**kf7\oqmdsf] ?k/]vf** M— o; kf7\oqmdsf] cfwf/df lgDgfg';f/sf r/0fdf k/LIff lnOg] 5 M

**k|yd r/0f** M— lnlvt k/LIff k"0ff{Í M— @))

**låtLo r/0f** M— ;Lk k/LIf0f / cGtjf{tf{ k"0ff{Í M— $)

**k/LIff of]hgf (Examination Scheme)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **!= k|yd r/0f M lnlvt k/LIff (Written Examination) k"0ff{Ë M– @))** | | | | | | | | |
| **kq** | **ljifo** | **k"0ff{Í** | | **pQL0ff{Í** | **k/LIff k|0ffnL** | | **k|Zg;+Vof X cÍ** | **;do** |
| k|yd | ;fdfGo 1fg | !)) | | $) | j:t'ut | ax'j}slNks k|Zg (MCQ) | %) k|Zg x @ cÍ | $% ldg]6 |
| ljifout (Subjective) | | % k|Zg x !) cÍ | ! 306f  #) ldg]6 |
| låtLo | ;]jf ;DaGwL | !)) | | $) | ljifout (Subjective) | | !) k|Zg x !) cÍ | # 306f |
| **@= låtLo r/0f M ;Lk k/LIf0f /** **cGtjf{tf{ k"0ff{Ë M– $)** | | | | | | | | |
| **ljifo** | | | **k"0ff{Í** | | **k/LIff k|0ffnL** | | | |
| ;Lk k/LIf0f | | | !) | | sDKo'6/ ;Lk ;DaGwL k|of]ufTds -@) ldg]6\_ | | | |
| JolQmut cGtjf{tf{ | | | #) | | df}Lvs | | | |

**b|i6Jo M**

!= lnlvt k/LIffsf] dfWod efiff g]kfnL jf c+u|]hL x'g]5 .

@= k|yd / låtLo kqsf] lnlvt k/LIff 5'§f5'§} x'g]5 .

#= lnlvt k/LIffdf oyf;Dej kf7\oqmdsf ;a} PsfO{af6 k|Zgx? ;f]lwg]5 .

$= j:t'ut ax'j}slNks (Multiple Choice) k|Zgx?sf] unt pQ/ lbPdf k|To]s unt pQ/ afkt @) k|ltzt cÍ s§f ul/g]5 . t/ pQ/ glbPdf To; afkt cÍ lbOg] 5}g / cÍ s§f klg ul/g] 5}g .

%= ljifout k|Zgdf k|To]s kq÷ljifosf k|To]s v08sf nflu 5'§f5'§} pQ/k'l:tsfx? x'g]5g\ . kl/IffyL{n] k|To]s v08sf k|Zgx?sf] pQ/ ;f]xL v08sf pQ/k'l:tsfdf n]Vg'kg]{5 .

^= o; kf7\oqmd of]hgf cGtu{tsf kq÷ljifosf ljifoj:t''df h];'s} n]lvPsf] eP tfklg kf7\oqmddf k/]sf sfg"g, P]g, lgod tyf gLltx? k/LIffsf] ldlt eGbf # dlxgf cufl8 -;+zf]wg ePsf jf ;+zf]wg eO{ x6fO{Psf jf yk u/L ;+zf]wg eO{\_ sfod /x]sfnfO{ o; kf7\qmddf k/]sf] ;Demg''' kb{5 .

&= k|yd r/0fsf] k/LIffaf6 5gf}6 ePsf pDd]bjf/x?nfO{ dfq låtLo r/0fsf] k/LIffdf ;lDdlnt u/fOg]5 .

\*= kf7\oqmd nfu" ldlt M—

**k|yd kqM— ;fdfGo 1fg**

1. **e"uf]n / hg;+Vof ;DaGwL** 
   1. ljZjsf] e"uf]nsf] af/] hfgsf/L
   2. g]kfnsf] ef}lts, ;fdflhs, cfly{s / ;f+:s[lts e"uf]n
   3. g]kfnsf k|d'v k|fs[lts ;|f]t / ;fwgx? ;DjGwL hfgsf/L
   4. ef}uf]lns ljljwtf, hg;+Vof / hghLjg
2. **Oltxf; / ;+:s[lt ;DaGwL** 
   1. ljZjsf k|d'v ;Eotfx? tyf sf}lzsL ;Eotf, afudtL ;Eotf, u08sL ;Eotf, s0ff{nL ;Eotf af/] hfgsf/L
   2. ljZjsf k|d'v P]ltxfl;s 36gfx? – DofUgfsf6f{, k'ghf{u/0f, cf}Bf]lus j|mflGt, sG;6{ ckm o'/f]k, cd]l/sL :jtGqtf ;ª\u|fd, k|mfG;sf] /fHoj|mflGt, cS6f]j/ j|mflGt, k|yd / låtLo ljZjo'4 af/] hfgsf/L
   3. g]kfnsf] k|frLgsfn, dWosfn / cfw'lgs g]kfnsf] O{ltxf;
   4. g]kfnsf] ;f+:s[lts, wfld{s Pj+ df}lns k/Dk/f, hfthflt, efiffefifL, snf / ;flxTo ;DaGwL 1fg
   5. g]kfnsf d't{ / cd't{ ;Dkbfx? tyf ;+/If0fsf pkfox?
3. g]kfndf s[lif, pBf]u, Jofkf/, ko{6g, oftfoft, ;+rf/, lzIff, :jf:Yo, ljB't, dfgj ;+zfwg tyf g]kfnsf] cy{tGq;Fu ;Dj4 of]hgf, ;|f]t÷;fwgx?sf] kl/rfng, j[l4, ljsf; tyf /f]huf/ ;DaGwL ;jfn÷ljifox? / rfn' cfjlBs of]hgf af/] hfgsf/L
4. **zf;gk4lt / zf;g**
   1. zf;gsf cfwf/e"t kIfx?M cjwf/0ff, ;Gbe{ / ljz]iftfx?
   2. g]kfndf ;+a}wflgs ljsf;qmd / g]kfnsf] jt{dfg ;+ljwfg
   3. st{Jo / clwsf/df cfwfl/t ;jfn÷ljifox?, ;dfj]zLs/0f, ;dfg'kflts k|ltlglwTj, cf/If / ;jnLs/0f ;jfnx?
   4. ;+3Lotf / g]]kfndf ;+3Lotf zf;g k|0ffnLsf] sfof{Gjog
   5. /fli6«otf / /fli6«o ;/f]sf/sf ljifox?
5. kof{j/0f, lbuf] ljsf;, jftfj/0f, k|b'if0f, hnjfo' kl/jt{g / h}ljs ljljwtf ;DaGwL hfgsf/L
6. lj1fg / k|ljlwsf dxTjk"0f{ pknlAwx?, k|l;4 j}1flgs / ltgsf] of]ubfg
7. /fli6«o / cGt/f{li6«o dxTjsf ;d;fdlos 36gf tyf gjLgtd ultljlwx? Pj+ dxTjk"0f{ JolQmTj tyf ljrf/sx?
8. g]kfnsf] cGt/f{li6«o ;DaGw tyf ;+o'Qm /fi6«;+3 (UNO), ;fs{ (SAARC), lad:6]s (BIMSTEC), cfl;ofg (ASEAN), o'/f]lkog ;+3 (European Union), ljZj Jofkf/ ;+u7g (WTO) af/] hfgsf/L
9. ljZjdf d'b|0f / 5fkfvfgfsf] Oltxf; tyf g]kfnsf] d'b|0f, 5fkfvfgf / kqklqsfsf] Oltxf;, d'b|0f k|ljlw / g]kfnsf ljleGg lsl;dsf 5fkfvfgfx? af/] hfgsf/L
10. uf]/vfkq ;+:yfgsf] P]ltxfl;s k[i7e"ld, jt{dfg cj:yf / cf}lrTo
11. g]kfndf cfd;~rf/ dfWodsf] ljsf;qmd / jt{dfg cj:yf
12. /fli6«o / cGt/f{li6«o k|d'v ;dfrf/ Ph]G;Lx? af/] ;fdfGo hfgsf/L

**låtLo kqM— ;]jf ;DaGwL**

**v08 -s\_ – -$) cÍ\_**

1. **k|zf;g / Joj:yfkg** 
   1. k|zf;g÷Joj:yfkgsf] kl/ro, p2]Zo, sfo{If]q / gjLgtd cjwf/0ff
   2. Joj:yfkgdf lgb]{zg, lgoGq0f, ;dGjo, lg0f{o k|lqmof, pTk|]/0ff, g]t[Tj, ;dGjo, clwsf/ k|Tofof]hg, ;'kl/j]If0f, cg'udg tyf d"Nof+sg af/] hfgsf/L
   3. sfo{;Dkfbg d"Nof°g, åGb Joj:yfkg, tgfj Joj:yfkg, ;do Joj:yfkg, k|sf]k Joj:yfkg, ;+s6 Joj:yfkg, kl/jt{g Joj:yfkg, u"gf;f] Joj:yfkg, ;+u7g tyf Joj:yfkg k4lt
   4. dfgj ;+zfwg Joj:yfkgsf ljljw kIfx? af/] hfgsf/L
   5. sfof{no sfo{ljlwx?, clen]v Joj:yfkg / lhG;L Joj:yfkg
   6. Joj:yfkg ;"rgf k|0ffnL / o;sf] dxTj
   7. ;fj{hlgs ;]jfsf] cjwf/0ff, sfo{, ljz]iftf / e"ldsf
   8. ;fj{hlgs ;]jf k|jfx / ;fj{hlgs ;]jf j8fkq
2. **cfly{s k|zf;g / ;"rgf–;~rf/ k|ljlw**
   1. cfly{s k|zf;gsf] cy{, If]q, k|d'v sfo{x? / dxTj
   2. ah]6 th'{df, sfof{Gjog, d"NofÍg k|lqmof / jh]6 rqm
   3. n]vf / n]vfk/LIf0fsf] cy{, p2]Zo / dxTj
   4. uf]kgLotf Pj+ cfrf/ ;+lxtf
   5. g}ltstf, pQ/bfloTj, hjfkmb]lxtf / Joj;flostf
   6. g]kfndf ;fj{hlgs ;+:yfsf] ljlQo k|0ffnL, cj:yf, ;d:of / r"gf}tLx?
   7. ljsf;df ;"rgf–;~rf/ k|ljlwsf] e"ldsf
   8. Computer and its applications: Windows basic, Word processing, Electronic spreadsheets, Presentation system, Multimedia, E-mail and Internet af/]df hfgsf/L

**v08 -v\_ – -$) cÍ\_**

1. **;fj{hlgs ;+:yfg ;DaGwL**
   1. g]kfndf ;fj{hlgs ;+:yfgsf] cf/De, ljsf; / cf}lrTo
   2. uf]/vfkq ;+:yfgsf] Oltxf;, p2]Zo, ;+u7gfTds :j?k, ljsf;, lj:tf/, jt{dfg cj:yf, ultljlwx? tyf uf]/vfkq nufotsf P]ltxfl;s b:tfj]hx?sf] clen]lvs/0f / o;sf] dxTj
   3. ;"rgf tyf ;~rf/ dGqfno / uf]/vfkq ;+:yfg aLrsf] cGt/;DaGw
   4. uf]/vfkq ;+:yfgsf] g]kfnsf] ;fdflhs, ;f+:s[lts, cfly{s If]qx?sf] ljsf;df of]ubfg
   5. >lds ;+u7g (Trade Union) / ;fd"lxs ;f}bfjfbL (Collective Bargaining)
   6. ljZjJofkLs/0f, pbf/Ls/0f / ;fj{hlgs ;+:yfgsf] cjwf/0ff / k|of]u
   7. ;fj{hlgs ;+:yfgx¿sf] Joj:yfkg
2. **P]g, lgod, gLlt / lgb]{lzsf** 
   1. uf]/vfkq ;+:yfg P]g, @)!(
   2. uf]/vfkq ;+:yfg sd{rf/L ;]jf zt{ ljlgodfjnL, @)%@
   3. uf]/vfkq ;+:yfg cfly{s k|zf;g ljlgodfjnL, @)^%
   4. lj1fkg ;+sng, k|sfzg Pj+ lj1fkg ;DaGwL lgb]{lzsf, @)%#
   5. k|sfzg Pj+ lalqm ljt/0f lgb]{lzsf, @)%(
   6. 5fkfvfgf / k|sfzg ;DaGwL P]g, @)$\* tyf 5fkfvfgf / k|sfzg ;DaGwL lgodfjnL, @)$(
   7. >dhLjL kqsf/ ;DaGwL P]g,@)%! / >dhLjL kqsf/ ;DaGwL lgodfjnL, @)%#
   8. /fli6«o cfd;~rf/ gLlt, @)&#
   9. ;"rgfsf] xs ;DaGwL P]g, @)^$ / ;"rgfsf] xs ;DaGwL lgodfjnL, @)^%
   10. ;fj{hlgs vl/b P]g, @)^# / ;fj{hlgs vl/b lgodfjnL, @)^$
   11. ljB'lto sf/f]jf/ P]]g, @)^#
   12. e|i6frf/ lgjf/0f P]g, @)%(

**v08 -u\_ – -@) cÍ\_**

1. **Jojxfl/s cleJolQm / n]vg l;k ;DaGwL** 
   1. **-s\_ n]vg ;Lk / cleJolQm k|:t'lts/0f**

lbOPsf b'O{ ljifox? dWo] s'g} Ps ljifodf ;ldIffTds cleJolQm k|:t't ug'{ kg]{5 . o:tf] cleJolQm k"0f{ n]vgdf ;DalGwt a'Fbfx? qmda¢ eP gePsf] / pDd]bjf/sf] ljrf/x? pko'Qm ?kn] z}nL / ck]lIft ?kdf k|:t't eP gePsf] k/LIf0f ul/g] 5 .

cyjf

**-v\_ a'Fbf n]vg jf ;f/f+z n]vg**

a9Ldf #)) zAbx? ePsf] pw[tf+z lbOg]5 . ;f] pw[tf+z k9]/ ;f]sf] pko'Qm ;f/ cfkm\gf] efiff / z}nLdf n]Vg' kg]{5 .

* 1. **l6Kk0fL, d:of}bf, k|:tfj / k|ltj]bg n]vg**

sfof{nosf] sfd ;DaGwL lgwf{l/t ljifosf ;DaGwdf l6Kk0fL jf k|:tfj jf k|ltj]bg n]Vg lbOg]5 . l6Kk0fL jf k|:tfj jf k|ltj]bg n]Vbf z}nL, 9fFrf, tYo, efiff, df}lnstf / :ki6tfdf Wofg lbg'kg]{5 .

|  |  |  |
| --- | --- | --- |
| **låtLo r/0f** | | |
| **ljifo** | **k"0ff{Í** | **k/LIff k|0ffnL** |
| ;Lk k/LIf0f | !) | sDKo'6/ ;Lk ;DaGwL k|of]ufTds -@) ldg]6\_ |

**Computer Practical Examination Scheme**

|  |  |  |
| --- | --- | --- |
| **Contents** | **Marks** | **Time** |
| Devanagari Typing | 2 | 5 minutes |
| English Typing | 2 | 5 minutes |
| Word processing | 2 | 10 minutes |
| Electronic Spreadsheet | 2 |
| Presentation System | 2 |
| **Total** | 10 |  |