

मधेश विश्वविद्यालय, वीरगंज, पर्सा  
प्राविधिक तर्फ प्राविधिक सहायक (कम्प्यूटर अपरेटर पाँचौं र चौथौं) पद वा सो सरह पदको लिखित परीक्षाको  
पाठ्यक्रम-२०८३  
लिखित परीक्षा पाठ्यक्रम-२०८३

पत्र र विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या र अंक	समय
General Awareness & Reasoning test and Technical Subject	५०	२४	बस्तुगत	२०x१=२०	३० मिनेट
			विषयगत	४x५=२० १x१०=१०	१:१५ घण्टा

**द्रष्टव्यः**

- लिखित परीक्षाको लागि ५० पूर्णाङ्कको विषयगत र बस्तुगत पत्रहरु छुट्टाछुट्टै हुनेछ ।
- प्रश्न उत्तरको माध्यम अंग्रेजी वा नेपाली हुनेछ ।

**1. General Awareness (10 Marks)**

- Physical, Socio-Cultural and Economic geography and demography of Nepal
- Fundamentals of Management: planning, organizing, directing, controlling, coordinating, decision making, motivation & leadership
- Natural Resources of Nepal
- Information on sustainable development, environment, pollution, climate change, biodiversity, Science & Technology
- Current affairs of national & international importance
- Functional Scope of University of Nepal

**2 General Reasoning Test (10 Marks)**

- Logical Reasoning: verbal ability, alphanumeric series, assertion & reason, order & Ranking, Distance & Directions, Coding-Decoding, Reasoning analogies, input-output, Venn-diagram, Analytical & Logical Reasoning
- Numerical Reasoning: Arithmetical Reasoning, Fraction percentage, Arithmetic Series, Analogy, Profit & loss, Time & Work, Date & Calendar, Data interpretation & Data verification, percentage, Ratio
- Spatial Reasoning: Figure Series & Analogy, Figure classification & Matrix, Mirror & Water image, Cubes & dices, Paper folding & Cutting, Pattern Images, embedded images, image formation & analysis

**3 Technical Subject**

**3.1 Computer Fundamentals (10 Marks)**

- Introduction to Computer System
- Basic Introductions of Hardware & Software
- Computer Memory: Introduction of Memory, Classification of Memory, Storage Devices, ALU, Register, CU
- Input/output Devices: Introduction of I/O Devices, Classifications of I/O Devices, Uses of I/O devices, Importance of I/O devices,
- Operating Systems and applications program,
- Computer System Configurations & Troubleshooting
- Computer virus and impact on hardware & Software

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पाठ्यक्रम-२०८३

### **3.2 Operating System & Office Packages (10 Marks)**

- Introduction to Operating System, Types of Operating System, Functions of Operating System, Command Line Operation, Windows Operating System, File Management
- Word Processing Concept: Creating Files, Saving, Opening, Preview Documents & Printing, Concept of Tables, Paragraphs, Bullets & Numbering, File Copying, Moving, Deleting, Formatting, Setting Page Layout
- Concept of Electronic Spreadsheet, organizing, creating, editing, copying, moving, deleting, alignment, sorting & filtering, creating chart, inserting header & footer, file importing & exporting, mail merge concept, Digital Signature Concept
- Introduction to Database system, basic concept of table, fields, Record, Relationship, Indexing, Data types, Forms, Reports, Queries
- Concept of Presentation system, introduction & classification of web designing, introduction, application & operations of Social media platform, Basic Concept of computer networking & connectivity, Concept of Email, Network devices, Network cabling, IP Addressing, Internet Browser, Cloud-Based Services

### **3.3 Hardware Maintenance & Troubleshooting (10 Marks)**

- Configuration of Power supply, motherboard, Bios Setting, input & Output Devices, UPS
- Troubleshooting of Connectivity, its peripheral
- Types & features of display devices
- Concept of Connectors
- Windows Installation & Troubleshooting
- Installation of Device Drivers, Configurations, installation of Application programs and System Restore
- Data Backup, Recovery concept & method

**The End**