

नेपाल सरकार
स्वास्थ्य बीमा बोर्ड

स्वास्थ्य सेवा, तह ५, सूचना प्रविधि सहायक पदको खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम
पाठ्यक्रमको रूपरेखा:- यस पाठ्यक्रमको आधारमा निम्नानुसारका चरणमा परीक्षा लिइने छ :
प्रथम चरण :- अन्तर्वार्ता पूर्णाङ्क :- ४०

परीक्षा योजना (Examination Scheme)

विषय	पूर्णाङ्क	परीक्षा प्रणाली	समय
व्यक्तिगत अन्तर्वार्ता	४०	मौखिक	-

पाठ्यक्रमका विषयवस्तु:

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
 - 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

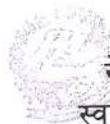


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- 3.3 Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars)
- 3.4 Copying, Moving, Deleting and Formatting text (Font, Size, Color, Alignment, line & paragraph spacing); Finding and Replacing text; Setting Page Layout
- 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
 - 5.3.6 Creating, Modifying, Deleting and Using simple Queries / Forms / Reports



देऊ, काठमाडौं
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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

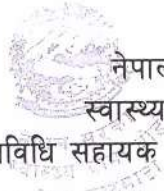
- 8.1 Basic Networking: definition, types, and topologies
- 8.2 Connectivity and media: Network cables and connectors
- 8.3 Introduction to Network Devices (Hub, Switch, Router, Gateway etc.)
- 8.4 Network cabling and cable testing
- 8.5 Familiarity with IP Addressing, subnet mask, gateway, DNS, static 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

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



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- 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
- 11.6 स्वास्थ्य बीमा ऐन, २०७४ र नियमावली, २०७५.
- 11.7 बिपन्न कार्यक्रम अन्तर्गत दिईदै आएका कडा रोगहरुको उपचार खर्च स्वास्थ्य बीमामा आबद्ध गर्ने कार्यविधि २०७८,
- 11.8 स्वास्थ्य बीमा बोर्ड र यसले संचालन गरेको E-MIS सम्बन्धी जानकारी,
- 11.9 स्वास्थ्य बीमा बोर्डको डाटा रास्ट्रीय परिचय पत्र संग आबद्धता सम्बन्धी जानकारी
