

सुचना प्रविधि सहायक (पाचौं तह) को खुल्ला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम एवं परीक्षा प्रणाली

पाठ्यक्रमको रूपरेखा:- संयुक्त रूपमा परीक्षा प्रणाली निम्नानुसार हुनेछ ।

१. प्रथम चरण: लिखित

पूर्णांक: १००

लिखित परीक्षा योजना (written Examination Scheme): (क) नेटवर्किंग गरिएको कम्प्युटरको माध्यमबाट (कम्प्युटरमा आधारित Computer Based) वा (ख) उत्तर पुस्तिका हातले लेखेर बुझाउने गरी (क) वा (ख) दुई मध्ये एक तरिकाबाट लिखित परीक्षा संचालन हुनेछ ।

पत्र/विषय	पूर्णांक	उत्तिर्ण अंक	परीक्षा प्रणाली	प्रश्न संख्या×अंक	समय
सेवा तथा कानून सम्बन्धी सामान्य बौद्धिक परीक्षण (Service and law related General Mental Ability Test)	१००	४०	बस्तुगत (Objective) बहुवैकल्पिक (Multiple Choice Questions)	५०×२ अंक	४५ मिनेट
कुल पूर्णांक	१००	४०			

२. द्वितीय चरण:-

पूर्णांक:-३०

समय:-३० मिनेट

प्रथम चरणमा उत्तिर्ण भएका निश्चित संख्याका उम्मेदवारहरूको लागी मात्र क्षमता तथा सीप परीक्षण हुनेछ । लिखित परीक्षामा उत्तिर्ण निश्चित संख्याका उम्मेदवारहरूको अन्तर्वार्ता भन्दा पहिले सीप परीक्षण गरिनेछ । जसको लागी पदपूर्ति समितिले निर्धारण गरेको स्वास्थ्य बीमा बोर्डको सुचना प्रविधि संग सम्बन्धित समस्यामूलक कार्य सम्पन्न गर्न लगाईनेछ ।

३. तेश्रो चरण:- व्यक्तिगत अन्तर्वार्ता (मौखिक)

२० अंक

थप जानकारीको लागी:

- संयुक्त परीक्षा प्रणाली अन्तर्गतको प्रथम चरणको लिखित परीक्षामा उत्तिर्ण उम्मेदवारहरूको मात्र दोश्रो चरणको कम्प्युटर सीप तथा क्षमता परीक्षण सम्बन्धि परीक्षा हुनेछ ।
- लिखित परीक्षाको प्रश्नावली बस्तुगत मात्र हुनेछ र लिखित परीक्षाको माध्यम नेपाली वा अंग्रेजी हुनेछ । कम्प्युटर माध्यमबाट लिखित परीक्षा संचालन भएको अवस्थामा तोकिएको संकेत चिन्ह लगाउनु पर्नेछ भने हातले उत्तर लेख्नु परेमा उत्तर (कि) मा A, B, C, D लेख्ने वा गोलो घेरा © लगाउनु पर्नेछ ।
- बस्तुगत बहु वैकल्पिक प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तरको २०% अंक कट्टा गरिनेछ तर उत्तर नदिएमा त्यस बापत अंक दिईने छैन र अंक कट्टा पनि गरिने छैन ।
- परीक्षामा सोधिने प्रश्न संख्या, अंक र अंकभार पत्र/विषयको विषय बस्तु (पाठ्यबस्तु) मा दिईए अनुसार हुनेछ ।
- प्रथम चरणमा सफल उम्मेदवारहरूको मात्र दोश्रो चरणको कम्प्युटर सीप तथा क्षमता परीक्षण भए पश्चात मात्र अन्तिम चरणको अन्तर्वार्तामा सम्मिलित गराईनेछ र ३ बटै परीक्षाको कुल अंकको आधारमा अन्तिम नतिजा प्रकासन गरिनेछ ।
- पाठ्यक्रम, परीक्षा योजना लगायत सम्पूर्ण अधिकार पदपूर्ति समितिमा निहित हुनेछ कुनै विवाद र अस्पष्टता भएमा पदपूर्ति समितिको निर्णय अन्तिम हुनेछ ।



1. Computer Fundamentals

४×२=८

- 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

४×२=८

- 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
 - 2.5.9 Creating shortcut (icons) on desktop
 - 2.5.10 System tools: disk scanning, disk defragmenter, backup, restore, format

3. Word Processing

५×२=१०

- 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

४×२=८

- 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

४×२=८

- 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

२×२=४

- 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.

(२)



7. Web Designing and Social Media

४×२=८

- 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

५×२=१०

- 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

४×२=८

- 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

10. Hardware Maintenance and Troubleshooting

५×२=१०

- 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

५×२=१०

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

१२. स्वास्थ्य बीमा सम्बन्धी ऐन, नियम तथा अवलम्बन गरेको प्रणाली

४×२=८

१२.१ स्वास्थ्य बीमा ऐन, २०७४ र नियमावली, २०७५,

१२.२ स्वास्थ्य बीमा बोर्ड र यसले संचालन गरेको E-MIS सम्बन्धी जानकारी,

१२.३ स्वास्थ्य बीमा बोर्डको डाटा रास्ट्रिय परिचय पत्र संग आवद्धता सम्बन्धी जानकारी



नेपाल सरकार
स्वास्थ्य बीमा बोर्ड

सूचना प्रविधि सहायक (पाँचौं तह) को खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम एवं परीक्षा प्रणाली

कम्प्युटर सीप तथा क्षमता परीक्षण परीक्षाको पाठ्यक्रम

किसिम: प्रयोगात्मक

समय: ३० मिनेट

पूर्णाङ्क: ३०

प्रयोगात्मक परीक्षाको प्रश्न संख्या

SN	Topics	No. of Questions	Marks	Time
1.	Word Processing	1	8	30 Minutes
2.	Electronic Spreadsheet	1	8	
3.	Power point	1	2	
4.	Database Management System	1	5	
5.	Web Designing & Social Media	1	5	
6.	Networking System	1	2	
Total		6	30	

द्रष्टव्य: एउटा प्रश्नमा एक भन्दा बढी उपप्रश्नहरू सोध्न सकिनेछ।

R. H. M. V.

(२)