लोक सेवा आयोग

कृषि सामग्री कम्पनी लिमिटेड, प्रशासन, सहायक द्वितीय, सहायक (कम्प्युटर अपरेटर) पदको खुला प्रतियोगितात्मक लिखित परीक्षा

२०८३।०६।०९

पत्र : द्वितीय

समय : २ घण्टा ३० मिनेट

पूर्णाङ्क : १००

विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

प्रत्येक **Section** को उत्तर छुट्टाछुट्टै उत्तरपुस्तिकामा लेख्नुपर्नेछ । अन्यथा उत्तरपुस्तिका रद्द हुनेछ ।

Section : "A"

40 Marks

1. What is CPU? Briefly mention its major components. 1+4=5
2. What System Tools are available in Windows Operating System? Explain with their functions. 5
3. Explain the different types of computer hardware and their functions. Describe the importance of the internet in today's world. 6+4=10
4. Differentiate between internal and external DOS commands. Explain the purpose of AUTOEXEC.BAT and CONFIG.SYS files in MS-DOS. Write any five DOS commands that can be used for file management and clarify their purpose. 3+2+5=10
5. What is Mail Merge in word processing? State the advantages of using Mail Merge. Explain the steps involved in applying Mail Merge with a suitable example. 2+3+5=10

Section : "B"

40 Marks

6. An institution maintains separate tables of Employees and Loan.

   Employees Table
   - EmployeeID
   - EmployeeName
   - Address

   Loan Table
   - AccountNo
   - EmployeeID
   - LoanType
   - LoanAmount
   - LoanTaken

   Describe the relationship between these two tables. Why is EmployeeID used in both tables? Explain. 2+3=5
7. State the key provisions of National Cyber Security Policy, 2080. 5
8. What is presentation system? Explain steps for creating, formatting and saving files/slides. Also, describe slide transition, animation and the procedure for inserting pictures, table, chart and organization chart. 1+4+5=10
9. What are the main objectives of the Electronic Transactions Act, 2063? Explain any four offences relating to computer. 2+8=10

10. Answer the followings: (4+2)+(2+2)=10

a) The following worksheet contains sales data of a company:

A	B
Product	Sales
Laptop	65000
Printer	18000
Scanner	22000
Mouse	5000

Write formulas to calculate Total Sales, Average Sales, Highest Sales and Lowest Sales. Explain each formula with their syntax.

b) A manager wants to present yearly sales data graphically. Which chart would you recommend to present yearly sales data graphically and why? Explain how charts help management in decision-making.

Section : "C" **20 Marks**

11. सार्वजनिक सेवा प्रवाह भनेको के हो? नेपालको सार्वजनिक सेवा प्रवाहमा रहेका समस्याहरू संक्षेपमा जानकारी गराउनुहोस् । २+३=५

12. जनसंख्या व्यवस्थापनको परिचय दिँदै नेपालको जनसंख्या व्यवस्थापनका चुनौतीहरू प्रस्तुत गर्नुहोस् । २+३=५

13. चालु सोह्रौं योजनाको समष्टिगत रणनीतिहरू के के हुन्? उल्लेख गर्नुहोस् । ५

14. नेपालको कृषि क्षेत्रको उत्थान र विकासमा कृषि सामग्री कम्पनी लिमिटेडले खेलेको भूमिका चित्रण गर्नुहोस् । ५

- The End -

लोक सेवा आयोग

कृषि सामग्री कम्पनी लिमिटेड, प्राविधिक, सहायक द्वितीय, सहायक (कम्प्युटर अपरेटर) पदको खुला प्रतियोगितात्मक लिखित परीक्षा

२०८३।०६।०७

पत्र : द्वितीय

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विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

प्रत्येक **Section** को उत्तर छुट्टाछुट्टै उत्तरपुस्तिकामा लेख्नुपर्नेछ । अन्यथा उत्तरपुस्तिका रद्द हुनेछ ।

Section : "A" — 40 Marks

1. Differentiate between the Internet, Intranet and Extranet in terms of technology, security, cost-effectiveness and application areas. 5
2. What is an Operating System (OS)? Present the view of OS as a resource manager. 5
3. What are different threats in computer? How do you protect computer system from such threats? Elaborate. 5+5=10
4. What are system tools in an Operating System (OS)? Describe the various system tools available in Windows OS and explain their uses in maintaining, troubleshooting and improving system performance. 3+3+4=10
5. What is a Table of Contents (ToC) in MS Word? Explain its importance and describe the step-by-step procedure to create and update it automatically in a document. 2+3+5=10

Section : "B" — 40 Marks

6. Explain the role of the Integrated Data Management Center of the Nepal Government for the development of ICT in Nepal. 5
7. Explain the basic concepts of tables, fields, records and indexing. Also, describe the process of creating and modifying tables in MS Access. 2+3=5
8. What is cell referencing? How is the relative cell reference different from the absolute cell reference? How can you summarize data with sub totals in Excel? Describe. 2+4+4=10
9. "A well designed presentation can make or break your message." In this context: 5+5=10
   a) Explain design principles (contrast, consistency, alignment, proximity) that should be followed while formatting slides.
   b) Differentiate between entrance, emphasis and exit animation effect. When would you use each type? Provide one example for each.
10. A municipality receives monthly revenue data containing ward, revenue source, date, collector, payment type and amount. Explain how you would process the data using Subtotal, Pivot Table, financial functions, formulas, charts and macros and describe the logical workflow from data entry and validation to automated management reporting. 6+4=10

Contd.

Section : "C"

20 Marks

11. व्यवस्थापन सूचना प्रणाली भनेको के हो? सार्वजनिक सेवामा यसको महत्त्व प्रष्ट पार्नुहोस् । २+३=५
12. कृषिलाई किन नेपालको आर्थिक विकासको पूर्वाधार मानिन्छ? पुष्टि गर्नुहोस् । ५
13. कृषि सामग्री कम्पनी लिमिटेडमा कर्मचारीले पाउने बिदाका प्रकारहरू उल्लेख गर्दै कुनै दुईको जानकारी दिनुहोस् । ३+२=५
14. सार्वजनिक संस्थानलाई परिभाषित गर्दै यसका उद्देश्यहरू उल्लेख गर्नुहोस् । २+३=५

- The End -