

लोक सेवा आयोग कृषि सामग्री कम्पनी लिमिटेड, प्रशासन, विविध, सहायक प्रथम, वरिष्ठ
सहायक (कम्प्यूटर) पदको खुला प्रतियोगितात्मक लिखित परीक्षा

२०८३/०६/२९

पत्र: प्रथम

KEY [C]

समय: ४५ मिनेट

पूर्णाङ्क: १००

विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

उत्तरपुस्तिकामा प्रश्नपत्रको KEY अनिवार्य रूपले उल्लेख गर्नुपर्नेछ । उल्लेख नगरेमा
उत्तरपुस्तिका रद्द हुनेछ । परीक्षामा calculator, mobile प्रयोग गर्न पाइनेछैन ।

Multiple Choice

50x2=100 Marks

- Which symbol is used to indicate an absolute cell reference?
A) # B) &
C) \$ D) %
- A manager wants to see total sales by product category across different months, with categories as rows and months as columns. Which Access Query is most appropriate?
A) Crosstab Query B) Parameter Query
C) Join Query D) Pivot Table Query
- What is the purpose of calculated field in MS Access query?
A) To create and calculate a new physical table
B) To calculate value using existing fields or expressions
C) To determine primary key by calculating database field values
D) To determine table relationship by calculating database field values
- If a field has validation rule ≥ 18 , which value should be rejected?
A) 30 B) 25
C) 18 D) 17
- Which ACID property in a DBMS represents the "all-or-nothing" principle?
A) Atomicity B) Consistency
C) Isolation D) Durability
- What happens when a slide is hidden?
A) It is permanently deleted B) It becomes a chart
C) It cannot be edited again
D) Slide remains there but is skipped in presentation
- A presentation contains a 12-step process. The user divides it into three slides:
Slide 1: Steps 1–4
Slide 2: Steps 5–8
Slide 3: Steps 9–12
Why is this potentially better than putting all 12 steps on one slide?
A) It reduces cognitive and visual overload
B) It increases the number of animations automatically
C) It eliminates the need for a title
D) It makes the presentation technically a database
- In MS PowerPoint, which shortcut key starts the slide show from the current slide?
A) F5 B) Alt + F5
C) Ctrl + F5 D) Shift + F5
- Which option is used to change the background or overall design of a slide?
A) Design B) Review
C) Mailings D) Data

10. Which of the following is the basic building block/element used to structure an HTML document?
- A) Cell B) Field
C) Tag D) Record
11. Which CMS is widely used for blogging and website development?
- A) Oracle B) WordPress
C) MySQL D) Excel
12. A web application that allows multiple users with different permission levels to create, edit, organize and publish digital content without knowing source code is called _____.
- A) CSS B) Cookies
C) Plugins D) Content Management System
13. The original HTML specification was based on _____.
- A) XML B) SGML
C) URL D) XHTML
14. Suppose a major cyber incident affects an essential digital service. From the perspective of National Cyber Security Policy, 2018, the most appropriate response should emphasize _____.
- A) Concealing the incident immediately
B) Disconnecting the affected area from the internet immediately
C) Coordinating incident identification, response, recovery and information sharing
D) Waiting until an incident becomes a criminal case before responding
15. A company digitally signs an electronic contract. Later, the content of the contract is modified, but the original digital signature remains attached. What should a proper verification process conclude?
- A) The contract remains valid because the signature is still visible
B) The signature should fail verification because the signed content has changed
C) The modification automatically creates a new valid signature
D) The document becomes a paper transaction
16. What is the punishment for unauthorized disclosure of confidential information under Section 48 of the Electronic Transactions Act, 2003?
- A) Up to 2 years imprisonment or NPR 10,000 fine
B) Up to 3 years imprisonment or NPR 200,000 fine
C) Up to 5 years imprisonment or NPR 100,000 fine
D) Up to 6 months imprisonment or NPR 50,000 fine
17. नेपालमा सञ्चालनमा रहेका सार्वजनिक संस्थानमध्ये आ.व. २०८१/८२ मा कति संस्थान नाफा आर्जन गर्न सक्षम भएका थिए?
- A) १८ B) २१
C) २७ D) ३१
18. नेपाल सरकारको मिति २०७५/५/३१ को निर्णयअनुसार कुन कम्पनीलाई कृषि सामग्री कम्पनी लिमिटेडमा गाभियो?
- A) खाद्य व्यवस्था तथा व्यापार कम्पनी लिमिटेड
B) नेशनल ट्रेडिङ लिमिटेड
C) राष्ट्रिय बीउ बिजन कम्पनी लिमिटेड
D) साझा सहकारी संस्था लिमिटेड
19. कृषि सामग्री कम्पनी लिमिटेडको कर्मचारी प्रशासन विनियमावली, २०८० बमोजिम दिइएको कुन पद र श्रेणीमा खुला प्रतियोगिताद्वारा पदपूर्ति गर्न रिक्त पदको ४५ प्रतिशत पद छुट्ट्याइन्छ?

- A) सहायक, सहायक द्वितीय
 B) वरिष्ठ सहायक, सहायक प्रथम
 C) सहायक प्रबन्धक, अधिकृत तृतीय
 D) उपप्रबन्धक, अधिकृत द्वितीय
20. कृषि सामग्री कम्पनी लिमिटेडको अन्तिम लेखापरीक्षण कसले गर्ने व्यवस्था छ?
 A) अर्थ मन्त्रालय
 B) महालेखा नियन्त्रक कार्यालय
 C) महालेखापरीक्षकको कार्यालय
 D) महालेखापरीक्षकले तोकेको परीक्षक
21. नेपालको हावापानीमा विविधताको मुख्य कारण के हो?
 A) अक्षांश
 B) देशान्तर
 C) उचाइको भिन्नता
 D) सामुद्रिक दूरी
22. सबैभन्दा पछि स्थापना भएको नेपालको राष्ट्रिय निकुञ्ज कुन हो?
 A) पर्सा
 B) छायाँनाथ
 C) शुक्लाफाँटा
 D) बाँके
23. शिवस्वरूप भैरव रथयात्रा कुन जात्राको महत्वपूर्ण पक्ष हो?
 A) रातो मच्छिन्द्रनाथ जात्रा
 B) इन्द्रजात्रा
 C) बिस्का (बिस्केट) जात्रा
 D) सेतो मच्छिन्द्रनाथ जात्रा
24. नेपालमा योजनाबद्ध विकासको प्रारम्भ कहिलेदेखि भएको हो?
 A) वि.सं. २०१३
 B) वि.सं. २०१५
 C) वि.सं. २०१७
 D) वि.सं. २०१९
25. सार्वजनिक सेवा प्रवाहका सम्बन्धमा दिइएको कुन भनाइ सही होइन?
 A) सार्वजनिक सेवा प्रवाह सरकार र यसका साझेदारले प्रवाह गर्दछन्
 B) सबै सार्वजनिक सेवा निःशुल्करूपमा प्रवाह हुन्छ
 C) सार्वजनिक सेवा नागरिक र सरकार जोड्ने पुल हो
 D) सार्वजनिक सेवा नागरिकप्रतिको दायित्वलाई व्यवहारमा उतार्ने माध्यम हो
26. कार्यालयबाट अन्य कार्यालय वा व्यक्तिलाई पत्राचार गर्दा रजिष्टरमा अभिलेख जनाउने कार्यलाई के भनिन्छ?
 A) पञ्जिका
 B) दर्ता
 C) फाइलिङ
 D) चलानी
27. Who is known as the father of the computer?
 A) Alan Turing
 B) Charles Babbage
 C) John Von Neumann
 D) Blaise Pascal
28. The programs which are as permanent as hardware and stored in ROM are known as _____.
 A) Hardware
 B) Software
 C) Firmware
 D) ROM Ware
29. Which of the following is not a characteristic of a computer?
 A) Emotion
 B) Diligence
 C) Accuracy
 D) Versatility

30. Which language translator converts the whole source program into machine code before execution?
 A) Interpreter
 B) **Compiler**
 C) Assembler
 D) Linker
31. What software/hardware system acts as a barrier between a trusted internal network and an untrusted external network (like the internet) to prevent unauthorized access?
 A) Modem
 B) Router
 C) **Firewall**
 D) Gateway
32. Which of the following network topologies shares a single channel on which all stations can receive and transmit?
 A) Ring
 B) Star
 C) Tree
 D) **Bus**
33. The Operating System acts as an interface between _____.
 A) **User and Hardware**
 B) Monitor and Printer
 C) Keyboard and Mouse
 D) CPU and RAM only
34. What is the full form of GUI?
 A) Global User Integration
 B) General Utility Interface
 C) Graphic Unit Interaction
 D) **Graphical User Interface**
35. Which command displays all the files having the same name but different extensions?
 A) **Dir filename.***
 B) Dir filename.ext
 C) Dir *.sys
 D) Dir *.ext
36. In MS-DOS command syntax, what does the wildcard character * represent?
 A) Exactly one character
 B) **Any sequence of zero or more characters**
 C) Numbers only
 D) File extensions only
37. Which Windows component displays running applications and the Start button?
 A) Desktop
 B) My Computer
 C) Recycle Bin
 D) **Taskbar**
38. Which function of an Operating System ensures proper allocation of memory space to running programs?
 A) File Management
 B) Process Management
 C) **Memory Management**
 D) Device Management
39. What are the four types of mail merge main documents in MS Word?
 A) Form letters, Directories, Catalogues and Envelopes
 B) Form letters, Envelopes and Mailing Labels, Directories and Lists
 C) Basic letters, Envelopes, Labels and Lists
 D) **Form letters, Envelopes, Mailing Labels and Directory**
40. Scandisk is used for _____.
 A) **Checking and repairing disk errors**
 B) Compressing files
 C) Creating partitions
 D) Installing drivers
41. Which shortcut selects the entire document?
 A) Ctrl + T
 B) Ctrl + E
 C) **Ctrl + A**
 D) Ctrl + W
42. Which type of break in MS Word allows applying different page setups (e.g., changing orientation from portrait to landscape) within the same document?
 A) Page Break
 B) **Section Break**
 C) Column Break
 D) Line Break
43. Header in MS Word is _____.
 A) Front page of document
 B) **Area at the top margin**
 C) Table of contents
 D) Last page of document
44. Which of the following represents a Merge Field in Mail Merge?
 A) **«FirstName»**
 B) [FirstName]
 C) #FirstName
 D) {FirstName}

45. To create a multi-column formatting layout (like newspapers or magazines) in MS Word, which option is used?
A) Tables
B) Columns
C) Indentation
D) Tab Setting
46. Which of the following is not a type of paragraph alignment?
A) Left
B) Right
C) Justify
D) Top
47. Which of the following is not a commonly used data type in MS Excel?
A) Number
B) Date
C) Text
D) Character
48. Which chart is best for showing the proportion of parts to a whole?
A) Line Chart
B) Pie Chart
C) Scatter Chart
D) Area Chart
49. Which of the following can be used to organize and summarize large amounts of data and see comparisons and patterns?
A) Pivot Table
B) Header and Footer
C) Sorting
D) Spell Check
50. A VAT rate of 13% is stored in cell F1. What formula in B2 calculates tax for each sale in column A when copied down?
A) =A2*\$F\$1
B) =A2*\$F1
C) =\$A\$2F1
D) =A\$2F\$1

The End -

उत्तरपुस्तिकामा KEY अनिवार्य रूपमा लेख्नुहोला ।