

प्रथम पत्र (Paper I): General Subject

Part (I) : - General Awareness & General Ability Test (50 Marks)

1. **General Awareness and Contemporary Issues (25 ×1 Mark = 25 Marks)**
 - 1.1 Physical, socio-cultural and economic geography and demography of Nepal
 - 1.2 Major natural resources of Nepal
 - 1.3 Geographical diversity, climatic conditions, and livelihood & lifestyle of people
 - 1.4 Notable events and personalities, social, cultural and economic conditions in modern history of Nepal
 - 1.5 Current periodical plan of Nepal
 - 1.6 Information on sustainable development, environment, pollution, climate change, biodiversity, science and technology
 - 1.7 Nepal's international affairs and general information on the UNO, SAARC & BIMSTEC
 - 1.8 The Constitution of Nepal (From Part 1 to 5 and Schedules)
 - 1.9 Governance system and Government (Federal, Provincial and Local)
 - 1.10 Provisions of civil service act and regulation relating to constitution of civil service, organisational structure, posts of service, fulfillment of vacancy and code of conduct
 - 1.11 Functional scope of public services
 - 1.12 Public Service Charter
 - 1.13 Concept, objective and importance of public policy
 - 1.14 Fundamentals of management : planning, organizing, directing, controlling, coordinating, decision making, motivation and leadership
 - 1.15 Government planning, budgeting and accounting system
 - 1.16 Major events and current affairs of national and international importance
2. **General Ability Test (25×1 Mark = 25 Marks)**
 - 2.1 **Verbal Ability Test(8×1 Mark = 8 Marks)**
Jumble words, Series, Analogy, Classification, Coding-Decoding, Matrix, Ranking Order Test, Direction and Distance Sense Test, Common Sense Test, Logical Reasoning, Assertion and Reason, Statement and Conclusions
 - 2.2 **Numerical Ability Test(9×1 Mark = 9Marks)**
Series, Analogy, Classification, Coding, Arithmetical reasoning/operation, Percentage, Ratio, Average, Loss & Profit, Time & Work, Data interpretation & Data verification
 - 2.3 **Non-verbal/Abstract Ability Test(8×1 Mark = 8 Marks)**
Figure Series, Figure Analogy, Figure Classification, Figure Matrix, Pattern Completion/Finding, Analytical Reasoning Test, Figure Formation and Analysis, Rule Detection, Water images, Mirror images, Cubes and Dice & Venn-diagram

Part (II) : - General Technical Subject (50 Marks)

1. **Computer Fundamentals (10%)**
 - 1.1 Computers, Kinds of Computers in respect of size and function
 - 1.2 Generation of Computers
 - 1.3 Components and Architecture of Computers, Connecting the Components,
 - 1.4 **Getting started:** Orientation to personal computers, system unit, Starting the computers
 - 1.5 **Input Devices:** keyboard, mouse, other input devices
 - 1.6 **Processing:** CPU, Memory
 - 1.7 **Storages devices:** Overview of Storage Devices, Floppy Disk Drive, Hard Drive, Universal Serial Bus(USB) Devices and Other Storage Devices
 - 1.8 **Output devices:** Monitors, Printers, Modems, Soundboards
 - 1.9 **Dos survival guide:** Using Command Prompt, Creating and using AUTOEXEC.BAT and CONFIG.SYS
 - 1.10 **Windows survival guide:** Windows Desktop, Program Manager, Organizing the Desktop, File Manager
 - 1.11 **Application software:** Using Application Software
 - 1.12 Windows Explorer, E-mails, Internet, Intranet, Extranets, Ethernet, HTTP
 - 1.13 Computer Viruses, Antivirus
2. **Data Structure and Algorithms (8%)**
 - 2.1 Fundamental of Data Structures, Abstract Data types
 - 2.2 Lists, Linked Lists, Stacks
 - 2.3 Queues, Priority Queue
 - 2.4 **Trees:** Traversal, Implementations, Binary Trees, Binary Search Trees, Balanced Search Trees, AVL Trees
 - 2.5 Indexing Methods. Hashing Trees, Suffix Trees
 - 2.6 Worst-Case and Expected time Complexity
 - 2.7 Analysis of Simple Recursive and Nonrecursive Algorithms
 - 2.8 Searching, Merging and Sorting
 - 2.9 **Introductory Notions of algorithm design:** Divide-and-Conquer, Dynamic Programming, Greedy Methods, Backtracking
 - 2.10 **Graph algorithms:** Depth-first Search and Breadth-first Search, Shortest Path Problems, Minimum Spanning Trees, Directed Acyclic Graphs
3. **System Analysis and Design (10%)**
 - 3.1 Definition of the System, System Owner, System User, System Designers and system Builders, System Analysts, Variations on the System Analyst title, System life Cycle
 - 3.2 **Joint Application Development (JAD):** JAD definition, JAD purpose, JAD Philosophy, JAD Scope
 - 3.3 **Involved in a JAD:** Sponsor, Business Users, System Analyst
 - 3.4 **Roles of JAD Group Member:** Project Leader, Record Keeper, Time Keeper.
 - 3.5 **The System Design Environment:** Development Process, Management Process, System Structure, Basic Component of Computer based Information System, Personal/ Centralized/Distribution System

- 3.6 **Concept formations:** Introduction, Finding the Problem, Evaluating the Proposal, Technical Feasibility, Operational Feasibility, Economic Feasibility.
- 3.7 **Requirements analysis:** Representing System Analysis Model, Requirement Model, Design Model
- 3.8 **Development Process:** Design Method
- 3.9 **Entity Relationship Diagram (E-R Diagram):** Notations, Entities: Strong Entities, Weak Entities, Attributes: Simple and Composite, Single Valued and Multiple Valued, Null and Derived Attribute
- 3.10 **Relationship Sets:** Degree of Relationship and Cardinality Relationship, Specialization, Generalization, Aggregation
- 3.11 **Data Flow Diagrams (DFDs):** Introductions, Data flow Diagram, Symbol, Files or data store, External entities, Data flows,
- 3.12 **Describing System by Data Flow Diagram:** Context diagram, Top level DFD, Expansion Level DFD, Conversions of Data.
- 3.13 **Object Modeling:** Object -Oriented Concept, Object Structure, Object Feature, Class and Object
- 3.14 **Representation:** Association, Composition, Inheritance, Multiple Inheritances
- 3.15 **Modeling:** Use Case Diagram, State Diagram, Event Flow Diagram.
- 3.16 **Documentation:** Automatic and Manual System
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- 4. **Operating Systems (10%)**
 - 4.1 Definition, Development and Functions of Operating Systems
 - 4.2 Basic components of the Operating Systems, Information Storage and Management Systems
 - 4.3 Disk Allocation and Scheduling Methods, Basic Memory Management strategies, Virtual Memory Management Techniques, Define a Process and features of the Process Management System
 - 4.4 Features of Process Scheduling; List the features of Inter-Process Communication and Deadlocks
 - 4.5 Concepts of Parallel and Distributed Processing, Identify Security Threats to Operating Systems
 - 4.6 Overview of the MS-DOS Operating System
 - 4.7 Introduction to the Windows Family of Products, Unix Family of Products, Linux Family of Products
 - 4.8 Introduction to Windows Networking
 - 4.9 Windows Architecture, Linux Architecture
 - 4.10 Troubleshooting Windows & Linux
 - 4.11 Managing Network Printing
 - 4.12 Managing Hard Disks and Partitions
 - 4.13 Monitoring and Troubleshooting Windows
 - 4.14 Users, Groups and Permission Linux and Windows
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- 5. **Database Management System and Design (14%)**
 - 5.1 Introduction, A Database Model, Relational Database Model, Integrity, RDBMS
 - 5.2 SQL and Embedded SQL
 - 5.3 Writing Basic SQL SELECT Statements
 - 5.4 Restricting and Sorting data
 - 5.5 Single Row Functions
 - 5.6 Displaying Data from Multiple Tables

- 5.7 Aggregation Data Using Group Functions
 - 5.8 Sub Queries, Manipulating Data and Creating & Managing Tables
 - 5.9 Creating Views and Controlling User Access
 - 5.10 Using Set Operators, Datetime Function
 - 5.11 **Database Design:** Logical Design, Conceptual Design, Mapping Conceptual to Logical, Pragmatic issues, Physical Design, Integrity and Correctness, Relational Algebra, Relational Calculus
 - 5.12 Normalization: 1NF, 2NF, 3NF, BCNF, 4NF, 5NF, DKNF
 - 5.13 **Architecture of DBMS:** Client-server, Open Architectures, Transaction Processing, Multi-User & Concurrency, and Backup & Recovery Database
 - 5.14 **Basic Concept of major RDBMS products:** Oracle, Sybase, DB2, SQL Server and other Databases
- 6. Programming Language (8%)**
- 6.1 Overview of Programming Language: History, Programming Paradigms, The role of Language translates in the Programming Process.
 - 6.2 Fundamental Issues in Language Design.
 - 6.3 Virtual Machines, Code Generation, Loop Optimization.
 - 6.4 Concept of Procedural Programming, Structural Programming, Object-Oriented Programming.
 - 6.5 Concept of C programming, C++ Programming,
 - 6.6 Java Programming for Declaration, Modularity and Storage Management Software Development
- 7. Networking (10%)**
- 7.1 **Basic Network Theory:** Network Definition, Network Models, Connectivity, Network Addressing.
 - 7.2 **Network Connectivity:** Data Package, Establishing a Connection, Reliable Delivery, Network Connectivity, Noise Control, Building Codes, Connection Devices
 - 7.3 **Advanced Network Theory:** OSI model, Ethernet, Network Resources, Token ring, FDDI, Wireless Networking
 - 7.4 **Common Network Protocols:** Families of Protocols, NetBEUI, Bridge and Switches, TCP/IP Protocol, Building TCP/IP Network, TCP/IP Suite
 - 7.5 **TCP/IP Services:** Dynamic Host Configuration Protocol, DNS Name Resolution, NetBIOS support, SNMP, TCP/IP Utilities, FTP
 - 7.6 **Network LAN Infrastructure:** LAN Protocols on a Network, IP Routing, IP Routing Tables, Router Discovery Protocols, Data Movement in a Routed Network, Virtual LANs(VLANS)
 - 7.7 **Network WAN Infrastructure:** WAN Environment, Wan Transmission Technologies, Wan Connectivity Devices, Voice Over Data Services
 - 7.8 **Remote Networking:** Remote Networking, Remote Access protocols, VPN Technologies
 - 7.9 **Computer Security:** Computer Virus, Worm, Trojan Horse
 - 7.10 **Network Security:** Introduction, Virus Protection, Local Security, Network Access, Internet Security
 - 7.11 **Disaster Recovery:** Need for Disaster Recovery, Disaster Recovery plan, Data backup, Fault Tolerance

- 7.12 **Advanced Data Storage Techniques:** Enterprise Data Storage, Clustering, Network Attached Storage, Storage Area Networks
- 7.13 **Network Troubleshooting:** Using Systematic Approach to Troubleshooting.
- 7.14 **Network Support Tools:** Utilities, Network Baseline
- 7.15 **Network Access Points,** Common Network Component, Common Peripheral Ports

- 8. **Computer Architecture & Organization (4%)**
 - 8.1 Evaluation of Computers, Design Methodology, Set Architecture, MIPS ISA, ALU Design
 - 8.2 **Datapath Design:** Single and Multiple Cycle Implementations, Pipelining, Memory Hierarchy, Input/Output System: Bus & Role of Operating System

- 9. **Compiler Design (2%)**
 - 9.1 Introduction to Compiling
 - 9.2 Logical Analysis, Syntax Analysis, Semantic Analysis
 - 9.3 Run Time environment
 - 9.4 Intermediate Code Generation, Code Optimization
 - 9.5 Compiler Generation Tools

- 10. **E-Commerce Technology (4%)**
 - 10.1 Introduction to E-Commerce
 - 10.2 Electronic Commerce Strategies
 - 10.3 Electronic Commerce Security Issues
 - 10.4 Success Models of E-Governance
 - 10.5 **E-Business:** b2b, b2c, b2e, c2c, g2g, g2c
 - 10.6 Principles of Electronic Payment, Strategies & Systems
 - 10.7 E-marketing, Reverse Engineering
 - 10.8 E-Banking, EDI Methods, SWIFT
 - 10.9 Encryption and Decryption Methods, XML, Layout Managers, Event Model

- 11. **MIS and Web Engineering (10%)**
 - 11.1 Information Systems, Client-Server Computing
 - 11.2 Information Systems and Decision Making.
 - 11.3 Database Design issues, Data Mining, Data Warehousing
 - 11.4 Knowledge Management, The strategic use of Information Technology.
 - 11.5 Work Process Redesign (Reengineering) with Information Technology, Enterprise Resources Planning Systems, Information Systems Security, Information Privacy, and Global Information Technology issues
 - 11.6 Software Supported Demonstrations including advanced Spreadsheet topics Software Component Based Systems (CBSE)
 - 11.7 Multimedia
 - 11.8 Object-Oriented Programming with COMS & DECOMS
 - 11.9 Group Decision Support Systems
 - 11.10 Basics of Website Design

- 12. **IT in Nepal (10%)**
 - 12.1 History of IT in Nepal
 - 12.2 IT Policy of Nepal

- 12.3 Electronic Transaction Act
- 12.4 Copyright Act
- 12.5 Uses of Computers and Software Development
- 12.6 Nepali Unicode, Nepali Fonts
- 12.3 Licensing Issues