



पोखरा विश्वविद्यालय
सेवा आयोगको कार्यालय
Pokhara University Services Commission

से. आ. च. नं.:

मिति: २०८० मिति: २७

पोखरा विश्वविद्यालय
सेवा आयोगको कार्यालयको

खुल्ला प्रतियोगिताको प्रयोगात्मक परीक्षा र शीप परीक्षण सम्बन्धि सूचना

पोखरा विश्वविद्यालय सेवा आयोगद्वारा मिति २०७८ फागुण १० गते प्रकाशित खुल्ला प्रतियोगिताको विभिन्न प्रशासनिक पदहरूका लिखित परीक्षाबाट योग्यताक्रमानुसार अन्तरवार्ताका लागि छनौट भएका विज्ञापन नं. ८/०७८/०७९ मुख्य सहायक प्रयोगशाला र विज्ञापन नं. ११/०७८/०७९ सहायक प्रयोगशाला पदहरूको प्रयोगशाला परीक्षा विभूवन विश्वविद्यालय रसायनशास्त्र केन्द्रिय विभाग किर्तिपुरमा मिति २०८० भाद्र ७ गते दिउँसो १२.०० देखि, विज्ञापन नं. ७/०७८/०७९ मुख्य सहायक प्रविधिक कम्प्युटर र विज्ञापन नं. १०/०७८/०७९ सहायक कम्प्युटर विषयको मिति २०८० भाद्र ८ गते दिउँसो १२.०० देखि नेपाल कलेज अफ इन्फरमेशन टेक्नोलोजी (NCIT) बालकुमारी ग्वार्को, ललितपुरको कम्प्युटर ल्याबमा हुनेछ। साथै, विज्ञापन नं. १/०७८/०७९, २/०७८/०७९, ३/०७८/०७९, ५/०७८/०७९, ६/०७८/०७९, ८/०७८/०७९, ९/०७८/०७९ र ११/०७८/०७९ खुल्ला प्रतियोगिताका उम्मेदवारहरूको कम्प्युटर ज्ञान (शीप) परीक्षण मिति २०८० भाद्र ९ गते शनिवार दिउँसो १२.०० देखि नेपाल कलेज अफ इन्फरमेशन टेक्नोलोजी (NCIT) बालकुमारी ग्वार्को, ललितपुरको कम्प्युटर ल्याबमा हुने व्यहोरा सम्बन्धित सर्वेलाई जानकारी गराइन्छ।

नोट: प्रयोगात्मक परीक्षा र कम्प्युटर ज्ञान (शीप) परीक्षणको पाठ्यक्रम पनि यसै साथ प्रकाशित गरिएको छ।

पोखरा विश्वविद्यालय
सेवा आयोगको कार्यालय
पोखरा, कास्की

पो.ब.नं.: ४२७, पोखरा-३०, दुगोपाटन, खुदी, कास्की, फोन: ०६१-५०४०४७

Pokhara University Service Commission
Curriculum for Assistant Computer Open
Examination Practical



Subject: Practical
Post: Assistant Computer

Full marks: 35
Pass marks: 15
Time: 1.5 hrs

1. Microsoft windows

Elements of windows, Desktop, Taskbar, My computer, Recycle bin, briefcase, Starting and shutting down windows, Folders and File management with Windows Explorer, Customizing Windows-Installing Fonts, Display setting, Installing and Un-Installing Windows, Windows Application, Notepad, Word pad, Ms-Paint, MS DOS prompt, Calculator

2. Word processing

Basic concepts of word processing, opening steps of word processing, menu bar, using help, opening and closing documents, and concepts on save and save as, page setup, print preview, printing concepts, text, documents creation and manipulation, text editing and selection, copy, cut, paste, font and size selection, formatting and aligning of text, paragraph setting, bullets and numbering, table manipulation, table creation, changing cell width and height, alignment of text in cell, delete/insertion of row and column, border and shading

3. Spread sheet

Basic concepts of electronic spread sheet, Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks, manipulation of cells, Entering Text, Numbers and Dates Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width, Formulas and Function

4. Power Point Presentation

Introduction to presentation applications, Opening and saving PowerPoint Presentation Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Inserting Word Table or An Excel Worksheet, Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object, Presentation of Slides, Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides And Handouts, Slide Show, Running a Slide Show, Transition and Slide Timings, Automating a Slide Show

6. Email, Internet and networking fundamentals

Concept and use of E-mail in daily work, Sending & receiving Mail, Antivirus Programs, Concept of virus and Antivirus Programs, Antivirus Programs Installation, Use and Update, Basic concepts of network, Configure the IP address of the computer, basic network and share file and folders, Configure basic DNS and DHCP services in windows server, Implement the LAN topologies, Implement the both static and dynamic router configurations, Install and configure DNS, DHCP, FTP and Web Servers, Email / Internet

7. Printer and Scanner Installation

Printer / Scanner Installation, Printing of Documents using different types of printer, scanning of documents, photographs and use of scanned documents and photos

पोखरा विश्वविद्यालय सेवा आयोग
कम्प्युटर ज्ञान (शुभिक्षण) परीक्षण पाठक्रम

	पूर्णाङ्क: १०
१. नेपाली एक प्याराग्राफ र अग्रेजी एक प्याराग्राफ टापीङ्ग	५
२. पेज सेटप सम्बन्धी ज्ञान	१
३. इन्टरनेट (Internet) सम्बन्धी ज्ञान	१.५
४. एक्सेल (Excel) सम्बन्धी ज्ञान भई, नेपाली र अग्रेजीमा एक्सेल (Excel) चलाउने ।	२.५

Pokhara University Service commission
Curriculum for Head Assistant Computer Open
Examination type: Practical
2080

Subject: Practical
Post: Head Assistant Computer

Full marks: 35
Pass marks: 15
Time: 1.5 hrs

1. Word processing

Basic concepts of word processing, opening steps of word processing, menu bar, using help, opening and closing documents, and concepts on save and save as, page setup, print preview, printing concepts, text, documents creation and manipulation, text editing and selection, copy, cut, paste, font and size selection, formatting and aligning of text, paragraph setting, bullets and numbering, table manipulation, table creation, changing cell width and height, alignment of text in cell, delete insertion of row and column, border and shading

2. Spread sheet

Basic concepts of electronic spread sheet, Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet ,Saving Workbooks, manipulation of cells, Entering Text, Numbers and Dates Creating Text, Number and Date Series ,Editing Worksheet Data , Inserting and Deleting Rows, Column , Changing Cell Height and Width, Formulas and Function

3. Database system

Data, database and database management system, tables, fields, records, relationship and indexing, database applications, data types, creating, modifying, deleting tables , forms, reports

4. Presentation tools

Introduction to presentation applications, Opening and Saving Presentation , Creation of Presentation , Creating a Presentation Using a Template , Creating a Blank Presentation, Entering and Editing Text , Inserting And Deleting Slides in a Presentation , Preparation of Slides , Inserting Word Table or An Excel Worksheet , Adding Clip Art Pictures , Inserting Other Objects , Resizing and Scaling an Object , Presentation of Slides , Viewing A Presentation ,Choosing a Set Up for Presentation , Printing Slides And Handouts , Slide Show , Running a Slide Show , Transition and Slide Timings , Automating a Slide Show

5. Communications and Collaboration tools

Basics of E-mail, Email Addressing, Opening Email account ,Mailbox, Creating and Sending a new E-mail, replying to an E-mail message, Forwarding an E-mail message ,Sorting and Searching emails. Document collaboration, Instant Messaging and Collaboration, Using Instant messaging ,Instant messaging providers

6. Networking fundamentals

Basic concepts of network , Configure the IP address of the computer, basic network and share file and folders, Configure basic DNS and DHCP services in windows server, Implement the LAN topologies, Implement the both static and dynamic router configurations, Install and configure DNS, DHCP, FTP and Web Servers.

7. Printer and Scanner Installation

Printer / Scanner Installation: Printer / Scanner Driver, default Printer, Printing of Documents using different types of printer, scanning of documents, photographs and use of scanned documents and photos

Pokhara University Service Commission
Curriculum for Head Assistant (Lab) Open
Examination type: Experimental



Full marks: 35
Pass marks: 15
Time: 1.5 hrs

Subject: Laboratory
Post: Head Assistant (Lab)

A. Laboratory Skill Test by Experiments 5
Laboratory Safety measures and Precautions

General knowledge of volumetric analysis, preparation of reagents, media, sterilization of glass wares and storage of chemicals in chemistry, pharmacy, biochemistry, microbiology related laboratory.

General concept of ordering instruments, chemicals, glass wares and basic setup and management of chemistry, pharmacy, biochemistry, microbiology and engineering related laboratories. 20

B. Laboratory Skill test by Interview 10

Pokhara University Service Commission
Curriculum for Assistant (Lab) Open
Examination type: Experimental
2080



Subject: Laboratory
Post: Lab Assistant

Full marks: 35
Pass marks: 17.5
Time: 1.5 hrs

A. Laboratory Skill Test by Experiments 5
General concept of clean and green laboratory

General knowledge of cleaning and handling of glass wares and chemicals, preparation of solutions, reagents, media, sterilization of glass wares and storage of chemicals and safety measures in different types of laboratory.

General concept of instruments and their preliminary maintenance, properties of chemicals, weighing balance and instrumental setups related to chemistry, pharmacy, biochemistry, microbiology, and engineering laboratories. 20

B. Laboratory Skill Test by Interview 10