



बागलुङ नगरपालिका

नगर कार्यपालिकाको कार्यालय

बागलुङ

फ्याक्स नं. ०६८-५२०९३९

५२०२३९, ५२०३०९

फ्याक्स नं. ०६८-५२०९३९

मिति : २०७९.१५.१५

विषय : पाठ्यक्रम तथा परिक्षा तालिका सम्बन्धी सूचना

बागलुङ नगरपालिका नगर कार्यपालिकाको कार्यालयबाट विभिन्न मितिमा प्रकाशित विज्ञापन अनुसारका देहायका पद तथा तहका लागी देहाय बमोजिमको पाठ्यक्रम निर्धारण गरिएको छ । उल्लेखित विज्ञापन अनुसारका पद तथा तहका लागी देहायको मिति, समय र स्थानमा पहिलो चरणको लिखित परिक्षा संचालन हुने व्यहोरा सम्बन्धित सबैको जानकारीको लागी यो सूचना प्रकाशित गरिएको छ ।

१. कम्प्युटर अपरेटर सहायक पाँचौँको पाठ्यक्रम

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

नि. प्रमुख प्रशासकीय अधिकृत



बागलुङ नगरपालिका

नगर कार्यपालिकाको कार्यालय

बागलुङ

०६८-५२०१३१

५२०२३१, ५२०३०९

फ्याक्स नं. ०६८-५२०१३१

- 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. Database System

- 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

नि. प्रमुख प्रशासकीय अधिकृत



बागलुङ नगरपालिका

नगर कार्यपालिकाको कार्यालय

बागलुङ

फ्याक्स नं. ०६८-५२०९३९
५२०२३९, ५२०३०९

5.3.6. Creating, Modifying, Deleting and Using simple Queries / Forms / Reports

6. Presentation System

- 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

- 7.1. Introduction to Web Page and CMS (Content Management System)
- 7.2. Designing Simple Webpage with HTML
 - 7.2.1. HTML Document
 - 7.2.2. HTML Tags
 - 7.2.3. Working with Text, Hyperlinks, Images, Lists, Forms, Tables, Frames, etc.
- 7.3. Familiarity with Cascading Style Sheet, Rich Site Summary and social networking
- 7.4. Use of Social Media in governance
 - 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

- 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

- 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

नि. प्रमुख प्रशासकीय अधिकृत



बागलुङ नगरपालिका

नगर कार्यपालिकाको कार्यालय

बागलुङ

०६८-५२०१३१

५२०२३१, ५२०३०९

फ्याक्स नं. ०६८-५२०१३१

10. Hardware Maintenance and Troubleshooting

- 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

- 11.1. ICT 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. National Information Technology Center / Government Integrated Data Center
 - 11.5.4. Security Operation/Monitoring Center

२. कम्प्युटर सहायक, सहायक चौथोको पाठ्यक्रम

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

नि. प्रमुख प्रशासकीय अधिकृत



बागलुड नगरपालिका

नगर कार्यपालिकाको कार्यालय

बागलुड

०६८-५२०१३१

५२०२३१, ५२०३०९

फ्याक्स नं. ०६८-५२०१३१

- 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

नि. प्रमुख प्रशासकीय अधिकृत



बागलुङ नगरपालिका

नगर कार्यपालिकाको कार्यालय

बागलुङ

०६८-५२०१३१

५२०२३१, ५२०३०९

फ्याक्स नं. ०६८-५२०१३१

4.12. Importing data from and Exporting into other formats

4.13. Familiarity with Devanagari fonts

5. Database System

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

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. Computer Network

7.1. Basic Networking: definition, types, and topologies

7.2. Connectivity and media: Network cables and connectors

7.3. Introduction to Network Devices (Hub, Switch, Router, Gateway etc.)

7.4. Network cabling and cable testing

7.5. Familiarity with IP Addressing, subnet mask, gateway, DNS, static and dynamic address assignment

7.6. Application of Network utilities (e.g. IPCONFIG, PING, TRACERT, NSLOOKUP)

7.7. Concept of E-mail / Internet / Extranet/Intranet, World Wide Web (WWW)

7.8. Familiarity with internet browsers (Internet explorer, Firefox, Opera, Safari, Google Chrome, etc.)

8. Cyber Security

8.1. Introduction to Cyber Security

8.2. Common security threats: Social engineering; Distributed Denial of Services; Malwares: Phishing, Spyware, Viruses, Worms, Trojans, etc.

8.3. Security Mechanisms

8.3.1. Identity and Access Control

8.3.2. Use of Firewalls, IDS and IPS

8.3.3. Email Filtering

8.3.4. Use of antivirus software

9. Relevant Legislations and Institutions

9.1. Major objectives and goals of ICT Policy, 2072

9.2. Introduction and important provisions of Electronic Transaction Act, 2063

9.2.1. Preamble

9.2.2. Provisions related to electronic record and digital signature

9.2.3. Provisions relating to Controller and Certifying Authority

नि. प्रमुख प्रशासकीय अधिकृत



बागलुङ नगरपालिका

नगर कार्यपालिकाको कार्यालय

बागलुङ

फ्याक्स नं. ०६८-५२०१३१

५२०२३१, ५२०३०९

फ्याक्स नं. ०६८-५२०१३१

9.2.4. Electronic records and Government use of Digital Signature

9.2.5. Offence Relating To Computer 9.3. Roles of related Institutions:

9.3.1. Ministry of Communication and Information Technology

9.3.2. Department of Information technology

9.3.3. National Information Technology Center / Government Integrated Data Center

३. परिक्षा तालिका

वि.नं.	पद तथा तह	लिखित परिक्षा मिति	समय	स्थान	कैफियत
२/०७८/०७९	कम्प्युटर सहायक, सहायकस्तर चौथो	२०७९/५/२१	बिहान ८.बजे	रुद्रेपिपल मा.वि.वा.न.पा. २ रुद्रेपिपल	
३/०७९/०८०	कम्प्युटर अपरेटर, सहायक पाँचौ	०२०७९/५/२२	बिहान ८.बजे	रुद्रेपिपल मा.वि.वा.न.पा. २ रुद्रेपिपल	

नोट : पहिलो चरणको लिखित परिक्षामा उत्तिर्ण भएका उमेदवारहरुलाई मात्र दोश्रो चरणको प्रयोगात्मक परिक्षामा सहभागि गराईनेछ ।


नि. प्रमुख प्रशासकीय अधिकृत