

# धौलागिरी लघुवित्त वित्तीय संस्था लिमिटेड

अनुसूची ४

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## पाठ्यक्रम

क्र.स.	पत्र	विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	परीक्षा समय
१	प्रथम पत्र	क) सामान्य ज्ञान -३० ख) निबन्ध रचना, कार्यालय कार्यविधि -४० ग) गणित -३०	१००	३५	विषयगत	३ घण्टा
२	द्वितीय पत्र	ग) कम्प्युटर	१००	३५	विषयगत	३ घण्टा

(१) सामान्य ज्ञान-तल दिइएको विषयहरूमध्येबाट ३० वटा प्रश्न सोधिने छन् । सबै प्रश्नको उत्तर, उत्तर पुस्तिकामा दिनु पर्नेछ । ३०

- नेपालको संबैधानिक , ऐतिहासिक, भौगोलिक, आर्थिक, शैक्षिक, साहित्यिक, वैज्ञानिक, राजनैतिक राष्ट्रिय महत्वपूर्ण घटना।
- नेपालमा बैंकको विकास, नेपाल राष्ट्र बैंक, बैंक तथा वित्तीय संस्थाहरू, सहकारी संस्था।
- अन्तराष्ट्रिय घटनाहरू, राष्ट्राध्यक्षहरू राजधानीहरू, वैज्ञानिकहरू
- कम्पनी ऐन २०६३, बैंक तथा वित्तिय संस्था सम्बन्धी ऐन २०६३, नेपाल राष्ट्र बैंक ऐन २०८, आयकर ऐन २०५८, बैंक तथा वित्तीय संस्थाको ऋण असुली ऐन २०५८
- Asian Development Bank, Agriculture development bank. Nepal Bank and financial institution act, chief executive office compulsory group training grameen bikas bank, food and agriculture origination fiscal year, innervation fund for agriculture development, non-government organization, non-performing loans Nepal rastra bank, saving and credit cooperatives, united nations development program, international labor organization, world bank

२) निबन्ध रचना, कार्यालय सम्बन्धी कार्यविधि -४०

- निबन्ध तीन वटा दिईने छन् एक वटा नेपालीमा र एक वटा अंग्रेजी भाषामा ५०० शब्द नवढाई लेख्नु पर्नेछ । -१५
- कुनै विषयमा चिठी वा टिप्पणी लेख्नु पर्नेछ । -१०
- कार्यालय कार्यविधि चिठी पत्र लेखन सीप, हाजिरी अभिलेख विदाको अभिलेख, भरपाई, दर्ता चलानी,मञ्जुरीनामा, तमसुक, नगदी रसिद, फाईलिङ्ग, व्यवस्थापन १५ ।

३) गणित - ३०

तल दिइएको विषयहरूमध्येबाट ७ प्रश्न सोधिने छन् । ५ प्रश्नको उत्तर दिनु पर्ने छ ।

- ऐकिक नियम The Unitary Method
- भिन्न Fraction
- दशमलव Decimal
- साधारण व्याज Simple Interest
- औषध Average

- च) प्रतिशत Percentage
- छ) नाफा/नोक्सान Profit / loss
- ज) अनुपात र समानुपात Ratio and Proportion

### द्वितीय पत्र -लेखा, बैकिङ्क र कम्प्युटर १००

तल दिइएको विषयहरूमध्येबाट १२ प्रश्न सोधिने छन् । १० प्रश्नको उत्तर दिनु पर्ने छ ।

#### 1. Computer Architecture

- a. Basic computer architecture, registering, memory hierarchy, cache Memory, external memory, memory management, direct and indirect addressing.
- b. Organization of hard disk, RAID Intrepid harry memory, virtual Memory Address space paging.
- c. CPU architecture, parallel processing else, RISC control unit.
- d. IO management I/O interface, I/O request, handling I/O Devices.

#### 2. Operating system.

Introduction of operating system, types of operating system, function of operating system, memory management using operating 32 bit, 64 bit operating system windows and Linux features.

#### 3. Computer net works

- a. Introduction of computer works, network architecture (LAN,MAN,WAN) client server and peer to peer model LAN architecture standards (Toking ring token bus)
- b. OSI reference model, ICP/IP reference model, network hardware and software (NIC repeaters), HUB bridge, switch router gateway DNS.
- c. Introduction of wireless LAN, WIFI, TCP/IP, sub net mask and submitting, class full and class less IP, addressing, networks, addressing translation NAT, routing and switching Bluetooth.
- d. Concept on adding and removing devices in the network and romans sharing resource in the network.

#### 4. network security

Cryptography, digital signature, firewalls, virtual private network (VPN) data encryption standard

#### 5. Computer Repair and Maintained

- a. Concept of Hardware and software, power supply, motherboard and system devices, Bios storage devices, Monitors CRT, LCD, LED printer Laser, Inject and bubble Jet UPs.
- b. Installation of operating system (windows, Linux etc.) management of hard dis (partition and formation, shrinking) installation of devices derivs, configuration installation of application programs and systems restore.
- c. Antivirus software features virus deflection and protection virus scanning.
- d. Connecting computers into network, UTP cable standard (straight through and cross cable) optical fiber, axial cable, connecting through HUB, Switch of direct connection assigning IP address and testing networking.
- e. Troubleshooting and repairing techniques remote device troubleshooting techniques, power antigen and protection of devices, general hardware

- f. Backup and disaster recovery, finding risk and data loss, backup methods backup devices and media, backup scheduling, recovery of data.
- 6. Multi Media Technology  
Sound/ audio system, image and graphics video animation, data compression teleconference, data synchronization.
- 7. Web Technology  
HTML Scripts introduction, function, introduction to cascading style sheets.
- 8. Office Package
  - a. Word Processing – Introduction and application.
  - b. Spread Sheet – Introduction and application, Manipulation Use of formulas
  - c. Presentation- Introduction and application, slide show
  - d. Power Point
  
- 9. Database  
Introduction/ application of DBMS and RDBMS, Err. Concept, basic SQL for manipulating, database objects and information from database, normalization backup and restore.