

प्रदेश लोक सेवा आयोग, कर्णाली प्रदेश  
प्रदेश निजामती सेवाको स्वास्थ्य सेवा, डेन्टिष्ट्री समूह, सहायकस्तर पाँचौं तह, डेन्टल हाइजेनिष्ट 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)

#### टिप्पणी:

- 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 सेवाको स्वास्थ्य सेवा, डेन्टिष्ट्री समूह, सहायकस्तर पाँचौं तह, डेन्टल हाइजेनिष्ट 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)

Section-A

(१० प्रश्न×२ अङ्क= २०अङ्क)

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

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 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) (३० प्रश्न × २ अङ्क = ६० अङ्क)

### 1. Health Service System

- 1.1. Health service system in Nepal
- 1.2. History of the development of dental health services in Nepal
- 1.3. Purpose and characteristics of a dental health care system
- 1.4. Ayurvedic approaches to dental health care
- 1.5. Code of conduct for dental hygienist and its purpose
- 1.6. Federal, Provincial and local level health related organizations
- 1.7. Provisions and methods of public oral health awareness

### 2. Periodontics

- 2.1. Historical background of periodontics
- 2.2. Normal clinical and microscopic features of gingiva
- 2.3. periodontal ligament: Functions, fibres and periodontal diseases
- 2.4. Cementum: structure, classification, types
- 2.5. Alveolar process: structure, socket wall and interdental septum
- 2.6. Dental plaque and calculus: definition, structure, composition, microbiology, its complication and control measures
- 2.7. Prevalence and incidence of periodontal disease, indices used in periodontics; periodontal index, gingival index
- 2.8. Aging and its effect on periodontium
- 2.9. Tooth brush and its types; dentifrices and its composition; composition and mechanism of action of fluoridated toothpastes and desensitizing toothpastes; various types of tooth brushing methods and their significance in different patients; use of toothpick, dental floss, inter-dental brushes and gum stimulator
- 2.10. Periodontal instrument design and classification
- 2.11. Patient and operator position
- 2.12. Periodontal instrumentation: Principles functions and its objective
- 2.13. Plaque control methods

### 3. Oral Pathology and Microbiology

- 3.1. Tooth: Anatomical structure, physiology and tooth function
- 3.2. Inflammation and abscess: concept, causes, types and its complication
- 3.3. Facial spaces, its infection and complications
- 3.4. Oral microbiology, common oral ulcerations and lesions afflicting oral cavity (bacterial, viral, fungal, protozoal, amoebic)
- 3.5. Source, types, clinical features and sequelae of infection
- 3.6. Infection control: sterilization and disinfection
- 3.7. Definition and procedures followed in universal precaution
- 3.8. Concept and process of hand scrubbing in operatory with their significance
- 3.9. Decontamination process of dental equipments including dental chair
- 3.10. Waste management: clinical wastes and procedure of waste management of dental operatory, dental amalgam waste management

### 4. Oral Medicine and Radiology

- 4.1. Oral medicine: definition, scope and clinical application
- 4.2. Principles of oral diagnosis, swelling, ulcer, sinus, fistula, mucosal lesions, pain and TMJ problems definitions
- 4.3. Case history and components; physical examination methodologies (general-extra oral, intra oral)

- 4.4. Concepts of provisional diagnosis and differential diagnosis
- 4.5. Clinical chair side investigations and radiological investigations - hematological, microbiological, histopathological
- 4.6. Final/confirmed diagnosis formulation of treatment plan referral for opinions
- 4.7. Dental disorders- Developmental malformations, discoloration of teeth
- 4.8. Tongue: Structure, diseases and its systemic manifestations
- 4.9. Concept of pre-malignancy: premalignant lesions and conditions and complications
- 4.10. Oral cancer etiology, epidemiology, screening, clinical features, diagnosis, prevention and management and complications
- 4.11. Diseases of salivary glands and complications
- 4.12. Biological effects of radiation and radiation protection
- 4.13. Principles of radiotherapy: preparation of patient for oral radiotherapy, management of post radiation oral complications
- 4.14. Basic radiographic techniques: IOPA, OPG, Lateral Ceph
- 4.15. Advanced radiographic techniques: panoramic radiography, cephalometric radiography, CT scans, radionuclide diagnosis, digital radiography, applications of imaging in oral medicine - MRI, ultra sound
5. Oral and Maxillofacial Surgery
  - 5.1. Principles of surgery
  - 5.2. Local anaesthesia in dentistry: classification, composition, mechanism of action, ideal properties, complications
  - 5.3. Mandible and maxilla fracture types and its basic management and complications
  - 5.4. Exodontia and its complications
  - 5.5. Impacted teeth, wisdom teeth and its significance with complications
  - 5.6. Oro-facial pain
  - 5.7. Common medical emergencies, odontogenic space infections, fungal and viral infections of head and neck in dental practice and their complications
  - 5.8. Incisional and excisional biopsy
  - 5.9. Assisting dental surgeons during various dental procedures
  - 5.10. Incision and drainage of dental abscess
6. Conservative and Endodontics
  - 6.1. Definition, etiology, types, clinical features, sequelae and prevention of dental caries
  - 6.2. Definition, causes, clinical features and treatment options of attrition, abrasion and erosion
  - 6.3. Diseases of pulp and periapical tissues
  - 6.4. Classification, etiology, clinical features and sequelae of pulp and periapical tissues
  - 6.5. Classification of dental injuries and storage of avulsed tooth following tooth avulsion
  - 6.6. Classification of instruments for restorative and endodontic procedures
  - 6.7. Manipulation of various materials such as amalgam, composite, cements, calcium hydroxide, sealers
7. Dental Materials, Instruments and Dental Assisting
  - 7.1. Dental materials: Importance and disinfection
  - 7.2. Gypsum products: Application, manipulation and disinfection
  - 7.3. Impression materials: Definition, classification, desirable properties, process of transfer and storage of impression materials
  - 7.4. Impression compound: Ideal requirements and manipulation process
  - 7.5. Types of dental waxes and manipulation process of modeling wax
  - 7.6. Dental models, cast and die materials and different dental materials used for making them; manipulation process of dental plaster, dental stone and die stone; laboratory process of pouring and base forming of cast
  - 7.7. Identification and classification of dental instruments

- 7.8. Classification and types of impression trays; methods of sterilization of impression trays
- 7.9. Various parts of dental chair and their functions
- 7.10. Various positions of the operator and the assistant; various steps of patient preparation before operative procedure; post treatment instructions after various dental procedures
- 7.11. Different methods of saliva control and isolation
- 7.12. Cleaning and disinfection of dental equipment
8. Prosthodontics
  - 8.1. Define partial edentulism
  - 8.2. Etiology, clinical features, classification and sequel of partial edentulous situation
  - 8.3. Prevention of partial edentulism
  - 8.4. Define edentulism
  - 8.5. Etiology and clinical features of edentulous situation
  - 8.6. Prevention of edentulism
  - 8.7. Instruments for various prosthodontic procedures
  - 8.8. Sterilization and maintenance of instruments and equipment
  - 8.9. Manipulation of various materials such as alginate, impression compound, various luting cements, zinc oxide eugenol
9. Orthodontics
  - 9.1. Squeal of malocclusion
  - 9.2. Complication of orthodontic treatment
  - 9.3. Removable appliance
  - 9.4. Clinical features and complication of deep bite and cross bite
  - 9.5. TMJ problem related to orthodontic treatment
  - 9.6. Ideal age for orthodontic correction
  - 9.7. Immediate treatment required cases for referral
  - 9.8. Proclination of upper anterior, orthodontic problems
10. Pedodontics
  - 10.1. Complication of extraction in children
  - 10.2. Treatment modalities in deciduous tooth
  - 10.3. Complication of thumb sucking habit
  - 10.4. Avulsion of a tooth and storing media
  - 10.5. Different space maintainers used in children
  - 10.6. Child psychology and behavioral management
  - 10.7. Difference between primary and secondary tooth
  - 10.8. Tooth eruption sequence and exfoliation age
  - 10.9. Nursing bottle caries: Introduction, clinical features, management and its complication
  - 10.10. Bacterial and viral disease related to child patient
  - 10.11. Fluoride: Introduction, types, indication, contraindication, advantage, disadvantage and method of fluoride application
  - 10.12. Trauma, tooth fracture and management in child patient
  - 10.13. Restorative materials in primary and secondary tooth
  - 10.14. Eruption cyst
11. Policies and Laws
  - 11.1. National oral health policy
  - 11.2. Karnali province health policy, 2076
  - 11.3. Karnali Province Health Service Act, 2078 and Regulations, 2080
  - 11.4. Prevention of Corruption Act, 2059 (Chapter 2)
  - 11.5. Current periodic plan of Karnali province (related to health service)

प्रथम पत्रको प्रश्नसंख्या तालिका

प्रथम पत्रबाट यथासम्भव निम्नानुसार प्रश्नहरू सोधिनेछ।

भाग	खण्ड	विषयबस्तु	परीक्षा प्रणाली	अङ्कभार	प्रश्नसंख्या×अङ्क
I	A	सामान्यज्ञान	बस्तुगत 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	९	१०	११
बस्तुगत प्रश्नसंख्या	२	५	२	२	२	४	५	२	२	२	२

प्रदेश लोक सेवा आयोग, कर्णाली प्रदेश  
प्रदेश निजामती सेवाको स्वास्थ्य सेवा, डेन्टिष्ट्री समूह, सहायकस्तर पाँचौं तह, डेन्टल हाइजेनिष्ट पदको खुला,  
अन्तर तह र आन्तरिक अन्तर समूह प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

द्वितीय पत्र (Paper II): प्राविधिक विषय

Section-A

50 Marks

1. Health Service System

- 1.1. Health service system in Nepal
- 1.2. History of the development of dental health services in Nepal
- 1.3. Purpose and characteristics of a dental health care system
- 1.4. Ayurvedic and allopathic approaches to dental health care
- 1.5. Code of conduct for dental hygienist and its purpose
- 1.6. Federal, Provincial and local level health related organizations
- 1.7. Provisions and methods of public oral health awareness

2. Periodontics

- 2.1. Historical background of periodontics
- 2.2. Normal clinical and microscopic features of gingiva
- 2.3. periodontal ligament: Functions, fibres and periodontal diseases
- 2.4. Cementum: structure, classification, types
- 2.5. Alveolar process: structure, socket wall and interdental septum
- 2.6. Dental plaque and calculus: definition, structure, composition, microbiology, its complication and control measures
- 2.7. Prevalence and incidence of periodontal disease, indices used in periodontics; periodontal index, gingival index
- 2.8. Aging and its effect on periodontium
- 2.9. Tooth brush and its types; dentifrices and its composition; composition and mechanism of action of fluoridated toothpastes and desensitizing toothpastes; various types of tooth brushing methods and their significance in different patients; use of toothpick, dental floss, inter-dental brushes and gum stimulator
- 2.10. Periodontal instrument design and classification
- 2.11. Patient and operator position
- 2.12. Periodontal instrumentation: Principles functions and its objective
- 2.13. Plaque control methods

3. Oral Pathology and Microbiology

- 3.1. Tooth: Anatomical structure, physiology and tooth function
- 3.2. Inflammation and abscess: concept, causes, types and its complication
- 3.3. Facial spaces, its infection and complications
- 3.4. Oral microbiology, common oral ulcerations and lesions afflicting oral cavity (bacterial, viral, fungal, protozoal, amoebic)
- 3.5. Source, types, clinical features and sequelae of infection
- 3.6. Infection control: sterilization and disinfection
- 3.7. Definition and procedures followed in universal precaution
- 3.8. Concept and process of hand scrubbing in operatory with their significance
- 3.9. Decontamination process of dental equipments including dental chair
- 3.10. Waste management: clinical wastes and procedure of waste management of dental operatory, dental amalgam waste management

4. Oral Medicine and Radiology

- 4.1. Oral medicine: definition, scope and clinical application



- 4.2. Principles of oral diagnosis, swelling, ulcer, sinus, fistula, mucosal lesions, pain and TMJ problems definitions
- 4.3. Case history and components; physical examination methodologies (general-extra oral, intra oral)
- 4.4. Concepts of provisional diagnosis and differential diagnosis
- 4.5. Clinical chair side investigations and radiological investigations - hematological, microbiological, histopathological
- 4.6. Final/confirmed diagnosis formulation of treatment plan referral for opinions
- 4.7. Dental disorders- Developmental malformations, discoloration of teeth
- 4.8. Tongue: Structure, diseases and its systemic manifestations
- 4.9. Concept of pre-malignancy: premalignant lesions and conditions and complications
- 4.10. Oral cancer etiology, epidemiology, screening, clinical features, diagnosis, prevention and management and complications
- 4.11. Diseases of salivary glands and complications
- 4.12. Biological effects of radiation and radiation protection
- 4.13. Principles of radiotherapy: preparation of patient for oral radiotherapy, management of post radiation oral complications
- 4.14. Basic radiographic techniques: IOPA, OPG, Lateral Ceph
- 4.15. Advanced radiographic techniques: panoramic radiography, cephalometric radiography, CT scans, radionuclide diagnosis, digital radiography, applications of imaging in oral medicine - MRI, ultra sound
5. Oral and Maxillofacial Surgery
  - 5.1. Principles of surgery
  - 5.2. Local anaesthesia in dentistry: classification, composition, mechanism of action, ideal properties, complications
  - 5.3. Mandible and maxilla fracture types and its basic management and complications
  - 5.4. Exodontia and its complications
  - 5.5. Impacted teeth, wisdom teeth and its significance with complications
  - 5.6. Oro-facial pain
  - 5.7. Common medical emergencies, odontogenic space infections, fungal and viral infections of head and neck in dental practice and their complications
  - 5.8. Incisional and excisional biopsy
  - 5.9. Assisting dental surgeons during various dental procedures
  - 5.10. Incision and drainage of dental abscess

## Section-B

50 Marks

6. Conservative and Endodontics
  - 6.1. Definition, etiology, types, clinical features, sequelae and prevention of dental caries
  - 6.2. Definition, causes, clinical features and treatment options of attrition, abrasion and erosion
  - 6.3. Diseases of pulp and periapical tissues
  - 6.4. Classification, etiology, clinical features and sequelae of pulp and periapical tissues
  - 6.5. Classification of dental injuries and storage of avulsed tooth following tooth avulsion
  - 6.6. Classification of instruments for restorative and endodontic procedures
  - 6.7. Manipulation of various materials such as amalgam, composite, cements, calcium hydroxide, sealers
7. Dental Materials, Instruments and Dental Assisting
  - 7.1. Dental materials: Importance and disinfection
  - 7.2. Gypsum products: Application, manipulation and disinfection
  - 7.3. Impression materials: Definition, classification, desirable properties, process of transfer and storage of impression materials

- 7.4. Impression compound: Ideal requirements and manipulation process
- 7.5. Types of dental waxes and manipulation process of modeling wax
- 7.6. Dental models, cast and die materials and different dental materials used for making them; manipulation process of dental plaster, dental stone and die stone; laboratory process of pouring and base forming of cast
- 7.7. Identification and classification of dental instruments
- 7.8. Classification and types of impression trays; methods of sterilization of impression trays
- 7.9. Various parts of dental chair and their functions
- 7.10. Various positions of the operator and the assistant; various steps of patient preparation before operative procedure; post treatment instructions after various dental procedures
- 7.11. Different methods of saliva control and isolation
- 7.12. Cleaning and disinfection of dental equipment
8. Prosthodontics
  - 8.1. Define partial edentulism
  - 8.2. Etiology, clinical features, classification and sequel of partial edentulous situation
  - 8.3. Prevention of partial edentulism
  - 8.4. Define edentulism
  - 8.5. Etiology and clinical features of edentulous situation
  - 8.6. Prevention of edentulism
  - 8.7. Instruments for various prosthodontic procedures
  - 8.8. Sterilization and maintenance of instruments and equipment
  - 8.9. Manipulation of various materials such as alginate, impression compound, various luting cements, zinc oxide eugenol
9. Orthodontics
  - 9.1. Squeal of malocclusion
  - 9.2. Complication of orthodontic treatment
  - 9.3. Removable appliance
  - 9.4. Clinical features and complication of deep bite and cross bite
  - 9.5. TMJ problem related to orthodontic treatment
  - 9.6. Ideal age for orthodontic correction
  - 9.7. Immediate treatment required cases for referral
  - 9.8. Proclination of upper anterior, orthodontic problems
10. Pedodontics
  - 10.1. Complication of extraction in children
  - 10.2. Treatment modalities in deciduous tooth
  - 10.3. Complication of thumb sucking habit
  - 10.4. Avulsion of a tooth and storing media
  - 10.5. Different space maintainers used in children
  - 10.6. Child psychology and behavioral management
  - 10.7. Difference between primary and secondary tooth
  - 10.8. Tooth eruption sequence and exfoliation age
  - 10.9. Nursing bottle caries: Introduction, clinical features, management and its complication
  - 10.10. Bacterial and viral disease related to child patient
  - 10.11. Fluoride: Introduction, types, indication, contraindication, advantage, disadvantage and method of fluoride application
  - 10.12. Trauma, tooth fracture and management in child patient
  - 10.13. Restorative materials in primary and secondary tooth
  - 10.14. Eruption cyst

## 11. Policies and Laws

- 11.1. National oral health policy
- 11.2. Karnali province health policy, 2076
- 11.3. Karnali Province Civil Service Act, 2080 and Regulations, 2080 (conduct, leave and punishment)
- 11.4. Karnali Province Health Service Act, 2078 and Regulations, 2080
- 11.5. Prevention of Corruption Act, 2059 (Chapter 2)
- 11.6. Current periodic plan of Karnali province (related to health service)

### द्वितीय पत्रको प्रश्नसंख्या तालिका

द्वितीय पत्रको एकाईहरूबाट यथासम्भव निम्नानुसार विषयगत प्रश्नहरू सोधिनेछ ।

खण्ड	Section-A					Section-B					
एकाई	१	२	३	४	५	६	७	८	९	१०	११
छोटो प्रश्न	१	१	२	१	१	१	१	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

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

- 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

- 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

- नेपालीमा दिइएको text लाई अनिवार्य रूपमा युनिकोड (रोमानाइज्ड वा ट्रेडिसनल) मा टाइप गर्नुपर्नेछ।
- 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) =  $\frac{(\text{Total words typed} - \text{Wrong words})}{5}$