

प्रदेश लोक सेवा आयोग, कर्णाली प्रदेश

प्रदेश निजामती सेवा र स्थानीय सेवाको स्वास्थ्य सेवा, पब्लिक हेल्थ/कम्युनिटी हेल्थ नर्सिङ्ग समूह, सहायकस्तर पाँचौ तह, पब्लिक हेल्थ नर्स वा सो सरह पदको खुला, अन्तर तह र आन्तरिक अन्तर समूह प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम र परीक्षा योजना

पाठ्यक्रमको रूपरेखा: यस पाठ्यक्रम योजनालाई दुई चरणमा विभाजन गरिएको छ।

परीक्षाको चरण	परीक्षाको किसिम	पूर्णाङ्क
प्रथम चरण	लिखित परीक्षा (Written Examination)	२००
अन्तिम चरण	कम्प्युटर सीप परीक्षण (Computer Skill Test)	१०
	अन्तर्वार्ता (Interview)	३०

परीक्षा योजना (Examination Scheme)

१. प्रथम चरण: लिखित परीक्षा (Written Examination)

पूर्णाङ्क: २००

पत्र	विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली		प्रश्नसंख्याxअङ्क	समय
प्रथम	सामान्य ज्ञान र सार्वजनिक व्यवस्थापन (General awareness & Public management)	१००	४०	वस्तुगत (Objective)	बहुवैकल्पिक प्रश्न (MCQs)	२०x२=४०	४५ मिनेट
	सेवा सम्बन्धी ज्ञान (Service Based knowledge)					३०x२=६०	
द्वितीय	प्राविधिक विषय (Technical Subject)	१००	४०	विषयगत (Subjective)	छोटो उत्तर लामो उत्तर	१२x५=६० ४x१०=४०	२ घण्टा १५ मिनेट

२. अन्तिम चरण: कम्प्युटर सीप परीक्षण र अन्तर्वार्ता

पूर्णाङ्क: ४०

पत्र/विषय	पूर्णाङ्क	परीक्षा प्रणाली
कम्प्युटर सीप परीक्षण (Computer Skill test)	१०	प्रयोगात्मक (Practical)
अन्तर्वार्ता (Interview)	३०	मौखिक (Oral)

द्रष्टव्य:

- यस पाठ्यक्रम योजनालाई प्रथम चरण र अन्तिम चरण गरी दुई चरणमा विभाजन गरिएको छ।
- प्रश्नपत्रको भाषा नेपाली वा अङ्ग्रेजी वा नेपाली र अङ्ग्रेजी दुवै हुन सक्नेछ।
- परीक्षाको भाषा नेपाली वा अङ्ग्रेजी अथवा नेपाली र अङ्ग्रेजी दुवै हुन सक्नेछ।
- खुला र समावेशी समूहको एउटै प्रश्नपत्रबाट परीक्षा सञ्चालन हुनेछ।

५. प्रथम पत्र र द्वितीय पत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ। दुवैपत्रको परीक्षा एकैदिनमा वा छुट्टाछुट्टै दिनमा लिन सकिनेछ।
६. वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अङ्क कट्टा गरिनेछ। तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन।
७. बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा मोबाईल फोन, स्मार्ट वाच, क्याल्कुलेटर जस्ता सामग्रीहरू प्रयोग गर्न पाइने छैन।
८. विषयगत प्रश्नहरूको हकमा तोकिएको अङ्कमा एउटा लामो प्रश्न वा एउटै प्रश्नका दुई वा दुई भन्दा बढी भाग (Two or more parts of a single question) वा एउटा प्रश्न अन्तर्गत दुई वा बढी टिप्पणीहरू (Short notes) सोध्न सकिनेछ।
९. परीक्षामा सोधिने प्रश्नसंख्या, अङ्क र अङ्कभार यथासम्भव सम्बन्धित पत्र/विषयमा दिईए अनुसार हुनेछ।
१०. विषयगत प्रश्न हुने पत्र/विषयका प्रत्येक भाग/खण्डका लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरू हुनेछन्। परीक्षार्थीले प्रत्येक भाग/खण्डका प्रश्नहरूको उत्तर सोही भाग/खण्डको उत्तरपुस्तिकामा लेख्नुपर्नेछ।
११. यस पाठ्यक्रम अनुसारका पत्र/विषयका विषयवस्तुमा जुनसुकै कुरा लेखिएको भएतापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगावै संशोधन भई कायम रहेका विषयवस्तुलाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ।
१२. प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र अन्तिम चरणको कम्प्युटर सीप परीक्षण र अन्तर्वार्तामा सम्मिलित गराइनेछ।
१३. प्रथम चरणको लिखित परीक्षाको प्राप्ताङ्क, अन्तिम चरणको कम्प्युटर सीप परीक्षण र अन्तर्वार्ताको प्राप्ताङ्कको आधारमा अन्तिम परीक्षाफल प्रकाशित गरिनेछ।
१४. यस भन्दा अगाडि लागू गरिएको माथि उल्लेखित सेवा, समूहको पाठ्यक्रम खारेज गरिएको छ।
१५. पाठ्यक्रम लागू हुने मिति: २०८१।०९।२३

प्रदेश लोक सेवा आयोग, कर्णाली प्रदेश  
प्रदेश निजामती सेवा र स्थानीय सेवाको स्वास्थ्य सेवा, पब्लिक हेल्थ/कम्युनिटी हेल्थ नर्सिङ्ग समूह, सहायकस्तर पाँचौं तह, पब्लिक हेल्थ नर्स वा सो सरह पदको खुला, अन्तर तह र आन्तरिक अन्तर समूह प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

प्रथम पत्र (Paper I): सामान्य ज्ञान र सार्वजनिक व्यवस्थापन तथा सेवा सम्बन्धी ज्ञान

भाग (Part I):

सामान्य ज्ञान र सार्वजनिक व्यवस्थापन

(General awareness & Public management)

खण्ड (Section -A): (१० प्रश्न × २ अङ्क= २० अङ्क)

१. सामान्य ज्ञान (General Awareness)

- १.१. नेपालको भौगोलिक अवस्था, प्राकृतिक स्रोत र साधनहरू
- १.२. कर्णाली प्रदेशको ऐतिहासिक, सांस्कृतिक र सामाजिक अवस्था सम्बन्धी जानकारी
- १.३. कर्णाली प्रदेशको आर्थिक अवस्था र चालु आवधिक योजना सम्बन्धी जानकारी
- १.४. मानव जीवनमा प्रत्यक्ष प्रभाव पार्ने विज्ञान र प्रविधिका महत्त्वपूर्ण उपलब्धिहरू
- १.५. जैविक विविधता, दिगो विकास, वातावरण प्रदूषण, जलवायु परिवर्तन र जनसङ्ख्या व्यवस्थापन
- १.६. नेपालको संविधान (भाग १ देखि भाग ५ सम्म र अनुसूचीहरू)
- १.७. संघ, प्रदेश र स्थानीय तहको शासन व्यवस्था सम्बन्धी जानकारी
- १.८. संयुक्त राष्ट्र संघ, सार्क, बिमस्टेक सम्बन्धी जानकारी
- १.९. राष्ट्रिय तथा अन्तर्राष्ट्रिय महत्त्वका समसामयिक गतिविधिहरू

खण्ड (Section-B):

(१० प्रश्न × २ अङ्क= २० अङ्क)

२. सार्वजनिक व्यवस्थापन (Public management)

२.१. कार्यालय व्यवस्थापन

- २.१.१ कार्यालय: परिचय, महत्त्व, कार्य र प्रकार
- २.१.२ सहायक कर्मचारीका कार्य र गुणहरू
- २.१.३ कार्यालय स्रोत साधन: परिचय र प्रकार
- २.१.४ कार्यालयमा सञ्चारको महत्त्व, किसिम र साधन
- २.१.५ कार्यालय कार्यविधि: पत्र व्यवहार, दर्ता र चलानी, फाइलिङ, परिपत्र, तोक आदेश, टिप्पणी लेखन
- २.१.६ अभिलेख व्यवस्थापन

२.२. प्रदेश निजामती सेवा ऐन र स्थानीय सेवा ऐनमा भएका व्यवस्थाहरू

- २.२.१ निजामती सेवाको गठन, संगठन संरचना, पदपूर्ति गर्ने तरिका र प्रक्रियाहरू
- २.२.२ कर्मचारीको नियुक्ति, सरुवा, बढुवा, बिदा, विभागीय सजाय र अवकाश
- २.२.३ कर्मचारीले पालना गर्नुपर्ने आचरण, नैतिक दायित्व र कर्तव्यहरू

२.३. सार्वजनिक सेवा प्रवाहको अर्थ, सेवा प्रवाह गर्ने निकाय, तरिका र माध्यमहरू

२.४. मानव अधिकार, सुशासन र सूचनाको हक सम्बन्धी सामान्य जानकारी

२.५. सार्वजनिक वडापत्र

२.६. कानूनी शासन र कर्मचारीतन्त्र

## भाग (Part II):

सेवा सम्बन्धी ज्ञान (Service Based Knowledge) (३०प्रश्न × २अंक = ६०अंक)

1. Anatomy and Physiology
  - 1.1. General Concept (Cell, tissue, embryology)
  - 1.2. Structure and functions of different body system
    - 1.2.1. Musculoskeletal System
    - 1.2.2. Respiratory System
    - 1.2.3. Cardio-vascular System
    - 1.2.4. Gastro-intestinal System
    - 1.2.5. Urinary System
    - 1.2.6. Reproductive System
    - 1.2.7. Nervous System
    - 1.2.8. Special Sensory and Integumentary System
    - 1.2.9. Endocrine System
    - 1.2.10. Blood, Lymphatic and Immune System
  - 1.3. Body temperature regulation
    - 1.3.1. Conduction
    - 1.3.2. Convection
    - 1.3.3. Radiation
    - 1.3.4. Excretion (excretion)
  - 1.4. Organisms and Parasites
    - 1.4.1. Virus
    - 1.4.2. Bacteria
    - 1.4.3. Protozoa
    - 1.4.4. Helminthes
    - 1.4.5. Fungi
  - 1.5. Factors affecting micro organisms
    - 1.5.1. Aerobic
    - 1.5.2. Anaerobic
    - 1.5.3. Temperature
    - 1.5.4. Humidity
    - 1.5.5. Nutrients
  - 1.6. Mechanism of acid-base balance
    - 1.6.1. Electrolyte
    - 1.6.2. Relationship with respiration
    - 1.6.3. Relation with excretion
  - 1.7. Fluid and electrolyte replacement
    - 1.7.1. Oral rehydration solution
    - 1.7.2. Intra venous therapy
  - 1.8. Pharmacokinetics
    - 1.8.1. Absorption of drugs
    - 1.8.2. Distribution of drugs
    - 1.8.3. Metabolism of drugs
    - 1.8.4. Excretion of drugs
  - 1.9. Drugs acting on endocrine system
    - 1.9.1. Insulin
    - 1.9.2. Oral Antidiabetic drugs

- 1.9.3. Thyroxine and antithyroid drugs
- 1.10. List of essential drugs provided by Nepal government in different level of health institution
2. Fundamentals of Nursing
  - 2.1. Basic needs of clients: Maslow's Hierarchy of need
  - 2.2. Nursing process
  - 2.3. Procedures used in physical assessment
    - 2.3.1. Vital signs
    - 2.3.2. Height and weight measurement
    - 2.3.3. Others (lab. exam, x-ray, USG, MRI, CT, endoscopy)
  - 2.4. Administration of drugs
    - 2.4.1. Oral
    - 2.4.2. Parental
    - 2.4.3. Topical application
    - 2.4.4. Instillation of drugs into eye, ear and nose
    - 2.4.5. Oxygen administration
    - 2.4.6. Blood transfusion
    - 2.4.7. Steam inhalation and drug inhalation
  - 2.5. First aid treatment
    - 2.5.1. Drowning
    - 2.5.2. Bites (Snake, insect and dog)
    - 2.5.3. Choking
    - 2.5.4. Hemorrhage and Shock
    - 2.5.5. Poisoning
    - 2.5.6. Burn
    - 2.5.7. Wound and Fracture
    - 2.5.8. Foreign body in ear, nose, eye and throat
  - 2.6. National and international professional organization related to nursing and its code of ethics
    - 2.6.1. International Council of Nurses (ICN)
    - 2.6.2. Nepal Nursing Council (NNC)
    - 2.6.3. Nursing Association of Nepal (NAN)
  - 2.7. Stress and stress coping mechanism
  - 2.8. Commonly used basic nursing procedures
    - 2.8.1. Art and principles of bed making and pressure sore area care
    - 2.8.2. Meeting personal hygiene needs (Oral, skin, hair, perineal care)
    - 2.8.3. Fluid and Electrolyte balance
    - 2.8.4. Elimination needs (catheterization, enema, sitz bath)
    - 2.8.5. Infection prevention and control (IP measures, hand washing, gloving and gowning techniques, IP process and sterilization process)
    - 2.8.6. Pre and post-operative care
    - 2.8.7. Dressing and bandaging
3. Nursing care of Adult
  - 3.1. Medical/surgical nursing management of the diseases/disorders condition in different body system
    - 3.1.1. Nervous System
      - 3.1.1.1. Meningitis
      - 3.1.1.2. Encephalitis
      - 3.1.1.3. Tetanus
      - 3.1.1.4. Poliomyelitis
      - 3.1.1.5. Epilepsy

- 3.1.1.6. Parkinson's disease
- 3.1.1.7. Spinal cord injury
- 3.1.1.8. Head injury
- 3.1.2. Respiratory System
  - 3.1.2.1. Pleurisy
  - 3.1.2.2. Pneumothorax
  - 3.1.2.3. Influenza
  - 3.1.2.4. Bronchitis
  - 3.1.2.5. Pneumonia
  - 3.1.2.6. Pulmonary TB
  - 3.1.2.7. Bronchial asthma
  - 3.1.2.8. Pulmonary embolism
  - 3.1.2.9. COPD/ARDS
  - 3.1.2.10. Asthma
- 3.1.3. Urinary system
  - 3.1.3.1. Urinary Tract Infection(UTI)
  - 3.1.3.2. Nephrotic Syndrome
  - 3.1.3.3. Renal and bladder calculi
  - 3.1.3.4. Renal failure (acute and chronic)
  - 3.1.3.5. Benign Prostatic hyperplasia
  - 3.1.3.6. Hydronephrosis
  - 3.1.3.7. Glomerulonephritis (acute and chronic)
- 3.1.4. Gastro-intestinal System
  - 3.1.4.1. Gastritis and Peptic ulcer
  - 3.1.4.2. Oesophageal varices
  - 3.1.4.3. Hernias
  - 3.1.4.4. Appendicitis
  - 3.1.4.5. Intestinal obstruction
  - 3.1.4.6. Peritonitis and ascites
  - 3.1.4.7. Tuberculosis of abdomen
  - 3.1.4.8. Ulcerative colitis
  - 3.1.4.9. Hemorrhoids
  - 3.1.4.10. Hepatitis
  - 3.1.4.11. Cirrhosis of liver
  - 3.1.4.12. Cholecystitis and Cholelithiasis
  - 3.1.4.13. Pancreatitis
- 3.1.5. Cardiovascular, Blood and Lymphatic System
  - 3.1.5.1. Congestive cardiac failure
  - 3.1.5.2. Angina pectoris
  - 3.1.5.3. Cardiac arrest
  - 3.1.5.4. Varicose vein, thrombophlebitis
  - 3.1.5.5. Myocardial Infarction (MI)
  - 3.1.5.6. Rheumatic heart disease
  - 3.1.5.7. Cerebro-vascular accident
  - 3.1.5.8. Blood diseases (anemia, thalassemia, sickle cell anemia, leukemia)
  - 3.1.5.9. Hodgkin's disease and lymphoma
  - 3.1.5.10. Hypertension
- 3.1.6. Endocrine System
  - 3.1.6.1. Hyper and hypothyroidism
  - 3.1.6.2. Diabetes insipidus

- 3.1.6.3. Diabetes mellitus
- 3.2. Reproductive System and Breast disorder
  - 3.2.1. Dysfunctional uterine bleeding
  - 3.2.2. Cystocele and Rectocele
  - 3.2.3. Uterine prolapse
  - 3.2.4. Vesicovaginal Fistula(VVF), Rectovaginal Fistula (RVF)
  - 3.2.5. Infection of genital tract, Sexually Transmitted Infection (STI)
  - 3.2.6. Human Immuno deficiency Virus and Acquired immune deficiency Syndrome (HIV/AIDS)
  - 3.2.7. Orchitis, prostate problems, hydrocele
  - 3.2.8. Breast disorder
  - 3.2.9. Infertility/Sub-fertility
- 3.3. Eye Ear, Nose and Throat diseases and disorders
  - 3.3.1. Eye
    - 3.3.1.1. Conjunctivitis and sub-conjunctival hemorrhage
    - 3.3.1.2. Blepharitis
    - 3.3.1.3. Corneal ulcer, xerophthalmia, night blindness
    - 3.3.1.4. Foreign body in eye
    - 3.3.1.5. Cataract
    - 3.3.1.6. Glaucoma
  - 3.3.2. Ear
    - 3.3.2.1. Foreign body and impacted cerumen
    - 3.3.2.2. Otitis media, Hearing impairment
    - 3.3.2.3. Mastoiditis
    - 3.3.2.4. Meniere's disease
  - 3.3.3. Nose
    - 3.3.3.1. Foreign body
    - 3.3.3.2. Sinusitis
    - 3.3.3.3. Epistaxis
    - 3.3.3.4. Deviated nasal septum
    - 3.3.3.5. Nasal polyp
  - 3.3.4. Throat
    - 3.3.4.1. Foreign body
    - 3.3.4.2. Laryngitis
    - 3.3.4.3. Tonsillitis
    - 3.3.4.4. Pharyngitis
- 3.4. Concept of disability and health service for disable people in different level of rehabilitation
- 4. Community Health Nursing
  - 4.1. Determinants of health
  - 4.2. Primary health care (Definition, elements, principles)
  - 4.3. Importance, advantages, principles and steps of home visit
  - 4.4. Role of Community Nurse in following community setting
    - 4.4.1. Maternal Child Health & Family Planning (MCH &FP)
    - 4.4.2. School health
    - 4.4.3. Public health nurse in district office
    - 4.4.4. Industrial health
    - 4.4.5. Mental health
    - 4.4.6. Geriatric and Rehabilitation center
    - 4.4.7. Family health

- 4.5. Nutrition relation to health
  - 4.5.1. Classification, functions and sources of nutrients
  - 4.5.2. Nutritional assessment and deficiency disorder conditions
  - 4.5.3. Current nutritional status in Nepal and implemented program
    - 4.5.3.1. Common Nutritional problem in Nepal and its public health intervention
    - 4.5.3.2. Iron deficiency anemia and Vitamin A deficiency
    - 4.5.3.3. Iodine deficiency
    - 4.5.3.4. PEM, Stunting, Wasting
    - 4.5.3.5. Vitamin A and K program
    - 4.5.3.6. Iodized salt supplementation program
    - 4.5.3.7. Distribution of iron folic acid program for adolescent girls
    - 4.5.3.8. Promotion of exclusive breast feeding
    - 4.5.3.9. Deworming
  - 4.5.4. Nutritional requirements in different stages of life
    - 4.5.4.1. Pre-conception
    - 4.5.4.2. Conception
    - 4.5.4.3. Infant and childhood
    - 4.5.4.4. Adolescent
    - 4.5.4.5. Adult
    - 4.5.4.6. Elderly
- 4.6. Communication (types, process/elements, barriers, principles of effective communication)
- 4.7. Epidemiology
  - 4.7.1. Commonly used terms
  - 4.7.2. Aims, uses and approaches
  - 4.7.3. Epidemiological triad (agent, host and environment)
  - 4.7.4. Modes of disease transmission
  - 4.7.5. Level of disease prevention and modes of intervention
- 4.8. Immunization
  - 4.8.1. Recommended immunization schedule for mothers and children by National Immunization program (NIP)
  - 4.8.2. Preparation, administration, storage and maintenance of Cold chain of vaccines
  - 4.8.3. Health teaching and counseling for side effect/AEFI and follow up
- 4.9. Commonly used vital and health indicators
  - 4.9.1. Vital indicators (birth rate, death rate, population growth rate, life expectancy)
  - 4.9.2. Health indicators (neonate mortality rate, infant mortality rate, under 5 mortality rate, maternal mortality ratio, fertility rate)
  - 4.9.3. Sources of health statistics
- 4.10. Environmental sanitation
  - 4.10.1. Waste disposal
    - 4.10.1.1. Sources and Methods of refuse disposal
    - 4.10.1.2. Methods of sewage disposal
  - 4.10.2. Water-sources, purification of water and water related diseases
  - 4.10.3. Human excreta disposal (methods of disposal and transmission of fecal borne diseases).
- 4.11. Health education
  - 4.11.1. Purposes and principles of health education
  - 4.11.2. Methods and media of health education including its advantages and disadvantages
- 4.12. Family health nursing
  - 4.12.1. Functions and types of family



- 4.12.2. Freeman's typology of family health problems (health threat, health deficit, foreseeable crisis)
- 4.12.3. Roles and functions of community health nurse in family health care
- 4.13. Family planning: Methods of Family planning with counseling, preparation, doses, duration, mechanism of action, side effects, health teaching
- 4.14. Housing
- 4.15. Occupational/Environmental health and safety measures for the protection of health of workers in different work setting
- 4.16. Community diagnosis and health action (purposes, process, component)
- 4.17. School health program
  - 4.17.1. Objectives and activities/aspects
  - 4.17.2. Common health problems of school children
  - 4.17.3. School health nurse (function, roles)
- 5. Reproductive Health Care (Safe motherhood)
  - 5.1. Antenatal care
    - 5.1.1. Types of female pelvic and their effect on birth baby
    - 5.1.2. Structure and function of female reproductive organs
    - 5.1.3. Normal reproductive age and menopause
    - 5.1.4. Development of fertilized ovum and fetus
    - 5.1.5. Lie, presentation, attitude, denominator, position, presenting part, engagement, station.
    - 5.1.6. Signs and symptoms of pregnancy.
    - 5.1.7. Physical examination of antenatal mother
    - 5.1.8. Duration of pregnancy: Calculation of LMP (Last Menstrual Period) and EDD (Expected Date of Delivery) week of gestation
    - 5.1.9. Growth of uterus and height in relation to gestation
    - 5.1.10. Purpose of antenatal care and focused antenatal visits
    - 5.1.11. Need of pregnant mother.
    - 5.1.12. Minor and Major disorders of pregnancy
    - 5.1.13. Bleeding in pregnancy
    - 5.1.14. Disease associated with pregnancy: Anemia, cardiac disease, diabetes, hypertension, tuberculosis, sexually transmitted disease, urinary tract infection
  - 5.2. Delivery care
    - 5.2.1. Labour and its stages
    - 5.2.2. Signs and symptoms of onset of true labour
    - 5.2.3. Stages and mechanism of normal labour
    - 5.2.4. Partograph
    - 5.2.5. Nursing care of mother during each stage of labour
    - 5.2.6. APGAR score
    - 5.2.7. Immediate care of new born baby
    - 5.2.8. Signs & symptoms of separation of placenta
    - 5.2.9. Complications of third and fourth stage of labour
    - 5.2.10. Needs and care of mother and newborn
    - 5.2.11. Prolonged labour and its appropriate management
  - 5.3. Postnatal care
    - 5.3.1. Definition and duration of puerperium
    - 5.3.2. Principles of care in puerperium
    - 5.3.3. Need of postnatal mother
    - 5.3.4. Minor disorders of puerperium
    - 5.3.5. Complications of puerperium

- 5.3.6. Breast feeding
- 5.3.7. Immediate/Essential new born care
- 5.3.8. Examination of new born baby
- 5.3.9. Congenital abnormalities/ Birth injuries
- 5.4. Abortion care
  - 5.4.1. Definition
  - 5.4.2. Types
  - 5.4.3. Management of Abortion
  - 5.4.4. Legal aspects of Abortion service in Nepal
- 5.5. Reproductive health morbidity
  - 5.5.1. Concepts, Screening methods, Primary level management
    - 5.5.1.1. Uterine prolapse
    - 5.5.1.2. Cervical cancer
    - 5.5.1.3. Breast cancer
    - 5.5.1.4. Obstetric fistula
    - 5.5.1.5. Infertility/Subfertility care
- 5.6. Gender based violence
- 5.7. Role of PHN in Reproductive health services in Nepal
- 6. Nursing Care of Child
  - 6.1. Definition of terms
    - 6.1.1. Neonate
    - 6.1.2. Infant
    - 6.1.3. Toddler
    - 6.1.4. Preschool
    - 6.1.5. School age
    - 6.1.6. Adolescence
  - 6.2. Developmental characteristic and milestones
  - 6.3. Adolescent changes and problems
  - 6.4. Role of nurses in reduction of child and neonatal mortality rate
  - 6.5. Common health problems of children in Nepal and its nursing management and prevention
    - 6.5.1. Diarrhea, Dysentery
    - 6.5.2. Worminfestation
    - 6.5.3. Imperforateanus
    - 6.5.4. Undescended Testis
    - 6.5.5. Phimosis
    - 6.5.6. Rheumatic fever
    - 6.5.7. Rheumatic heart disease
    - 6.5.8. Hair-lip, Cleft palate
  - 6.6. Common health hazards of children in Nepal and its prevention
  - 6.7. CBIMNCI program and its management of childhood illness
- 7. Behavioural Science/ Mental Health
  - 7.1. Factors and theories of effective learning
  - 7.2. Characteristic of mentally healthy person
  - 7.3. Components of mental health assessment
  - 7.4. Common mental health problems and its prevention and management
    - 7.4.1. Psychosis
    - 7.4.2. Neurosis
    - 7.4.3. Personality disorder
    - 7.4.4. Mental retardation

7.4.5. Substances and alcohol abuse

7.4.6. Suicide

## 8. Leadership and Management

8.1. Principle of Management

8.2. Function of Management Process: Planning, Organizing, Staffing, Leading/Directing, Supervision, Controlling, Motivation, Implementation and Evaluation

8.3. Leadership Style: personal and professional development

8.4. Staff motivation in management to maintain the highest standard of care; delegation of responsibilities; Evaluation of staff performance and client satisfaction

8.5. Resources Management: Human, material, finance and time

8.6. Monitoring, Supervision, Coordination and Evaluation

8.7. Recording and Reporting of health related information: IHMIS, ELMIS

8.8. Organizational Change and its process

8.9. Conflict management

8.10. Health related fundamental rights, duties and policies in Constitution of Nepal

8.11. Federal, Provincial and local level health related organizational structure

8.12. Sustainable Development Goals and targets related to health

8.13. Job description of public health nurse

8.14. Disaster management and role of PHN during disaster

8.15. Health insurance

8.16. Non communicable disease (NCD) and its preventive measures

8.17. Current health issues

8.18. MSS (Minimum Service Standard)

### प्रथम पत्रको प्रश्नसंख्या तालिका

प्रथम पत्रबाट यथासम्भव निम्नानुसार प्रश्नहरू सोधिनेछ।

भाग	खण्ड	विषयवस्तु	परीक्षा प्रणाली	अङ्कभार	प्रश्नसंख्या×अङ्क
I	A	सामान्यज्ञान	वस्तुगत बहुवैकल्पिक प्रश्न	२०	१०प्रश्न×२अङ्क = २०अङ्क
	B	सार्वजनिक व्यवस्थापन		२०	१०प्रश्न×२अङ्क = २०अङ्क
II		सेवा सम्बन्धी ज्ञान		६०	३०प्रश्न×२अङ्क = ६०अङ्क

प्रथम पत्रको भाग (Part II) सेवा सम्बन्धी ज्ञान विषयका एकाईबाट यथासम्भव निम्नानुसार प्रश्नहरू सोधिनेछ।

एकाई	१	२	३	४	५	६	७	८
वस्तुगत प्रश्नसंख्या	३	४	४	५	४	३	२	५

प्रदेश लोक सेवा आयोग, कर्णाली प्रदेश  
प्रदेश निजामती सेवा र स्थानीय सेवाको स्वास्थ्य सेवा, पब्लिक हेल्थ/कम्युनिटी हेल्थ नर्सिङ्ग समूह, सहायकस्तर पाँचौं  
तह, पब्लिक हेल्थ नर्स वा सो सरह पदको खुला, अन्तर तह र आन्तरिक अन्तर समूह प्रतियोगितात्मक लिखित परीक्षाको  
पाठ्यक्रम

द्वितीय पत्र (Paper II): प्राविधिक विषय (Technical Subject)

(Section-A)

50 Marks

1. Anatomy and Physiology
  - 1.1. General Concept (Cell, tissue, embryology)
  - 1.2. Structure and functions of different body system
    - 1.2.1. Musculoskeletal System
    - 1.2.2. Respiratory System
    - 1.2.3. Cardio-vascular System
    - 1.2.4. Gastro-intestinal System
    - 1.2.5. Urinary System
    - 1.2.6. Reproductive System
    - 1.2.7. Nervous System
    - 1.2.8. Special Sensory and Integumentary System
    - 1.2.9. Endocrine System
    - 1.2.10. Blood, Lymphatic and Immune System
  - 1.3. Body temperature regulation
    - 1.3.1. Conduction
    - 1.3.2. Convection
    - 1.3.3. Radiation
    - 1.3.4. Excretion (excretion)
  - 1.4. Organisms and Parasites
    - 1.4.1. Virus
    - 1.4.2. Bacteria
    - 1.4.3. Protozoa
    - 1.4.4. Helminthes
    - 1.4.5. Fungi
  - 1.5. Factors affecting micro organisms
    - 1.5.1. Aerobic
    - 1.5.2. Anaerobic
    - 1.5.3. Temperature
    - 1.5.4. Humidity
    - 1.5.5. Nutrients
  - 1.6. Mechanism of acid-base balance
    - 1.6.1. Electrolyte
    - 1.6.2. Relationship with respiration
    - 1.6.3. Relation with excretion
  - 1.7. Fluid and electrolyte replacement
    - 1.7.1. Oral rehydration solution
    - 1.7.2. Intra venous therapy
  - 1.8. Pharmacokinetics
    - 1.8.1. Absorption of drugs
    - 1.8.2. Distribution of drugs
    - 1.8.3. Metabolism of drugs

- 1.8.4. Excretion of drugs
- 1.9. Drugs acting on endocrine system
  - 1.9.1. Insulin
  - 1.9.2. Oral Antidiabetic drugs
  - 1.9.3. Thyroxine and antithyroid drugs
- 1.10. List of essential drugs provided by Nepal government in different level of health institution
2. Fundamentals of Nursing
  - 2.1. Basic needs of clients: Maslow's Hierarchy of need
  - 2.2. Nursing process
  - 2.3. Procedures used in physical assessment
    - 2.3.1. Vital signs
    - 2.3.2. Height and weight measurement
    - 2.3.3. Others (lab.exam, x-ray, USG, MRI, CT, endoscopy)
  - 2.4. Administration of drugs
    - 2.4.1. Oral
    - 2.4.2. Parental
    - 2.4.3. Topical application
    - 2.4.4. Instillation of drugs into eye, ear and nose
    - 2.4.5. Oxygen administration
    - 2.4.6. Blood transfusion
    - 2.4.7. Steam inhalation and drug inhalation
  - 2.5. First aid treatment
    - 2.5.1. Drowning
    - 2.5.2. Bites (Snake, insect and dog)
    - 2.5.3. Choking
    - 2.5.4. Hemorrhage and Shock
    - 2.5.5. Poisoning
    - 2.5.6. Burn
    - 2.5.7. Wound and Fracture
    - 2.5.8. Foreign body in ear,nose,eye and throat
  - 2.6. National and international professional organization related to nursing and its code of ethics
    - 2.6.1. International Council of Nurses(ICN)
    - 2.6.2. Nepal Nursing Council (NNC)
    - 2.6.3. Nursing Association of Nepal (NAN)
  - 2.7. Stress and stress coping mechanism
  - 2.8. Commonly used basic nursing procedures
    - 2.8.1. Art and principles of bed making and pressure sore area care
    - 2.8.2. Meeting personal hygiene needs (Oral, skin, hair, perineal care)
    - 2.8.3. Fluid and Electrolyte balance
    - 2.8.4. Elimination needs (catheterization, enema,sitz bath)
    - 2.8.5. Infection prevention and control (IP measures, hand washing, gloving and gowning techniques, IP process and sterilization process)
    - 2.8.6. Pre and post-operative care
    - 2.8.7. Dressing and bandaging
3. Nursing care of Adult
  - 3.1. Medical/surgical nursing management of the diseases/disorders condition in different body system
    - 3.1.1. Nervous System
      - 3.1.1.1. Meningitis

- 3.1.1.2. Encephalitis
- 3.1.1.3. Tetanus
- 3.1.1.4. Poliomyelitis
- 3.1.1.5. Epilepsy
- 3.1.1.6. Parkinson's disease
- 3.1.1.7. Spinal cord injury
- 3.1.1.8. Head injury
- 3.1.2. Respiratory System
  - 3.1.2.1. Pleurisy
  - 3.1.2.2. Pneumothorax
  - 3.1.2.3. Influenza
  - 3.1.2.4. Bronchitis
  - 3.1.2.5. Pneumonia
  - 3.1.2.6. Pulmonary TB
  - 3.1.2.7. Bronchial asthma
  - 3.1.2.8. Pulmonary embolism
  - 3.1.2.9. COPD/ARDS
  - 3.1.2.10. Asthma
- 3.1.3. Urinary system
  - 3.1.3.1. Urinary Tract Infection(UTI)
  - 3.1.3.2. Nephrotic Syndrome
  - 3.1.3.3. Renal and bladder calculi
  - 3.1.3.4. Renal failure (acute and chronic)
  - 3.1.3.5. Benign Prostatic hyperplasia
  - 3.1.3.6. Hydronephrosis
  - 3.1.3.7. Glomerulonephritis (acute and chronic)
- 3.1.4. Gastro-intestinal System
  - 3.1.4.1. Gastritis and Peptic ulcer
  - 3.1.4.2. Oesophageal varices
  - 3.1.4.3. Hernias
  - 3.1.4.4. Appendicitis
  - 3.1.4.5. Intestinal obstruction
  - 3.1.4.6. Peritonitis and ascites
  - 3.1.4.7. Tuberculosis of abdomen
  - 3.1.4.8. Ulcerative colitis
  - 3.1.4.9. Hemorrhoids
  - 3.1.4.10. Hepatitis
  - 3.1.4.11. Cirrhosis of liver
  - 3.1.4.12. Cholecystitis and Cholelithiasis
  - 3.1.4.13. Pancreatitis
- 3.1.5. Cardiovascular, Blood and Lymphatic System
  - 3.1.5.1. Congestive cardiac failure
  - 3.1.5.2. Angina pectoris
  - 3.1.5.3. Cardiac arrest
  - 3.1.5.4. Varicose vein, thrombophlebitis
  - 3.1.5.5. Myocardial Infarction (MI)
  - 3.1.5.6. Rheumatic heart disease
  - 3.1.5.7. Cerebro-vascular accident
  - 3.1.5.8. Blood diseases (anemia, thalassemia, sickle cell anemia, leukemia)
  - 3.1.5.9. Hodgkin's disease and lymphoma

- 3.1.5.10. Hypertension
    - 3.1.6. Endocrine System
      - 3.1.6.1. Hyper and hypothyroidism
      - 3.1.6.2. Diabetes insipidus
      - 3.1.6.3. Diabetes mellitus
  - 3.2. Reproductive System and Breast disorder
    - 3.2.1. Dysfunctional uterine bleeding
    - 3.2.2. Cystocele and Rectocele
    - 3.2.3. Uterine prolapse
    - 3.2.4. Vesicovaginal Fistula(VVF), Rectovaginal Fistula (RVF)
    - 3.2.5. Infection of genital tract, Sexually Transmitted Infection (STI)
    - 3.2.6. Human Immuno deficiency Virus and Acquired immune deficiency Syndrome (HIV/AIDS)
    - 3.2.7. Orchitis, prostate problems, hydrocele
    - 3.2.8. Breast disorder
    - 3.2.9. Infertility/Sub-fertility
  - 3.3. Eye Ear, Nose and Throat diseases and disorders
    - 3.3.1. Eye
      - 3.3.1.1. Conjunctivitis and sub-conjunctival hemorrhage
      - 3.3.1.2. Blepharitis
      - 3.3.1.3. Corneal ulcer, xerophthalmia, night blindness
      - 3.3.1.4. Foreign body in eye
      - 3.3.1.5. Cataract
      - 3.3.1.6. Glaucoma
    - 3.3.2. Ear
      - 3.3.2.1. Foreign body and impacted cerumen
      - 3.3.2.2. Otitis media, Hearing impairment
      - 3.3.2.3. Mastoiditis
      - 3.3.2.4. Meniere's disease
    - 3.3.3. Nose
      - 3.3.3.1. Foreign body
      - 3.3.3.2. Sinusitis
      - 3.3.3.3. Epistaxis
      - 3.3.3.4. Deviated nasal septum
      - 3.3.3.5. Nasal polyp
    - 3.3.4. Throat
      - 3.3.4.1. Foreign body
      - 3.3.4.2. Laryngitis
      - 3.3.4.3. Tonsillitis
      - 3.3.4.4. Pharyngitis
  - 3.4. Concept of disability and health service for disable people in different level of rehabilitation
4. Community Health Nursing
- 4.1. Determinants of health
  - 4.2. Primary health care (Definition, elements, principles)
  - 4.3. Importance, advantages, principles and steps of home visit
  - 4.4. Role of Community Nurse in following community setting
    - 4.4.1. Maternal Child Health & Family Planning (MCH &FP)
    - 4.4.2. School health
    - 4.4.3. Public health nurse in district office

- 4.4.4. Industrial health
- 4.4.5. Mental health
- 4.4.6. Geriatric and Rehabilitation center
- 4.4.7. Family health
- 4.5. Nutrition relation to health
  - 4.5.1. Classification, functions and sources of nutrients
  - 4.5.2. Nutritional assessment and deficiency disorder conditions
  - 4.5.3. Current nutritional status in Nepal and implemented program
    - 4.5.3.1. Common Nutritional problem in Nepal and its public health intervention
    - 4.5.3.2. Iron deficiency anemia and Vitamin A deficiency
    - 4.5.3.3. Iodine deficiency
    - 4.5.3.4. PEM, Stunting, Wasting
    - 4.5.3.5. Vitamin A and K program
    - 4.5.3.6. Iodized salt supplementation program
    - 4.5.3.7. Distribution of iron folic acid program for adolescent girls
    - 4.5.3.8. Promotion of exclusive breast feeding
    - 4.5.3.9. Deworming
  - 4.5.4. Nutritional requirements in different stages of life
    - 4.5.4.1. Pre-conception
    - 4.5.4.2. Conception
    - 4.5.4.3. Infant and childhood
    - 4.5.4.4. Adolescent
    - 4.5.4.5. Adult
    - 4.5.4.6. Elderly
- 4.6. Communication (types, process/elements, barriers, principles of effective communication)
- 4.7. Epidemiology
  - 4.7.1. Commonly used terms
  - 4.7.2. Aims, uses and approaches
  - 4.7.3. Epidemiological triad (agent, host and environment)
  - 4.7.4. Modes of disease transmission
  - 4.7.5. Level of disease prevention and modes of intervention
- 4.8. Immunization
  - 4.8.1. Recommended immunization schedule for mothers and children by National Immunization program (NIP)
  - 4.8.2. Preparation, administration, storage and maintenance of Cold chain of vaccines
  - 4.8.3. Health teaching and counseling for side effect/AEFI and follow up
- 4.9. Commonly used vital and health indicators
  - 4.9.1. Vital indicators (birth rate, death rate, population growth rate, life expectancy)
  - 4.9.2. Health indicators (neonate mortality rate, infant mortality rate, under 5 mortality rate, maternal mortality ratio, fertility rate)
  - 4.9.3. Sources of health statistics
- 4.10. Environmental sanitation
  - 4.10.1. Waste disposal
    - 4.10.1.1. Sources and Methods of refuse disposal
    - 4.10.1.2. Methods of sewage disposal
  - 4.10.2. Water-sources, purification of water and water related diseases
  - 4.10.3. Human excreta disposal (methods of disposal and transmission of fecal borne diseases).
- 4.11. Health education
  - 4.11.1. Purposes and principles of health education
  - 4.11.2. Methods and media of health education including its advantages and disadvantages



- 4.12. Family health nursing
  - 4.12.1. Functions and types of family
  - 4.12.2. Freeman's typology of family health problems (health threat, health deficit, foreseeable crisis)
  - 4.12.3. Roles and functions of community health nurse in family health care
- 4.13. Family planning: Methods of Family planning with counseling, preparation, doses, duration, mechanism of action, side effects, health teaching
- 4.14. Housing
- 4.15. Occupational/Environmental health and safety measures for the protection of health of workers in different work setting
- 4.16. Community diagnosis and health action (purposes, process, component)
- 4.17. School health program
  - 4.17.1. Objectives and activities/aspects
  - 4.17.2. Common health problems of school children
  - 4.17.3. School health nurse (function, roles)

(Section-B)

50 Marks

## 5. Reproductive Health Care (Safe motherhood)

- 5.1. Antenatal care
  - 5.1.1. Types of female pelvic and their effect on birth baby
  - 5.1.2. Structure and function of female reproductive organs
  - 5.1.3. Normal reproductive age and menopause
  - 5.1.4. Development of fertilized ovum and fetus
  - 5.1.5. Lie, presentation, attitude, denominator, position, presenting part, engagement, station.
  - 5.1.6. Signs and symptoms of pregnancy.
  - 5.1.7. Physical examination of antenatal mother
  - 5.1.8. Duration of pregnancy: Calculation of LMP (Last Menstrual Period) and EDD (Expected Date of Delivery) week of gestation
  - 5.1.9. Growth of uterus and height in relation to gestation
  - 5.1.10. Purpose of antenatal care and focused antenatal visits
  - 5.1.11. Need of pregnant mother.
  - 5.1.12. Minor and Major disorders of pregnancy
  - 5.1.13. Bleeding in pregnancy
  - 5.1.14. Disease associated with pregnancy: Anemia, cardiac disease, diabetes, hypertension, tuberculosis, sexually transmitted disease, urinary tract infection
- 5.2. Delivery care
  - 5.2.1. Labour and its stages
  - 5.2.2. Signs and symptoms of onset of true labour
  - 5.2.3. Stages and mechanism of normal labour
  - 5.2.4. Partograph
  - 5.2.5. Nursing care of mother during each stage of labour
  - 5.2.6. APGAR score
  - 5.2.7. Immediate care of new born baby
  - 5.2.8. Signs & symptoms of separation of placenta
  - 5.2.9. Complications of third and fourth stage of labour
  - 5.2.10. Needs and care of mother and newborn
  - 5.2.11. Prolonged labour and its appropriate management
- 5.3. Postnatal care
  - 5.3.1. Definition and duration of puerperium
  - 5.3.2. Principles of care in puerperium

- 5.3.3. Need of postnatal mother
- 5.3.4. Minor disorders of puerperium
- 5.3.5. Complications of puerperium
- 5.3.6. Breast feeding
- 5.3.7. Immediate/Essential new born care
- 5.3.8. Examination of new born baby
- 5.3.9. Congenital abnormalities/ Birth injuries
- 5.4. Abortion care
  - 5.4.1. Definition
  - 5.4.2. Types
  - 5.4.3. Management of Abortion
  - 5.4.4. Legal aspects of Abortion service in Nepal
- 5.5. Reproductive health morbidity
  - 5.5.1. Concepts, Screening methods, Primary level management
    - 5.5.1.1. Uterine prolapse
    - 5.5.1.2. Cervical cancer
    - 5.5.1.3. Breast cancer
    - 5.5.1.4. Obstetric fistula
    - 5.5.1.5. Infertility/Subfertility care
- 5.6. Gender based violence
- 5.7. Role of PHN in Reproductive health services in Nepal
- 6. Nursing Care of Child
  - 6.1. Definition of terms
    - 6.1.1. Neonate
    - 6.1.2. Infant
    - 6.1.3. Toddler
    - 6.1.4. Preschool
    - 6.1.5. School age
    - 6.1.6. Adolescence
  - 6.2. Developmental characteristic and milestones
  - 6.3. Adolescent changes and problems
  - 6.4. Role of nurses in reduction of child and neonatal mortality rate
  - 6.5. Common health problems of children in Nepal and its nursing management and prevention
    - 6.5.1. Diarrhea, Dysentery
    - 6.5.2. Worminfestation
    - 6.5.3. Imperforateanus
    - 6.5.4. Undescended Testis
    - 6.5.5. Phimosis
    - 6.5.6. Rheumatic fever
    - 6.5.7. Rheumatic heart disease
    - 6.5.8. Hair-lip, Cleft palate
  - 6.6. Common health hazards of children in Nepal and its prevention
  - 6.7. CBIMNCI program and its management of childhood illness
- 7. Behavioural Science/ Mental Health
  - 7.1. Factors and theories of effective learning
  - 7.2. Characteristic of mentally healthy person
  - 7.3. Components of mental health assessment
  - 7.4. Common mental health problems and its prevention and management
    - 7.4.1. Psychosis

- 7.4.2. Neurosis
- 7.4.3. Personality disorder
- 7.4.4. Mental retardation
- 7.4.5. Substances and alcohol abuse
- 7.4.6. Suicide
- 8. Leadership and Management
  - 8.1. Principle of Management
  - 8.2. Function of Management Process: Planning, Organizing, Staffing, Leading/Directing, Supervision, Controlling, Motivation, Implementation and Evaluation
  - 8.3. Leadership Style: personal and professional development
  - 8.4. Staff motivation in management to maintain the highest standard of care; delegation of responsibilities; Evaluation of staff performance and client satisfaction
  - 8.5. Resources Management: Human, material, finance and time
  - 8.6. Monitoring, Supervision, Coordination and Evaluation
  - 8.7. Recording and Reporting of health related information: IHMIS, ELMIS
  - 8.8. Organizational Change and its process
  - 8.9. Conflict management
  - 8.10. Health related fundamental rights, duties and policies in Constitution of Nepal
  - 8.11. Federal, Provincial and local level health related organizational structure
  - 8.12. Sustainable Development Goals and targets related to health
  - 8.13. Job description of public health nurse
  - 8.14. Disaster management and role of PHN during disaster
  - 8.15. Health insurance
  - 8.16. Non communicable disease (NCD) and its preventive measures
  - 8.17. Current health issues
  - 8.18. MSS (Minimum Service Standard)
- 9. Policies and laws
  - 9.1. Karnali Province Health Policy, 2076
  - 9.2. Karnali Province Civil Service Act, 2080 and Regulations, 2080 (appointment, promotion, code of conduct, leave and punishment)
  - 9.3. Local Services (Formulation and Operation) Act, 2081 and Regulations, 2081 (appointment, promotion, code of conduct, leave and punishment)
  - 9.4. Karnali Province Health Service Act, 2078 and Regulations, 2080
  - 9.5. Prevention of Corruption Act, 2059 (Chapter 2)

द्वितीय पत्रको प्रश्नसंख्या तालिका

द्वितीय पत्रबाट यथासम्भव निम्नानुसार प्रश्नहरू सोधिनेछ।

खण्ड	Section-A				Section-B				
एकाई	१	२	३	४	५	६	७	८	९
छोटो प्रश्न	१	२	१	२	२	१	१	१	१
लामो प्रश्न	-	१		१	१		१		-

## २. कम्प्युटर सीप परीक्षण (Computer Skill Test)

विषय: कम्प्युटर सीप परीक्षण (Computer Skill Test)

विषय	पूर्णाङ्क	विषयवस्तु शीर्षक	अङ्क	समय
कम्प्युटर सीप परीक्षण (Computer Skill Test)	१०	Nepali Typing	२ अङ्क	५ मिनेट
		English Typing	२ अङ्क	५ मिनेट
		Ms word	२ अङ्क	१० मिनेट
		Electronic Spreadsheet	२ अङ्क	
		Presentation System	१ अङ्क	
		Windows basic, Email and Internet	१ अङ्क	
जम्मा			१० अङ्क	२० मिनेट

### Contents

#### 1. Ms word (0.5×2=1 Marks and 1×1=1 Mark)

- Creating, saving and opening documents
- Typing in Nepali and English
- Text formatting (Font, Size, Color, Underline, Italic, Bold, etc.) and paragraph formatting (alignment, indentation, spacing)
- Inserting Header, Footer, Page Number, Table, Pictures, Shapes, Hyperlink, Bookmark, Text Box and Symbol
- Page Formatting
- Security Techniques of Document
- Mail merge

#### 2. Electronic Spreadsheet (0.5×2=1 Marks and 1×1=1 Mark)

- Organization of Electronic Spreadsheet applications (Cells, Rows, Columns, Worksheet, Workbook and Workspace)
- Creating, Opening and Saving Work Book
- Editing, Copying, Moving, Deleting Cell Contents
- Formatting Cells (Font, Border, Pattern, Alignment, Number, Protection, Margins and text wrap)
- Formatting Rows, Column and Sheets
- Using Formula with Relative and Absolute Cell Reference
- Using Basic Functions (SUM, MAX, MIN, AVERAGE)

#### 3. Presentation System (0.5×2=1 Marks)

- Introduction to presentation application
- Creating, Opening & Saving Slides
- Formatting Slides, Slide design, Inserting header & footer
- Slide Show, hyper link
- Animation
- Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

#### 4. Windows basic, Email and Internet (0.5×2=1 Marks)

- Introduction to Graphical User Interface
- Starting and shutting down Windows
- Basic Windows elements: Desktop, Taskbar, My Computer, Recycle Bin etc.
- Concept of file, folder, menu, toolbar
- Searching files and folders
- Internet browsing & searching content in the web
- Creating Email ID, Using email and mail client tools

### अंग्रेजी र नेपाली Typing Skill Test को लागि निर्देशन

१. नेपाली typing skill test को लागि १५० शब्दको एउटा text दिइनेछ र देहाय अनुसार अङ्क प्रदान गरिनेछ।

शुद्ध शब्द प्रतिमिनेट (Correct words/minute)	पाउने अङ्क
४ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	० अङ्क
४ वा सो भन्दा बढी र ७ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	०.२५ अङ्क
७ वा सो भन्दा बढी र १० भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	०.५० अङ्क
१० वा सो भन्दा बढी र १३ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	०.७५ अङ्क
१३ वा सो भन्दा बढी र १६ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	१.०० अङ्क
१६ वा सो भन्दा बढी र १९ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	१.२५ अङ्क
१९ वा सो भन्दा बढी र २२ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	१.५० अङ्क
२२ वा सो भन्दा बढी र २५ भन्दा कम शुद्धशब्द प्रतिमिनेट वापत	१.७५ अङ्क
२५ वा सो भन्दा बढी शुद्ध शब्द प्रतिमिनेट वापत	२.०० अङ्क

२. English typing skill test को लागि २०० शब्दको एउटा text दिइनेछ र देहाय अनुसार अङ्क प्रदान गरिनेछ।

शुद्ध शब्द प्रतिमिनेट (Correct words/minute)	पाउने अङ्क
४ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	० अङ्क
४ वा सो भन्दा बढी र ८ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	०.२५ अङ्क
८ वा सो भन्दा बढी र १२ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	०.५० अङ्क
१२ वा सो भन्दा बढी र १६ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	०.७५ अङ्क
१६ वा सो भन्दा बढी र २० भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	१.०० अङ्क
२० वा सो भन्दा बढी र २४ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	१.२५ अङ्क
२४ वा सो भन्दा बढी र २८ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	१.५० अङ्क
२८ वा सो भन्दा बढी र ३२ भन्दा कम शुद्ध शब्द प्रतिमिनेट वापत	१.७५ अङ्क
३२ वा सो भन्दा बढी शुद्ध शब्द प्रतिमिनेट वापत	२.०० अङ्क

३. नेपालीमा दिइएको text लाई अनिवार्य रूपमा युनिकोड (रोमानाइज्ड वा ट्रेडिसनल) मा टाइप गर्नुपर्नेछ।
४. अंग्रेजी र नेपाली typing मा दिइएको text लाई आधारमानी टाइप गरेको text सँग भिडाई परीक्षण गरिनेछ। दिइएको अंग्रेजी वा नेपाली text मा उल्लेखित स्थान बमोजिम परीक्षार्थीहरूले आफ्नो text मा punctuation टाइप नगरेको पाइएमा त्यसको शब्दमा गणना गरिनेछैन। तत्पश्चात, निम्न formula प्रयोग गरी शुद्ध शब्द प्रतिमिनेट (correct words/minute) निकालिनेछ।

Formula: शुद्ध शब्द प्रतिमिनेट (Correct words/minute) = 
$$\frac{(\text{Total words typed} - \text{Wrong words})}{5}$$