

भद्रपुर नगरपालिका
नगरकार्यपालिकाको कार्यालय

भद्रपुर, झापा

गरिब परिवार पहिचान तथा परिचय वितरण गर्नका लागि गणक तथा सुपरिवेक्षक परिक्षाको पाठ्यक्रम

१. परीक्षा योजना (Examination Scheme)

पाठ्यक्रमको रूपरेखा:- यस पाठ्यक्रमको आधारमा निम्नानुसार चरणमा परिक्षा लिइने छः

प्रथम चरण :- लिखित परिक्षा

पूर्णाङ्क: ५०

द्वितीय चरण :- (क) अन्तर्वार्ता

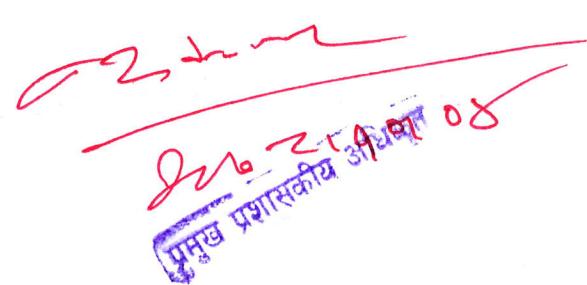
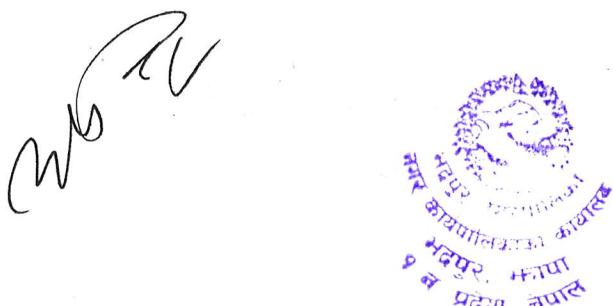
पूर्णाङ्क: २०

प्रथम चरण :- लिखित परिक्षा (Examination Scheme)

विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परिक्षा प्रणाली	प्रश्न संख्या x अंकभार	समय
कम्प्युटर सम्बन्धी	४०	४०	वस्तुगत बहुवैकल्पिक (Multiple choice)	२० x २=४०	४५ मिनेट
गणित	३०		वस्तुगत बहुवैकल्पिक (Multiple choice)	१५ x २=३०	
सेवा सम्बन्धी / सामान्य ज्ञान	३०		वस्तुगत बहुवैकल्पिक (Multiple choice)	१५ x २=३०	

द्वितीय चरण :-

विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परिक्षा प्रणाली	समय
(क) अन्तर्वार्ता	२०	-	मौखिक	-



लिखित परीक्षाका प्रश्नसंख्या निम्नानुसार हुनेछन् ।

Course Unit	Topics	No. of Questions
कम्प्युटर सम्बन्धी		20
1	Computer Fundamentals	5
2	Operating System	5
3	Word Processing	5
4	Electronic Spreadsheet	5
गणित		15
1	साधारण ब्याज (Simple Interest)	2
2	प्रतिशत (Percentage)	2
3	अनुपात र समानुपत (Ratio and Proportion)	2
4	ऐकिक नियम (Unitary method)	1
5	औषत (Average)	2
6	नाफा नोक्सान (profit & loss)	2
7	ल.स. (L.C.M), म.स. (H.C.F)	1
8	भिन्न र दशमालव (Fraction & Decimal)	2
9	घातांक (Indices)	1
सेवा सम्बन्धी / सामान्य ज्ञान		15
1	गरिब परिवार पहिचान तथा परिचय वितरण गर्नका लागि गणक तथा सुपरिवेक्षक लिखित परिक्षाको पाठ्यक्रम निर्देशिका, २०७५	5
2	नेपालको शासकीय स्वरूप (संघ, प्रदेश र स्थानीय तह)	2
3	नेपालको भूगोल, इतिहास, संस्कृति, साहित्य र कला	8

गरिब परिवार पहिचान तथा परिचय वितरण गर्नका लागि गणक तथा सुपरिवेक्षक लिखित परिक्षाको पाठ्यक्रम

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.)



२०७५
मार्च २०१८
प्राप्ति प्रशासकीय अधिकार

- 1.3. Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection
- 1.4. Computer Networking
 - 1.4.1. Introduction to Networking
 - 1.4.2. Types of Network (LAN, MAN, WAN etc)
 - 1.4.3. Concept of E-mail / Internet / Extranet / Intranet, World Wide Web (WWW)
 - 1.4.4. Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome etc)

2. Operating System

- 2.1. Introduction to Operating System
- 2.2. Types of Operating System
- 2.3. Functions of Operating Systems
- 2.4. 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
 - 2.5.2.4. Windows applications: (e.g. Control Panel, Character Map, Paint etc)
 - 2.5.2.5. Finding files of folders and saving the result
 - 2.5.2.7.1. Adding/Removing programs
 - 2.5.2.8. Creating shortcut (icons) on desktop
 - 2.5. Android
 - 2.5.1 Introduction to Android
 - 2.5.2 Installing and removing programs
 - 2.5.3 Google account and services
 - 2.5.4 Networking/ Connectivity on Android (GSM,4G, Wifi and Bluetooth)

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, 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



A red ink signature of the Registrar, which appears to be "R. L. S. Raghavendra". Below the signature is a handwritten note in Kannada: "೨೦೨೨-೧೯೨೦೨೧ ಅಧಿಕಾರ".

3.3.11. Opening & Saving different types of document

3.3.12. 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, 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. Sorting and Filtering Data

