**uf]/vfkq ;+:yfg**

**k|zf;g ;]jf, k|zf;g, n]vf / ahf/ ;d"x tx–$, sf ljleGg kbx¿sf] v'nf k|ltof]lutfTds k/LIffsf] PsLs[t kf7\oqmd Pj+ k/LIff of]hgf**

**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— 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 / ;fdflhs cWoog | !)) | | $) | j:t'ut | ax'j}slNks k|Zg (MCQ) | @% k|Zg x @ cÍ | # 306f |
| ljifout | 5f]6f] pQ/  nfdf] pQ/ | & k|Zg x %cÍ  ! k|Zg x !% cÍ |
| låtLo | ;]jf ;DaGwL | !)) | | $) | ljifout | 5f]6f] pQ/  nfdf] pQ/ | \* k|Zg x !) cÍ  ! k|Zg x @) cÍ | # 306f |
| **@= låtLo r/0f M cGtjf{tf{ k"0ff{Ë M– #)** | | | | | | | | |
| **ljifo** | | | **k"0ff{Í** | | **k/LIff k|0ffnL** | | | |
| 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 .

%= 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 / ;fdflhs cWoog**

1. g]kfnsf] ef}uf]lns, P]ltxfl;s, cfly{s / /fhgLlts cj:yf ;DaGwL hfgsf/L
2. g]kfnsf k|d'v k|fs[lts ;|f]t / ;fwgx? ;DjGwL hfgsf/L
3. g]kfnsf] lasf;df hn;|f]t / ko{6gsf] pkfb]otf
4. ;+o'Qm /fi6«;+3 (UNO), ;fs{ (SAARC), cfl;ofg (ASEAN) / o'/f]lkog ;+3 (European Union) ;DaGwL ;fdfGo hfgsf/L
5. g]kfnsf] cGt/f{li6«o ;DaGw tyf g]kfnsf] k//fi6«gLlt / o;sf d"n cfwf/x¿
6. jftfj/0f, k|b"if0f, ;x/Ls/0f, hg;+Vof, hnjfo' kl/jt{g / h}ljs ljljwtf ;DaGwL hfgsf/L
7. ljZjsf ;d;fdlos ultljlwx? ;DaGwL ;fdfGo hfgsf/L
8. g]kfnsf] ;+ljwfg ;DaGwL ;fdfGo hfgsf/L
9. ;+3Lo nf]stflGqs u0ftGq Joj:yfsf] ljz]iftf / dxTjx¿
10. :yfgLo k|zf;gsf] ;+/rgf / hg;xeflutf
11. ;'zf;g / gful/s ;dfh
12. g]kfndf of]hgfa4 ljsf;qmd / rfn" cfjlws of]hgf ;DaGwL ;fdfGo hfgsf/L
13. g]kfndf a}+lsª k|0ffnL / o;sf] lasf;qmd
14. uf]/vfkq ;+:yfgsf] P]ltxfl;s k[i7e"ld, uf]/vfkq ;+:yfgdf lgo'lQm, a9'jf / ljefuLo sf/afxLaf/] hfgsf/L
15. g]kfnsf] d'b|0f, 5fkfvfgf / kqklqsf ;DaGwL Oltxf;sf] ;fdfGo hfgsf/L
16. g]kfnsf] /fli6«o ljsf;df ;fj{hlgs ;+:yfgsf] e"ldsf

**låtLo kqM— ;]jf ;DaGwL**

1. **n]vf / n]vf k|0ffnLsf] kl/ro**
   1. n]vfkfngsf] cjwf/0ff, cfwf/e"t tTj, p2]Zo / dxTj
   2. n]vf k|0ffnLsf] kl/ro / k|sf/
   3. bf]xf]/f] n]vf k|0ffnLsf] l;4fGtx? / ;f] ;DjGwL vftfx?
   4. vftfsf k|sf/ / 8]lj6 / q]m8L6sf lgodx?
2. **n]vf clen]v / cfly{s ljj/0fx?**
   1. n]vfÍg ;lds/0f tyf n]vfx?sf] juL{s/0f
   2. clen]v k|0ffnL -/l;b, ljn ekf{O, b}lgs l6kf]6 tyf /fhZj bflvnf\_ ;DaGwL hfgsf/L
   3. uf]Zj/f ef}r/, gubL k'l:tsf, j}+s gubL lstfj / jh]6 lx;fj ;DaGwL hfgsf/L
   4. ;Gt'ng k/LIf0f / a}+s lx;fj ldnfg ljj/0f ;DaGwL hfgsf/L
   5. g]kfn ;/sf/sf] n]vf k|0ffnL adf]lhdsf ljQLo ljj/0fx?
   6. n]vf+sg clen]v k|jfx (Accounting Flow Chart)
   7. sf/f]jf/ ljZn]if0f, k|f/lDes n]vf+sg / vftfdf k|ljli6
   8. cfwf/e"t ljQLo ljj/0fx?sf] tof/L (Preparation of Financial Statements)
3. **n]vf k/LIf0f, cfly{s k|zf;g , Joj:yfkg / Jofj;flos ul0ftLo** 
   1. n]vfk/LIf0fsf] kl/ro, p2]Zo, cfwf/e"t l;4fGt / dxTj
   2. cfGtl/s n]vf kl/If0f / clGtd n]vf kl/If0f
   3. cfly{s k|zf;gsf] cy{, If]q, k|d'v sfo{x? / dxTj
   4. ah]6sf] cy{, l;4fGt, k|sf/ / dxTj
   5. Joj:yfkgsf] kl/ro, p2]Zo / sfo{If]q
   6. lgb]{zg, lgoGq0f, ;dGjo, pTk|]/0ff / g]t[Tj af/] hfgsf/L
   7. sfof{no sfo{ljlw – btf{, rnfgL, kmfOlnª, l6Kk0fL / hg;Dks{
   8. P]lss lgod, k|ltZft, cg'kft, Gffkmf / gf]S;fg, Aofh, ld>x|f;, cf};t
   9. Computer and its applications: Windows basic, Word processing, Electronic spreadsheets, E-mail and Internet af/]df hfgsf/L
4. **uf]/vfkq ;+:yfg tyf P]g, lgod, gLlt / lgb]{lzsf** 
   1. uf]/vfkq ;+:yfgsf] Oltxf;, p2]Zo, ;+u7gfTds :j?k, jt{dfg cj:yf, ultljlwx?
   2. ;"rgf tyf ;~rf/ dGqfno / uf]/vfkq ;+:yfg aLrsf] cGt/;DaGw
   3. uf]/vfkq ;+:yfgsf] ;fdflhs, ;f+:s[lts, cfly{s If]qx?sf] ljsf;df of]ubfg
   4. uf]/vfkq ;+:yfg P]g, @)!(
   5. uf]/vfkq ;+:yfg sd{rf/L ;]jf zt{ ljlgodfjnL, @)%@
   6. uf]/vfkq ;+:yfg cfly{s k|zf;g ljlgodfjnL, @)^%
   7. lj1fkg ;+sng, k|sfzg Pj+ lj1fkg ;DaGwL lgb]{lzsf, @)%#
   8. k|sfzg Pj+ lalqm ljt/0f lgb]{lzsf, @)%(
   9. ;fj{hlgs vl/b P]g, @)^# -af]nkq tyf vl/b ;DaGwL cGo Joj:yf\_
   10. cfos/ P]g, @)%\* -cfos/ k|df0fkq, cfo ljj/0f, cfos/ 5"6 tyf clu|d cfos/ s§L\_
   11. d"No clej[l4s/ P]g, @)%@ -d"No clej[l4s/df btf{, s/s§L, s/ e'QmfgL, s/ lkmtf{ / n]vf Joj:yf dfq\_
   12. e|i6frf/ lgjf/0f P]g @)%( -e|i6frf/sf] kl/efiff / /fi6«;]jsnfO{ x'g ;Sg] ;hfox? dfq\_

o; kq÷ljifo lnlvt k/LIff of]hgf / k/LIff ;f]lwg] k|Zg ;+Vof b]xfo adf]lhd x'g]5 .

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **kq** | **ljifo** | **k"0ff{Í** | **ptL0ff{Í** | **k/LIff k|0ffnL** | | **k|Zg;+Vof x cÍ** | **;do** |
| låtLo | ;]jf ;DaGwL | 100 | 40 | ljifout | nfdf] pQ/ | ! k|Zg x @) cÍ Ö @) cÍ | # 306f |
| 5f]6f] pQ/ | \* k|Zg x !) cÍ Ö \*) cÍ |