

**त्रि. वि. सेवा आयोग**  
**खुल्ला प्रतियोगिता अन्तर्गत विभिन्न प्रशासनिक पदहरूको कम्प्युटर प्रयोग सम्बन्धी**  
**ज्ञानको प्रयोगात्मक परीक्षाको पाठ्यक्रम**

त्रिभुवन विश्वविद्यालयको दैनिक प्रशासनिक कार्यलाई समसायिक परिमार्जन गर्दै चुस्त दुरुस्त र अभ्क प्रभावकारी र वैज्ञानिक वनाउदै लैजान आवश्यक भएकोले कार्यालय सहायक वा सो सरह र सो भन्दा माथिका पदहरू (प्राविधिक पद बाहेक) का लागि खुल्ला प्रतियोगिता अन्तर्गत स्थायी पदपूर्ति गर्दा कम्प्युटर प्रयोग सम्बन्धी ज्ञानको परीक्षण गर्न कम्प्युटर प्रयोग सम्बन्धी पाठ्यक्रमको व्यवस्था गरिएको छ । प्रस्तुत पाठ्यक्रमको प्रयोग पछि विश्वविद्यालय प्रशासनमा कार्य सम्पादनमा नविनतम प्रविधिको प्रयोग गर्न सक्षम जनशक्तिको उपलब्धता हुनेछ । तसर्थ प्रस्तुत पाठ्यक्रमलाई क्रमशः सेवा प्रवेशको पूर्वशर्त (Pre-requisite) को रूपमा राखिएको छ ।

यस व्यवस्था अनुसार कम्प्युटर प्रयोग सम्बन्धी ज्ञानको परीक्षण गरि योग्य ठहरिएका उम्मेदवारलाई मात्र लिखित परीक्षामा सम्मिलित गराइनेछ । यस किसिमको परीक्षामा कम्प्युटर प्रयोग सम्बन्धी आधारभूत ज्ञानको क्षेत्रबाट २० मिनेट देखि १ घण्टासम्मको परीक्षा उम्मेदवारले कम्प्युटरवाटै दिनु पर्नेछ । कम्प्युटर प्रयोग सम्बन्धी ज्ञानको परीक्षाको पूर्णाङ्क सवै पदका निमित्त ५० र उत्तिर्णाङ्क २० हुनेछ । कम्प्युटर प्रयोगसम्बन्धी ज्ञानको परीक्षामा २० अङ्क प्राप्त गरेका सवै उम्मेदवारलाई लिखित परीक्षामा सम्मिलित गराइनेछ । प्रत्येक पदमा आवेदन दिने उम्मेदवारहरूले आवेदित पदमा छुट्टा छुट्टै प्रयोगात्मक परीक्षा दिनु पर्नेछ । जुन पदमा आवेदन दिएको हो सो पदको प्रयोगात्मक परीक्षामा उत्तिर्ण नभएमा उक्त पदको लिखित परीक्षामा सामेल गराइने छैन । कम्प्युटर प्रयोगसम्बन्धी ज्ञानको परीक्षामा प्राप्त गरेको अङ्क अन्यत्र कतै प्रयोग हुने छैन ।

**त्रि. वि. सेवामा कार्यालय सहायक वा सो सरह र मुख्य कार्यालय सहायक वा सो सरहका पदको कम्प्युटर प्रयोग सम्बन्धी ज्ञानको प्रयोगात्मक परीक्षाको पाठ्यक्रम**

**1. Operating systems and their installations**

- introduction, Types and functions of operating system

**Microsoft windows**

- Elements of windows

- Desktop, taskbar, My computer, Recycle bin, Briefcase

- Starting and shutting down windows

- folders and file managements with Windows Explorer

- Customizing windows-Installing Fonts, Display setting, Installing and Un-stalling software.

- Windows Application

- Notepad, Word Pad, Ms-paint, Ms dos prompt, calculator

**2. Application Programs and installation**

(a) Microsoft office

• **Ms Word**

Introduction, Creating Saving and Opening the document.

Ms Word Environment ( Menu, Toolbars, Status bar, Rulers, Scroll Bar etc.)

Coping, Moving, Deleting and Formatting Tex

Using Various Nepali Fonts

3. **Printer and Scanner**

Printer/Scanner Installation : Printer /Scanner Driver, Default Printer Printing of Documents using different types of printers, Scanning of documents, photographs and use of scanned documents and photos.

**Evaluation methods**

Practical test of all the topics

## Essential computer knowledge and skill for TU Staffs (Officer Level)

### General Administration

- Basic Knowledge of operating systems  
eg. Microsoft Windows and their versions .
- Detail knowledge of essential application programs  
eg. (a) Microsoft office package (Ms Word, Ms excel, Ms Power point)  
and Ms Access.  
(b) Data Base programs (DBase or FoxPro)  
(c) Essential Photo editing programs  
(Point brass, Adobe Photoshop, Macromedia freehand package  
etc.
- Should have the knowledge to backup data and store them for further uses .
- Printing and scanning knowledge.

### Evaluation methods

Practical test of all the topics

- Typing letters using word
  - Maintain the database of TU staffs using Ms Excel
- Design a cover page of a magazine to be published by TU using your desire program
- TU is planning to replace conventional Type ID card of staffs and students by PVC laminated card. So using any software design the card to discuss and modify them it necessary.
- Make a small program to search the individual data in a computer. The data of staff is in dbase system.
- You are asked to prepare slides of TU structure and present in a seminar, so prepare necessary slides.
- Design a calendar of TU of an academic year .

# Essential computer knowledge and skill for TU Staffs (Officer Level)

## Courses for Account Officer

- Basic Knowledge of operating systems  
eg. Microsoft Windows and their versions .
- Detail knowledge of essential application programs  
eg. (a) Microsoft office package (Ms Word, Ms excel, Ms Power point) and Ms Access.  
(b) Data Base programs (DBase or FoxPro)  
(c) Essential Photo editing programs  
(Point brass, Adobe Photoshop, Macromedia freehand package etc.
- Should have the knowledge to backup data and store them for further uses .
- Printing and scanning knowledge.
- Should be able to generate the balance sheet, using computer.
- Should have the knowledge of statistical analysis package.
- Should be able to check any financial data prepared by sub-ordinate staffs.
- should be able to make small programs (Proprietary type package) using
  - (a) Ms Access
  - (b) Ms excel
  - (c) DBase
  - (d) FoxPro, etc

Which will be helpful for checking and searching the individual data of any one quickly . eg. salary status, service years, provident fund, loan etc.

- Printing and scanning knowledge.

## Evaluation methods

Practical test of all the topics

Example

Using Ms Excel prepare the list of staffs of any campus and arrange them in (a) Alphabetical order (b) their status (c) salary (d) sex and (e) Phone number .

- Type an invitation letter to VC, Rector and Registrar to attend the campus day ceremony.
- You are asked to make a statistical data of the current financial condition of your campus. Use any program to generate the statistical data and essential graphs.
- Make a salary sheet of a campus.
- Develop a small program to quarry the salary sheet and get a person's detail status.