

लोक सेवा आयोग

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

२०८३/०६/०७

पत्र: प्रथम

समय: ४५ मिनेट

KEY [C]

पूर्णाङ्क: १००

विषय: सेवा सम्बन्धित र संस्थागत ज्ञान

1. ICT Policy, 2072 is related to the development of

- A) Agriculture B) Information and Communication Technology
C) Tourism D) Banking

2. Which of the following is not the objective of National Cyber Security Policy, 2080?

- A) To develop laws and standards to solidify the cybersecurity framework
B) To build the capacity of cyber-focused human resources
C) To control sensitive national infrastructure
D) To minimize vulnerabilities to cyber threats

3. Under Nepal's Cyber Security Policy, 2080, which practice is most appropriate for an organization responsible for protecting its information systems?

- A) Sharing user credentials among authorized staff
B) Disabling security controls to improve system speed
C) Implementing appropriate measures to identify, manage and respond to cybersecurity risks
D) Allowing unrestricted access to organizational information systems

4. प्राथमिकताका आधारमा पत्रको वर्गीकरणमा तलका मध्ये कुन पर्दैन ?

- A) साधारण पत्र B) जरूरी पत्र
C) गोप्य पत्र D) व्यक्तिगत पत्र

5. कार्यालय कार्यविधिमा तलका मध्ये कुन पर्दैन ?

- A) वृत्ति विकास B) पत्र व्यवहार
C) टिप्पणी D) परिपत्र

6. नेपालमा जनगणनाको सुरुवात कहिलेबाट भएको हो?

- A) वि.सं. १९६८ B) वि.सं. १९७८
C) वि.सं. २००० D) वि.सं. २००८

7. पन्ध्रौं योजनाको अवधि तलका मध्ये कुन हो?

- A) आ.व. २०७३/७४-२०७७/७८ B) आ.व. २०७४/७५-२०७८/७९
C) आ.व. २०७५/७६-२०७९/८० D) आ.व. २०७६/७७-२०८०/८१

8. चण्डी नाच कुन पर्वसँग सम्बन्धित छ?

A) माघी

B) ल्होसार

C) गौरा पर्व

D) उधौली/उभौली

9. राष्ट्रिय जनगणना २०७८ अनुसार नेपालमा कुल कतिवटा मातृभाषाहरू रहेका छन्?

A) ११०

B) ११४

C) १२४

D) १४२

10. नेपालको जलस्रोत मुख्य स्रोत कुन हो?

A) भू-जल

B) वर्षा र हिमाल

C) ताल

D) पोखरी

11. सार्वजनिक संस्थानहरूलाई समन्वय गर्ने काम कुन मन्त्रालयले गर्छ ?

A) गृह मन्त्रालय

B) अर्थ मन्त्रालय

C) सूचना तथा सञ्चार मन्त्रालय

D) कानून, न्याय तथा संसदीय मामिला मन्त्रालय

12. राष्ट्रिय बीउ बिजन कम्पनी लिमिटेडलाई कहिले कृषि सामग्री कम्पनीमा मर्ज गरिएको हो?

A) वि.सं. २०५९ वैशाख २५

B) वि.सं. २०७५ भदौ १३

C) वि.सं. २०७५ भदौ ३१

D) वि.सं. २०७६ साउन १६

13. कृषि सामग्री संस्थानको स्थापना कहिले भएको हो?

A) वि.सं. २०२२

B) वि.सं. २०२५

C) वि.सं. २०३१

D) वि.सं. २०३२

14. Which of the following types of computers is primarily designed to perform large-scale transaction processing, manage large volumes of data and support thousands of concurrent users and applications?

A) Mini Computer

B) Mainframe Computer

C) Workstation Computer

D) Personal Computer

15. Which of the following is known as the brain of computer?

A) RAM

B) CPU

C) Hard Disk

D) Monitor

16. Software specifically developed for a particular task or organization (e.g., payroll system, hospital management system) is called
- A) **Application Software** B) Utility Software
C) System Software D) Liveware
17. The process of finding and fixing issues in a computer program is known as
- A) **Debugging** B) Tracing
C) Compilation D) Tuning
18. A program that pretends to perform a useful task while simultaneously allowing a destructive act is
- A) Worm B) **Trojan Horse**
C) Virus D) Macro Virus
19. Which type of network is generally used to connect computers within a limited geographical area such as an office or a college?
- A) WAN B) MAN
C) **LAN** D) Internet
20. Which storage device is classified as auxiliary memory?
- A) Cache memory B) RAM
C) Register D) **Hard Disk**
21. uses 4 byte storage for every single character.
- A) **UTF-32** B) UTF-16
C) UTF-8 D) UTF-4
22. What is the full form of GUI in operating system?
- A) General User Interface B) **Graphical User Interface**
C) General Unified Interface D) Graphical Unified Interface
23. The function of Windows Device Manager is
- A) to manage disk partitions
B) to uninstall applications
C) to configure network settings
D) **to manage connected devices and their drivers**
24. Which wildcard character is commonly used to represent multiple characters in file management?
- A) ? B) *****
C) # D) @
25. Which types of instructions are commonly stored in the CONFIG.SYS file?
- A) Internet configuration settings
B) DOS commands executed by user
C) Word-processing macros
D) **Device driver loading and memory configuration commands**
26. The purpose of CHKDSK command in MS DOS is to
- A) format disk B) display disk contents

- C) check and repair disk error** D) display directory contents
27. In MS Paint image size can be specified in as units.
A) pixels B) inches or centimeter
C) inches or pixels **D) inches, centimeter or pixels**
28. Which of the following is primarily a web-based word processing application?
A) Google Docs B) Notepad
C) MS Word D) MS PowerPoint
29. Which shortcut is commonly used to copy selected text?
A) Ctrl + X **B) Ctrl + C**
C) Ctrl + V D) Ctrl + Z
30. In an MS Word document, if you want to start page number from 3rd page, you need to
A) insert page break after page 2
B) insert page break after page 2 and reset page number
C) insert section break after page 2 and unlink page 3 from first two
D) delete header/footer in first two pages
31. The task to combine multiple cells into one cell in MS Word table is
A) Merge cells B) Split cells
C) Align center D) Table properties
32. In MS Word mail merge, where is the recipient information such as name, address and email stored?
A) Main Document B) Merge Field
C) Data Source D) Header
33. Why should "Print Preview" be used before printing a lengthy report?
A) To increase printing speed
B) To convert the document into PDF
C) To compress document size
D) To check page layout and avoid paper wastage
34. Which of the following is an electronic spreadsheet application?
A) MS Word **B) MS Excel**
C) MS Access D) MS PowerPoint
35. What is the main difference between Copy and Cut?
A) Copy duplicates the contents; Cut moves the contents
B) Copy deletes the contents; Cut duplicates them
C) Both always delete the original
D) There is no difference
36. Which of the following is used to define the intersection of a row and a column in a spreadsheet?
A) Sheet B) Unit
C) Cell D) Workbook

37. Which chart is most suitable for showing trends over time?

- A) Pie Chart
- B) Column Chart
- C) Scatter Chart
- D) Line Chart**

38. When you hide a row in Excel, how does it affect formulas that reference cells in that hidden row?

- A) Formulas still calculate correctly using hidden cell**
- B) All formulas referencing hidden cell displays #Ref errors
- C) Formula shows cell reference but with strike through
- D) Formula automatically adjust to exclude hidden cells

39. A worksheet must calculate loan installments using interest rate, number of periods and principal amount; which function category is most appropriate?

- A) Text functions
- B) Logical functions
- C) Financial functions**
- D) Lookup functions

40. Which type of cell reference does not change when copied?

- A) Relative
- B) Mixed
- C) Absolute**
- D) Dynamic

41. Which data type stores long text in MS Access?

- A) Number
- B) Date/Time
- C) Currency
- D) Memo**

42. What is a field in MS Access?

- A) A row in a table
- B) A column in a table that stores a particular type of information**
- C) An entire database
- D) A report

43. Which of the following is not a valid data type in a database table?

- A) Text
- B) Number
- C) Date/Time
- D) Video**

44. Which field property restricts users from entering duplicate values?

- A) Required
- B) Validation Rule
- C) Indexed (No Duplicates)**
- D) Caption

45. In relational database, foreign key is a

- A) field that uniquely identifies a record in its own table
- B) key that is used for sorting data
- C) field in one table that refers to primary key in another table**
- D) key that is not indexed

46. An employee record refers to a department that has already been deleted; which database mechanism is intended to prevent this type of inconsistent relationship?

A) Referential Integrity

- B) Data-Formatting
- C) Sorting
- D) AutoNumber

47. The file that consists of a readymade styles that we can easily use for our presentation is known as

A) Wizard

B) Template

C) Autostyle

D) Pre-formatting

48. Which feature is used to apply movement effects to objects within slide?

A) Transition

B) Slide Show

C) Animation

D) Template

49. The Handout Master consists of placeholders for all of these except the

A) title

B) slide number

C) header

D) footer

50. A manager needs to compare the annual sales performance of six branches visually; which presentation element is most appropriate?

A) Organization Chart

B) Text Box

C) Pivot Table

D) Comparative Chart