

नेपाल सरकार  
गृह मन्त्रालय  
सशस्त्र प्रहरी बल प्रधान कार्यालय  
(मानवश्रोत विकास विभाग, भर्ना तथा छनौट शाखा)

प्राविधिक सशस्त्र प्रहरी सहायक निरीक्षक कम्प्यूटर तर्फ (सर्व असिस्टेन्ट नेटवर्क एडमिनिस्ट्रेटर, सर्व असिस्टेन्ट सर्भर एडमिनिस्ट्रेटर, असिस्टेन्ट GIS टेक्निसियन, असिस्टेन्ट हार्डवेयर टेक्निसियन, मल्टिमिडिया वेब पेज डिजाइनर, कम्प्यूटर सर्व ओभरसियर) पदको खुल्ला प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

लिखित परीक्षा पूर्णाङ्क :- ५०

लिखित परीक्षा योजना (Examination Scheme)

| विषय               | पूर्णाङ्क | उत्तीर्णाङ्क | परीक्षा प्रणाली                       | प्रश्न संख्या X अङ्कभार | समय      |
|--------------------|-----------|--------------|---------------------------------------|-------------------------|----------|
| कम्प्यूटर सम्बन्धी | ५०        | २०           | वस्तुगत बहुवैकल्पिक (Multiple Choice) | ५० X १ = ५०             | ४५ मिनेट |

**1. Computer Fundamentals**

**14x1=14**

- 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.)
    - 1.2.2.6. Others:- Network card, Modem, Sound card, etc.
  - 1.2.3. Software
    - 1.2.3.1. Definition & Types of Software
    - 1.2.3.2. Programming Language
  - 1.2.4. Liveware
  - 1.2.5. Firmware and Cache Memory
- 1.3. Setting & 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. File Management basic:
  - 1.6.1. Physical Structure of the disk
  - 1.6.2. Concept of File and folder
  - 1.6.3. Wildcards and Pathname
  - 1.6.4. Type of file and file extensions
- 1.7. Computer Networking
  - 1.7.1. Introduction to Networking
  - 1.7.2. Types of Network (LAN, MAN, WAN etc)
  - 1.7.3. Concept of E-mail/ Internet/ Extranet/ Intranet, World Wide Web (WWW)
  - 1.7.4. Familiarity with internet browsers (e.g. Internet explorer, Firefox, Opera, Safari, Google Chrome etc)
- 1.8. Introduction to ASCII and Unicode Standards
- 1.9. Electronic Transaction Act 2008

## 2. Operating System

5x1=5

- 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
  - 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
    - 2.5.2.3. File Management with Windows Explorer
    - 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
    - 2.5.2.6. Starting a Program by command line operation
    - 2.5.2.7. Changing window settings
      - 2.5.2.7.1. Adding/ Removing Programs
      - 2.5.2.7.2. Clearing the contents of document menu
      - 2.5.2.7.3. Customizing the taskbar
      - 2.5.2.7.4. Control panel items
    - 2.5.2.8. Creating shortcut (icons) on desktop
    - 2.5.2.9. System tools:- disk scanning, disk defragmenter, backup, restore, format

## 3. Word Processing

14x1=14

- 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 Txt (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. 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 & Organization Chart
  - 3.3.12. Opening & Saving Different types of document
  - 3.3.13. Changing Default settings
  - 3.3.14. Mail Merge
  - 3.3.15. Auto Correct, Spelling and Grammar Checking and Thesaurus
  - 3.3.16. Security Technique of Documents
  - 3.3.17. Setting Page Layout, Previewing and Printing Documents

#### 4. Electronic Spreadsheet

12x1=12

- 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. Generating Series
  - 4.4.10. Changing default options
  - 4.4.11. Sorting and Filtering Data
  - 4.4.12. Summarizing Data with Sub Totals
  - 4.4.13. Creating Chart
  - 4.4.14. Inserting Header and Footer
  - 4.4.15. Spell Checking
  - 4.4.16. Importing from and Exporting into other Formats
  - 4.4.17. Page Setting, Previewing and Printing

#### 5. Database System

3x1=3

- 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/ Forms/ Repots

#### 6. Presentation System

2x1=2

- 6.1. Introduction to presentation application
  - 6.1.1. Creating, Opening & Saving Slides
  - 6.1.2. Formatting Slides
  - 6.1.3. Slide Show
  - 6.1.4. Animation
  - 6.1.5. Inserting Built-in picture, Table, Chart, Graphs, Organization Chart etc.

---The end---

