ऐन, २०७४ र नियमावली २०७५
12.2 स्वास्थ्य बीमा बोर्ड र यसमा प्रयोग भएको E-MIS सम्बन्धी जानकारी
12.3 स्वास्थ्य बीमा बोर्डको डाटा राष्ट्रिय परिचयपत्र सँग आवद्धता सम्बन्धी जानकारी

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