

ग्रामीण विकास लघुवित्त वित्तीय संस्था लि.
वरिष्ठ कम्प्युटर अपरेटर(सहायक पाँचौ तह)

खुला प्रतियोगिता तथा कर्मचारी विनियमावलीको विनियम १६ (५) प्रयोजनका लागि लिइने लिखित
परीक्षाको पाठ्यक्रम

पाठ्यक्रम

प्रथम पत्र :	वस्तुगत	पूर्णाङ्क १००	समय १ घण्टा
द्वितीय पत्र :	विषयगत	पूर्णाङ्क १००	समय ३ घण्टा

प्रथम पत्र : विषयसँग सम्बन्धित वस्तुगत प्रश्नहरू : १०० अंक (५० X २)

द्वितीय पत्र : विषयगत १०० अंक

- (क) विषयसँग सम्बन्धित १३ प्रश्नहरू सोधिने छ। कुनै १० प्रश्नहरूको छोटो छोटो उत्तर दिनुपर्ने छ। (१० X ५)
- (ख) विषयसँग सम्बन्धित ७ प्रश्नहरू सोधिने छ। कुनै ५ प्रश्नहरूको उत्तर दिनु पर्नेछ। (५ X १०)

Grameen Bikas Laghubitta Bittiya Sanstha Ltd.
Course of Study for Senior Computer Operator 5th Level (Assistant Level -IT)
I and II Paper

1. Computer Architecture
 - Basic computer architecture, Memory Hierarchy, Cache Memory, External Memory
 - Storage Devices, RAID, Virtual Memory
 - CPU Unit
 - I/O Devices
2. Operating System
 - Introduction to Operating System, Various Operating System commonly used
 - Windows and Linux Features
 - Windows: Different Versions, Basic File operations, Antivirus updates, user account management, Windows update, Printer and Other driver installations
 - Basic Troubleshooting
3. Computer Networks
 - Introduction to Computer Network, Network architecture (LAN, MAN, WAN)
 - Basics of TCP/IP, Network Hardware and Software (NIC, Repeater, Hub, Bridge, Switch, Router, Gateway, DNS), IP Address
 - Introduction to wireless LAN, Wi-Fi
 - Sharing resources in the network
 - URL, Network configurations
 - Email
 - Basic Troubleshooting
4. Network security
 - Concepts of Cryptography, Digital Signature, Firewalls, Virtual Private Network (VPN),
5. Computer Repair and Maintenance
 - Concept of Hardware and Software, Power Supply, Motherboard and System Devices, BIOS, Storage Devices, Monitors (CRT, LCD, LED), Printers (Laser, Inkjet and Bubble jet), UPS
 - Installation of Operating Systems (Windows, Linux etc), Management of Hard Disk (Partition and Formatting, Shrinking), Installation of Device Drivers, Configuration, Installation of Application Programs and System Restore.
 - Antivirus Software Features, Virus Detection and Protection, Virus Scanning
 - Connecting Computers into Network: UTP cable Standards (Straight through and Cross-Cable), Optical Fiber, Connecting through Switch or Direct connection, Assigning IP Addresses and Testing Networking.
 - Troubleshooting and Repairing Techniques: Remote Device Troubleshooting Techniques, Power Management and Protection of Devices, General Hardware/Software Failures, Performance Issues, Failure or Improper adjustment Issue.
 - Backup and Disaster Recovery: Finding Risk of Data Loss, Backup Methods, Backup Devices and Media, Backup Scheduling, Recovery of Data

6. Multimedia Technology

- Sound / Audio System, Image and Graphics, Video and Animation

7. Web Technology

- HTML: Understanding Browsers, HTML Page Structure, Defining Web Layout, HTML Tags, Working with text/images/Tables/list/Links/ forms and its controls(Radio button, Check box, Text box, Drop-down list etc) , knowing get and post action, Use attribute Size/Max-length/Name attributes, Add/Submit/Reset Button;

8. Office Package

- Word Processing : Introduction(Application/usage), Document activities, Paragraph manipulation, Document/Help Wizard, Text Creation and Manipulation, Paragraph and Tab Setting, Font manipulation, Text Alignment and formatting, Use of lists and Numbering, Header/ footer/page number, Table Manipulation, Print activities.
- Spread Sheet : Introduction(Application/usage), Cell manipulation, Tables manipulation, Use of formulas, Spread sheets for Simple applications.
- Presentations : Introduction(Application/usage), Making a presentation with various slides(Wizard/Manual) containing Text, bullets, images, animation elements, Slide Manipulation and Slide Show, Sorting and Printing of Slides and Handouts

9. Database

- Introduction (Application/Usage) of DBMS & RDBMS,

10. Prevailing ICT related act, rules and regulation.