

**नेपाल आयल निगम लि.**  
आन्तरिक प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

पद: सहायक प्रबन्धक      तह: ६ (छैठौं)      सेवा: प्राविधिक      समूह: इन्जिनियरिङ - कम्प्युटर  
परीक्षाको किसिम:      लिखित

पत्र	विषय	पूर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या	अंकभार	समय
	सेवा सम्बन्धि	१००	बस्तुगत बहुउत्तर	२५	२५ X ४ = १००	१ घण्टा ३० मिनेट

**सेवा सम्बन्धि**

१. Computer Fundamentals: Definition, History, Generation, Characteristics, Types & Applications.
२. Data and Data Processing.
३. Hardware: Definition of Hardware, Input Unit (Keyboard, Mouse, Scanner etc.), Output Unit (Monitor, Printer etc.), Center Processing Unit (Arithmetic Logic Unit - ALU, Control Unit - CU, Memory Unit - MU)
४. Storage Devices: Primary & Auxiliary Memory (Floppy Disk, Hard Disk, Compact Disk, Zip Disks, Cartridge Tape etc.)
५. Other: Network Card, Modem, Sound Card etc.
६. Software: Definition & Types of Software, Programming Language (Visual Basic Programming Language, "C" Programming Language).
७. Communication Systems: Introduction, Noise, Different Modulation, Techniques
८. Liveware, Firware and Cache Memory.
९. Concept of Computer Viruses and Remedies.
१०. IT Policy of Nepal, २०००
११. Networking: Intorduction to Networking, Types of Network (LAN, MAN, WAN), Concept of Network Media, Topology and protocol, Dial-Up Networking, Setting up Microsoft networ, Concept about E-mail/ Internet/ Extranet/ Intranet
१२. Operating System: Introduction to Operating System, Types of Operating system, Functions of Operating System, Memory Management, Use of common DOS commands.
१३. Concept to File, Directory and Pathname.
१४. Windows: Intorduction to GUI, Intorduction of windows Operating System, Basic Windows Elements-Desktop, Taskbar, My Computer, Recycle Bin, Control Pannel, Calculator, Character Map, System Tools (Scandisk, Disk Defragmenter, Drive Space, Backup, Format) etc. Starting and Shutting Down windows. File Management with Windows Explorer.
१५. Word Processing: Concept of word Processing, Intorducting to MS Word, Creating, Saving and Opening the Documents, Formatting Text (Font, Size, Color, Alignment, Line & Paragraph Spacing), Finding and Replacing Text, Spell Checking, Auto Correct, Spelling and Grammer Checking, Thesaurus, Creating Lists with Bullets and Numbering, use of Indentation and Tab Setting, Creating and Manipulating Tables, Borders and Shading, Mail Merge, Security Techniques of Documents, Master Document, Cross Reference, Index, Table of Content, Setting Page layout, Inserting Header and Footer, Footnotes, page Break, Pictures, Symbols, Previewing and printing Documents.
१६. Electronic Spreadsheet: Concept of Electronic Spreadsheet, Introduction of MS Excel, Orgainzation of Excel Spreadsheet (Cell, Rows, Columns, Worksheet, Workbook), Editing, Copying, Moving, Deleting Cell contents, Formatting (Row, Column and Sheets), Generating Series, Summarizing Data with Sub Totals, Sorting and Filtering Data, Creating and Editing Pivot Table, Creating Charts

१७. Database System: Introduction to Data, Database, DBMS, RDBMS, Basic concept of Tables, Fields, Records, Relationships and Indexing, Data Types, Creating, Modifying & Deleting Tables and Formatting & Validating Field Data, Creating, Modifying, Deleting & Using Simple Queries, Creating, Modifying & Deleting Forms, Reports, Macros
१८. Presentation System: Introduction to Power Point, Creating, Opening & Saving Slides, Formatting Slides, Slide Show, Inserting Clip Art, Picture, Table, Chart, Graphs, Organization Chart, Etc.
१९. Web Page Designing: Introduction to Web Page, WWW, Client Server/Web Server, Front Page, Introduction to HTML, HTML/Document, Tags, Skeleton & Flesh, Text, Hyperlinks, Images, Lists & forms, Tables, Frames, Style Sheet