

लोक सेवा आयोग
कृषि सामग्री कम्पनी लिमिटेड, प्रशासन, सहायक द्वितीय, सहायक (कम्प्युटर अपरेटर) पदको खुला
प्रतियोगितात्मक लिखित परीक्षा
२०८३।०६।०९

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. What is CPU? Briefly mention its major components. 1+4=5
2. What System Tools are available in Windows Operating System? Explain with their functions. 5
3. Explain the different types of computer hardware and their functions. Describe the importance of the internet in today's world. 6+4=10
4. Differentiate between internal and external DOS commands. Explain the purpose of AUTOEXEC.BAT and CONFIG.SYS files in MS-DOS. Write any five DOS commands that can be used for file management and clarify their purpose. 3+2+5=10
5. What is Mail Merge in word processing? State the advantages of using Mail Merge. Explain the steps involved in applying Mail Merge with a suitable example. 2+3+5=10

Section : "B"

40 Marks

6. An institution maintains separate tables of Employees and Loan.

Employees Table

- EmployeeID
- EmployeeName
- Address

Loan Table

- AccountNo
- EmployeeID
- LoanType
- LoanAmount
- LoanTaken

Describe the relationship between these two tables. Why is EmployeeID used in both tables? Explain. 2+3=5

7. State the key provisions of National Cyber Security Policy, 2080. 5
8. What is presentation system? Explain steps for creating, formatting and saving files/slides. Also, describe slide transition, animation and the procedure for inserting pictures, table, chart and organization chart. 1+4+5=10
9. What are the main objectives of the Electronic Transactions Act, 2063? Explain any four offences relating to computer. 2+8=10

Contd...

10. Answer the followings:

(4+2)+(2+2)=10

a) The following worksheet contains sales data of a company:

A	B
Product	Sales
Laptop	65000
Printer	18000
Scanner	22000
Mouse	5000

Write formulas to calculate Total Sales, Average Sales, Highest Sales and Lowest Sales. Explain each formula with their syntax.

b) A manager wants to present yearly sales data graphically. Which chart would you recommend to present yearly sales data graphically and why? Explain how charts help management in decision-making.

Section : "C"

20 Marks

11. सार्वजनिक सेवा प्रवाह भनेको के हो? नेपालको सार्वजनिक सेवा प्रवाहमा रहेका समस्याहरू संक्षेपमा जानकारी गराउनुहोस् । २+३=५
12. जनसंख्या व्यवस्थापनको परिचय दिंदै नेपालको जनसंख्या व्यवस्थापनका चुनौतीहरू प्रस्तुत गर्नुहोस् । २+३=५
13. चालु सोही योजनाको समष्टिगत रणनीतिहरू के के हुन्? उल्लेख गर्नुहोस् । ५
14. नेपालको कृषि क्षेत्रको उत्थान र विकासमा कृषि सामग्री कम्पनी लिमिटेडले खेलेको भूमिका चित्रण गर्नुहोस् । ५

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