लोक सेवा आयोग

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

२०८३/०६/०७

पत्र : द्वितीय

समय : २ घण्टा ३० मिनेट **पूर्णाङ्क :** १००

विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

प्रत्येक Section को उत्तर छुट्टाछुट्टै उत्तरपुस्तिकामा लेख्नुपर्नेछ । अन्यथा उत्तरपुस्तिका रद्द हुनेछ ।

Section: "A" (40 Marks)

1. Differentiate between the Internet, Intranet and Extranet in terms of technology, security, cost-effectiveness and application areas. **5**
2. What is an Operating System (OS)? Present the view of OS as a resource manager. **5**
3. What are different threats in computer? How do you protect computer system from such threats? Elaborate. **5+5=10**
4. What are system tools in an Operating System (OS)? Describe the various system tools available in Windows OS and explain their uses in maintaining, troubleshooting and improving system performance. **3+3+4=10**
5. What is a Table of Contents (ToC) in MS Word? Explain its importance and describe the step-by-step procedure to create and update it automatically in a document. **2+3+5=10**

Section: "B" (40 Marks)

6. Explain the role of the Integrated Data Management Center of the Nepal Government for the development of ICT in Nepal. **5**
7. Explain the basic concepts of tables, fields, records and indexing. Also, describe the process of creating and modifying tables in MS Access. **2+3=5**
8. What is cell referencing? How is the relative cell reference different from the absolute cell reference? How can you summarize data with sub totals in Excel? Describe. **2+4+4=10**
9. "A well designed presentation can make or break your message." In this context: **5+5=10**

a) Explain design principles (contrast, consistency, alignment, proximity) that should be followed while formatting slides.

b) Differentiate between entrance, emphasis and exit animation effect. When would you use each type? Provide one example for each.

10. A municipality receives monthly revenue data containing ward, revenue source, date, collector, payment type and amount. Explain how you would process the data using Subtotal, Pivot Table, financial functions, formulas, charts and macros

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and describe the logical workflow from data entry and validation to automated management reporting. **6+4=10**

Section: "C" 20 Marks

11. व्यवस्थापन सूचना प्रणाली भनेको के हो? सार्वजनिक सेवामा यसको महत्त्व प्रस्ट पार्नुहोस् । **२+३=५**
12. कृषिलाई किन नेपालको आर्थिक विकासको पूर्वाधार मानिन्छ? पुष्टि गर्नुहोस् । **५**
13. कृषि सामग्री कम्पनी लिमिटेडमा कर्मचारीले पाउने बिदाका प्रकारहरू उल्लेख गर्दै कुनै दुईको जानकारी दिनुहोस् । **३+२=५**
14. सार्वजनिक संस्थानलाई परिभाषित गर्दै यसका उद्देश्यहरू उल्लेख गर्नुहोस् । **२+३=५**

- The End -

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