

L3 तह (Sub Engineer, Agriculture Technician, Data Entry Assistant, Finance and Book Keeping Assistant) का पदको प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

यस पाठ्यक्रमलाई दुई चरणमा विभाजन गरिएको छ।

प्रथम चरण- लिखित परीक्षा
द्वितीय चरण- अन्तर्वार्ता

पूर्णाङ्क: ७५
पूर्णाङ्क: २५

परीक्षा योजना (Examination Scheme)

चरण	विषय	प्रश्न संख्या	अंकभार	परीक्षा प्रणाली	समय	पूर्णाङ्क	उत्तीर्णाङ्क
प्रथम	(क) सेवा सम्बन्धि कार्यज्ञान	२५	२५x१.५=३७.५	बहुवैकल्पिक प्रश्न (MCQs)	४५ मिनेट	७५	४५
	(ख) स्वीकृत कार्यक्षेत्रगत शर्तमा आधारित विषयवस्तु	२५	२५x१.५=३७.५				
द्वितीय				अन्तर्वार्ता		२५	

द्रष्टव्य:

- वस्तुगत बहुवैकल्पिक 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।
- वस्तुगत बहुवैकल्पिक हुने परीक्षामा परीक्षार्थीले उत्तर लेखदा अंग्रेजी ठूलो अक्षरहरू (Capital letters): A,B,C,D मा लेख्नुपर्नेछ। सानो अक्षरहरू (Small letters): a,b,c,d लेखेको वा अन्य कुनै सङ्केत गरेको भए सबै उत्तरपुस्तिका रद्द हुनेछ।
- बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा कुनै प्रकारको क्याल्कुलेटर प्रयोग गर्न पाइने छैन।
- यथासम्भव प्रश्नहरू यस कार्यक्रमको कार्यक्षेत्र कर्णाली प्रदेशको सन्दर्भमा सोधिने छन्।
- प्रथम चरणको लिखित परीक्षामा उत्तीर्ण भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणको अन्तर्वार्तामा सम्मिलित गराइनेछ।

Data Entry Assistant पदको प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

प्रथम चरणको खण्ड (क)

सेवा सम्बन्धित कार्य-ज्ञान (Job based knowledge)

(२५ प्रश्न x १.५ = ३७.५ अङ्क)

1. Computer Fundamentals

- 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. 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 Operating System
 - 2.5.1. Introduction to Graphical User Interface (GUI)
 - 2.5.2. Basic Windows Elements - Desktop, Taskbar, My Computer, Recycle Bin,
 - 2.5.3. Starting and shutting down Windows
 - 2.5.4. File Management with Windows Explorer
 - 2.5.5. Windows applications: (Control Panel, Character Map, Paint)
 - 2.5.6. Finding files of folders and saving the result
 - 2.5.7. Starting a program by command line operation
 - 2.5.8. Changing window settings: Adding/Removing programs; Clearing the contents of document menu; Customizing the taskbar; Control panel items
 - 2.5.9. Creating shortcut (icons) on desktop
 - 2.5.10. System tools: disk scanning, disk defragmenter, backup, restore, format

3. Word Processing

- 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; 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

- 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

5. Presentation System

- 5.1. Introduction to presentation application
- 5.2. Creating, Opening & Saving Slides
- 5.3. Formatting Slides
- 5.4. Slide Show
- 5.5. Animation
- 5.6. Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

6. Relevant Legislations and Institutions

- 7.1. ICT Policy, 2012
- 7.2. Electronic Transaction Act, 2008
- 7.3. Information Technology Emergency Response Team (ITERT) Operation and Management Directive, 2015
- 7.4. Government Website Development and Management Directive, 2018
- 7.5. Roles of related Institutions:
 - 7.5.1. Ministry of Communication and Information Technology
 - 7.5.2. Department of Information technology

7.5.3. National Information Technology Center / Government Integrated Data Center

7.5.4. Security Operation/Monitoring Center

प्रथम चरणको खण्ड (ख) कार्यक्षेत्रगत शर्तमा आधारित बहुबैकल्पिक प्रश्नहरु