नेपाल इन्टरमोडल यातायात विकास समिति

विविध सेवा, तह ५, कम्प्युटर अपरेटर (तथ्याङ्क सहायक) पदको प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

एवं परीक्षा योजना

पाठ्यक्रमको रुपरेखा   :– यस पाठ्यक्रमको आधारमा निम्नानुसार चरणमा परीक्षा लिइने छ :

प्रथम चरण :– लिखित परीक्षा   पूर्णाङ्क :– १००

द्वितीय चरण :– (क) प्रयोगात्मक   पूर्णाङ्क :– ५०

                        (ख) अन्तर्वार्ता   पूर्णाङ्क :– २०

१. प्रथम चरण : – लिखित परीक्षा पूर्णाङ्क :– १००

पत्र	विषय	पूर्णाङ्क	उतीर्णाङ्क	परीक्षा प्रणाली	प्रश्नसंख्या X अङ्क	समय
प्रथम	कम्प्युटर सम्बन्धी विषय	१००	४०	वस्तुगत बहुवैकल्पिक प्रश्न (MCQs)	५० प्रश्न x १ अङ्क	२ घण्टा
				विषयगत	१० प्रश्न x ५ अङ्क	

२. द्वितीय चरण : – प्रयोगात्मक परीक्षा र अन्तर्वार्ता

विषय	पूर्णाङ्क	उतीर्णाङ्क	परीक्षा प्रणाली	प्रश्नसंख्या X अङ्क	समय
(क) प्रयोगात्मक परीक्षा	५०	२५	प्रयोगात्मक		४५ मिनेट
(ख) अन्तर्वार्ता	२०	-	मौखिक		

द्रष्टव्य :

१. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ ।

२. लिखित परीक्षामा यथासम्भव निम्नानुसार प्रश्नहरु सोधिनेछ ।

Course Unit	Topics	No. of Questions	
		Objective	Subjective
1	Computer Fundamentals	10	2
2	Operating System	5	1
3	Word Processing	10	1
4	Electronic Spreadsheet	10	1
5	Database System	3	1
6	Presentation System	2	1
7	Webpage Design	2	1
8	IT in Nepal	3	1
9	General Awareness	5	1

३. वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरुको 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 ।

नेपाल इन्टरमोडल यातायात विकास समिति
विविध सेवा, तह ५, कम्प्युटर अपरेटर (तथ्याङ्क सहायक) पदको प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

४. प्रयोगात्मक परीक्षाका प्रश्नसंख्या निम्नानुसार हुनेछन् ।

S. N.	Topics	No. of Questions	Marks	Time (Minutes)
1	Devnagari Typing	1	10	5
2	English Typing	1	10	5
3	Word Processing	1	10	
4	Electronic Spreadsheet	1	10	
5	Database System	1	4	35
6	Presentation System	1	3	
7	Web Page Designing	1	3	

५. यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरु परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।

६. प्रथम चरणको परीक्षाबाट छनौट भएका उम्मेदवारहरुलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।

७. पाठ्यक्रम लागू मिति :–

विविध सेवा, तह ५, कम्प्युटर अपरेटर (तथ्याङ्क सहायक) पदको प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

पत्र/विषय :– कम्प्युटर सम्बन्धी विषय

1. **Computer Fundamentals**
   1.1 Computer: Definition, History, Generation, Characteristics, Types and 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, Control Unit, Memory Unit
             1.2.2.4 Output Unit: Monitor, Printer, etc.
             1.2.2.5 Storage Devices: Primary and Auxiliary Memory like Floppy Disk,
                     Hard Disk, Compact Disk, DVD, Flash disk
             1.2.2.6 Others: Network card, Modem, Sound card, etc.
       1.2.3 Software
             1.2.3.1 Definition and Types of Software
             1.2.3.2 Programming Language
       1.2.4 Liveware
       1.2.5 Firmware and Cache Memory
   1.3 Setting and 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 Computer Networking
       1.6.1 Introduction to Networking
       1.6.2 Types of Network - LAN, MAN, WAN
       1.6.3 Concept of E-mail / Internet / Extranet / Intranet, World Wide Web
   1.7 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 Disk Operating System (DOS)
       2.4.1 Introduction to DOS
       2.4.2 Physical Structure of the disk
       2.4.3 Types of DOS commands
       2.4.4 Concept of File and Directory
       2.4.5 System files of Ms-DOS and their functions
       2.4.6 Creating and Using AUTOEXEC.BAT and CONFIG.SYS files
   2.5 Windows
       2.5.1 Introduction to Windows Operating System
             2.5.1.1 Basic Windows Elements - Desktop, Taskbar, My Computer,
                     Recycle Bin,
             2.5.1.2 Booting up and shutting down Windows
             2.5.1.3 File Management with Windows Explorer
             2.5.1.4 Windows applications - Control Panel, Character Map, Paint, etc.
             2.5.1.5 Finding files of folders and saving the result
             2.5.1.6 Starting a program by command line operation

2.5.1.7 Changing Window settings
    2.5.1.7.1 Adding/Removing programs to/from Start Menu
    2.5.1.7.2 Clearing the contents of document menu
    2.5.1.7.3 Customizing the taskbar
    2.5.1.7.4 Control panel items : Date and Time, Keyboard, Mouse, Multimedia, Fonts, Display, Printer, Modem
2.5.1.8 Creating shortcut (icons) on desktop
2.5.1.9 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
    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 and 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 Creating Newspaper Style Documents Using Column
    3.3.11 Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols and Organization Chart
    3.3.12 Opening and Saving different types of document
    3.3.13 Changing Default settings
    3.3.14 Mail Merge
    3.3.15 AutoCorrect, Spelling and Grammar Checking, and Thesaurus
    3.3.16 Customizing Menu and toolbars
    3.3.17 Security Technique of Documents
    3.3.18 Master Document, Cross Reference, Index, Table of Content, Bibligraphy
    3.3.19 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 applications (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 Formatting Cells (Font, Border, Pattern, Alignment, Number & Protection)
    4.4.5 Formatting Rows, Column and Sheets

4.4.6 Using Formula - Relative Cell and Absolute Cell Reference
4.4.7 Using basic Functions
4.4.8 Generating Series
4.4.9 Changing default options
4.4.10 Sorting and Filtering Data
4.4.11 Summarizing Data with Sub Totals
4.4.12 Creating Chart
4.4.13 Inserting Header and Footer
4.4.14 Spell Checking
4.4.15 Customizing Menu and Toolbars
4.4.16 Importing from and Exporting into other Formats
4.4.17 Page Setting, Previewing and Printing
4.4.18 Goal seek, Pivot table, Scenario

5. **Database Management System**
   5.1 Database System
   5.2 Introduction to Data and Database
   5.3 Basic Concept of Tables, Fields and Records
   5.4 Table Relationship
   5.5 Introduction to Ms-Access
   5.6 Creating, Modifying and Deleting Tables and Formatting and Validating Fields Data
   5.7 Creating, Modifying, Deleting and Using Simple Queries

6. **Presentation System**
   6.1 Creating, Opening and Saving Slides
   6.2 Formatting Slides
   6.3 Slide Show, Slide layout, Slide transition, Animation
   6.4 Inserting Clip Art, Picture, Table, Chart Graphs, Organization Chart, etc.

7. **Web page Designing**
   7.1 Introduction to Web page, WWW
   7.2 Introduction to HTML

8. **IT in Nepal and Related Legislation**
   8.1 History of IT in Nepal
   8.2 Current IT Policy of Nepal
   8.3 Copyright Act, 2059
   8.4 Electronic Transaction Act, 2063
   8.5 Uses of Computers and Software Development

9. **General Awareness (सामान्य ज्ञान)**
   9.1 नेपालको भौगोलिक, ऐतिहासिक, सामाजिक, राजनैतिक र आर्थिक अवस्था बारे जानकारी
   9.2 राष्ट्रिय र अन्तर्राष्ट्रिय महत्वका समसामयिक घटना तथा नवीनतम गतिविधिहरु
   9.3 नेपाल इन्टरमोडल यातायात विकास समिति सम्बन्धी जानकारी
   9.4 नेपाल इन्टरमोडल यातायात विकास समितिको कर्मचारी सेवा (शर्त) नियमावली, २०५६
   9.5 मालसामानको बहुविधिक ढुवानी ऐन, २०६३