



लोक सेवा आयोग

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

२०८३/०६/०९

पत्र : प्रथम

समय : ४५ मिनेट

विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

KEY [D]

पूर्णाङ्क : १००

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

Multiple Choice

50x2=100 Marks

- The main objective of National Cyber Security Policy, 2080 is to
A) promote tourism B) ensure secure cyber space
C) reduce taxes D) increase cyber threats
- Which of the following is an objective of Nepal's ICT Policy, 2072?
A) Increase paper-based transactions
B) Promote digital governance and ICT development
C) Reduce internet access
D) Eliminate computer education
- Which of the following may attract legal consequences under the Electronic Transactions Act, 2063?
A) Publishing prohibited material electronically
B) Creating an authorized spreadsheet
C) Sending a normal email
D) Saving a personal document
- सार्वजनिक सेवामा निष्पक्षताको अर्थ के हो?
A) सबैलाई विशेष सुविधा दिनु B) सबैलाई निःशुल्क सेवा दिनु
C) सबैलाई छिटो सेवा दिनु D) सबैलाई समान व्यवहार गर्नु
- कार्यालय बाहिर पठाइने पत्रको अभिलेख जनाउने कार्यलाई के भनिन्छ?
A) दर्ता B) तोक आदेश C) कुरियर D) चलानी
- राष्ट्रिय जनगणना २०७८ अनुसार बढीदेखि कम जनसंख्या भएको प्रदेशको सही क्रम रोज्नुहोस् ।
A) गण्डकी, कर्णाली, सुदूरपश्चिम B) कर्णाली, सुदूरपश्चिम, गण्डकी
C) सुदूरपश्चिम, गण्डकी, कर्णाली D) गण्डकी, सुदूरपश्चिम, कर्णाली
- आर्थिक सर्वेक्षण २०८२/८३ अनुसार राष्ट्रिय कृषि आधुनिकीकरण कार्यक्रमअन्तर्गत विभिन्न बालीका कुल कतिवटा सुपरजोन सञ्चालनमा रहेका छन्?
A) २१ B) २२ C) २५ D) २७
- गोसाईकुण्ड कुन जिल्लामा पर्दछ?
A) सिन्धुपाल्चोक B) नुवाकोट C) रसुवा D) दोलखा
- आर्थिक सर्वेक्षण २०८२/८३ अनुसार नेपालको कुल गार्हस्थ्य उत्पादनमा कृषि क्षेत्रको योगदान कति प्रतिशत रहेको छ?
A) १३.७ B) २१.७ C) २४.५ D) २६.४
- नेपालमा राष्ट्रिय कोदो दिवस कहिले मनाइन्छ?
A) साउन ६ B) साउन १६ C) साउन २० D) साउन ३०
- हाल कायम रहेका ४५ सार्वजनिक संस्थानमध्ये सञ्चार संस्थान ऐनअन्तर्गत गठित संस्थानको संख्या कति रहेको छ?
A) १ B) ५ C) ८ D) ११
- कृषि सामग्री कम्पनी लिमिटेडको सञ्चालक समितिमा १ जना स्वतन्त्रसहित कति सदस्यीय सञ्चालक समिति हुन्छ?
A) ५ B) ६ C) ७ D) ८

Contd...

NTC, NTV, Radio Nepal, Crocodile



- D-2, प्रशासन, सहायक द्वितीय, सहायक (कम्प्यूटर-ग्रामर)
13. वि.सं. २०७६ सालमा कुन सार्वजनिक संस्थानलाई कृषि सामग्री कम्पनी लिमिटेडमा गाभिएको थियो?
 - A) कृषि चुन उद्योग लिमिटेड
 - B) राष्ट्रिय बीउ बिजन कम्पनी लिमिटेड
 - C) खाद्य व्यवस्था तथा व्यापार कम्पनी लिमिटेड
 - D) कृषि औजार कारखाना लिमिटेड
 14. What was the major technical advancement introduced in 4th generation of computers?
 - A) Vacuum Tubes
 - B) Transistors
 - C) Integrated Circuits
 - D) Microprocessors
 15. A program or set of instructions permanently stored in ROM to control the basic hardware functions is called
 - A) System Software
 - B) Utility Software
 - C) Application Software
 - D) Firmware
 16. Which characteristic of computer makes it ideal for storing thousands of stock records without errors?
 - A) Intelligence
 - B) Accuracy
 - C) Emotion
 - D) Diligence
 17. Which of the following is a non-volatile type of primary memory?
 - A) RAM
 - B) ROM
 - C) Cache
 - D) SSD
 18. MS Word is an example of
 - A) an application software
 - B) a compiler software
 - C) a system software
 - D) a binary application
 19. Which of the following best describes a Trojan Horse (Trojan) in computer security?
 - A) A program that replicates itself and spreads to other computers
 - B) A malicious program that disguises itself as legitimate software
 - C) A program that encrypts files and demands payment
 - D) A program that automatically removes viruses from a computer
 20. Why would an agricultural company use an intranet instead of internet for internal communication?
 - A) It provides secure communication within an organization
 - B) It provides public access
 - C) It replaces operating system
 - D) It is designed for gaming
 21. In multimedia, which of the following describes 'streaming'?
 - A) Downloading the entire file before playback
 - B) Compressing a file to reduce its size
 - C) Playing content as it is received from a server
 - D) Storing multimedia content in the cloud
 22. Which of the following is an operating system?
 - A) MS Word
 - B) Linux
 - C) Compiler
 - D) Cache
 23. Which of the following pathnames would be valid in Windows file system?
 - A) /Documents/Projects/file.txt
 - B) ~/Documents/file.txt
 - C) /home/user/Downloads/file.txt
 - D) C:\Users\User1\Documents\file.txt
 24. What is the main function of a "Task Manager" in an operating system?
 - A) To manage the hardware components
 - B) To provide a graphical user interface
 - C) To manage running processes and programs
 - D) To connect to the internet
 25. In DOS, what is the command used to view the contents of a directory?
 - A) DIR
 - B) LIST
 - C) SHOW
 - D) VIEW
 26. Which Windows utility is intended to improve the performance of traditional HDDs by reorganizing fragmented files?
 - A) Disk Defragmenter
 - B) Disk Clean Up
 - C) Event Viewer
 - D) Registry Editor

Contd...



D - 3, प्रशासन, सहायक द्वितीय, सहायक (कम्प्युटर अपरेटर)

27. In Display setting of your operating system, what does HDR mean?
 A) High Definition Range B) High Definition Rate
 C) High Dynamic Rate D) High Dynamic Range
28. In MS Word, which option is used to save an existing file with a new name or in a different location?
 A) Save B) Save As C) Share As D) Name As
29. What is the function of "Undo" in word processing?
 A) To save the document B) To remove all formatting
 C) To reverse the last action performed D) To change the font style
30. "Track Changes" features in MS Word
 A) compare two documents
 B) record track of every visits to the document
 C) save changes automatically
 D) highlight and review edits made by users
31. What is the significance of Unicode in Devanagari fonts used in Microsoft Word?
 A) It ensures compatibility across different platforms and devices
 B) It provides artistic enhancements to the text
 C) It limits the text to older versions of word
 D) It allows typing only in English
32. What happens when we double click a word in a MS Word document?
 A) The entire line gets selected
 B) The word gets selected
 C) Context menu is shown
 D) The word spelling and grammar is checked
33. What happens if "Find and Replace" is incorrectly used to replace "seed" with "fertilizer" in an important document?
 A) Only headings change
 B) Document is encrypted
 C) Only page numbers change
 D) Every matching occurrence may be replaced
34. Which Excel component allows you to work with multiple worksheets in one file?
 A) Cell B) Workbook C) Row D) Column
35. Which of the following is not an example of spreadsheet software?
 A) Google Sheets B) Apple Numbers C) MS Excel D) MS Access
36. Which feature automatically fills a sequence such as 1,2,3,4,.....?
 A) Sort B) AutoFilter C) AutoFill D) Sequence
37. Which of the following functions is used to add range of numbers in Excel?
 A) average() B) count() C) sum() D) max()
38. An Excel file contains separate sheets for Employees, Payroll, Attendance and Leave; what does the complete Excel file represent?
 A) Worksheet B) Cell Range C) Database D) Workbook
39. Which Excel feature is used to arrange data alphabetically?
 A) Filter B) Sort C) Chart D) Freeze Panes
40. What does the "Custom Sort" option allow you to do in Excel Spreadsheet?
 A) Sort by one column only
 B) Sort only by numbers
 C) Sort by multiple columns
 D) Sort only text alphabetically

N/D C/D/E/F — S Score

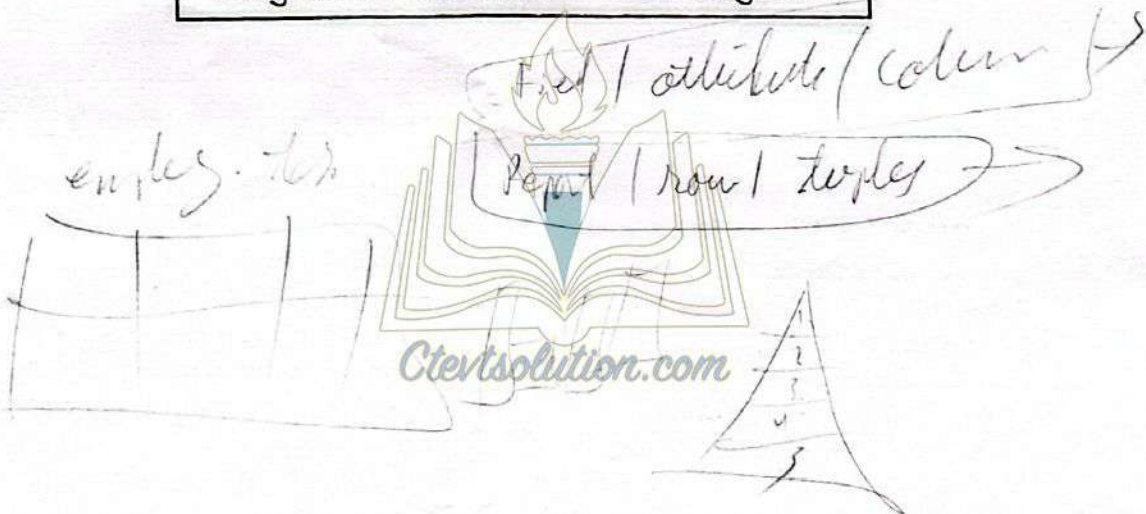
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41. Which of the following features is not available in MS-Excel sheet?
 A) Calculations can be done automatically
 B) Changing data automatically updates calculations
 C) Data can be visualized in graphs and charts
 D) Automatically format all kinds of data types for cell values
42. Which object uniquely identifies each record in a table?
 A) Field B) Primary Key C) Index D) Query
43. Which MS Access object stores actual data?
 A) Report B) Form C) Query D) Table
44. Which of the following is used to ensure that data entered into a field meets specified condition?
 A) Data Validation B) Data Sorting C) Data Indexing D) Data Formatting
45. A large employee table is frequently searched using Employee_ID; which database facility can improve the efficiency of retrieval?
 A) Validation Rule B) Formatting C) Indexing D) Sorting
46. Advantage of database management system approach is
 A) Data is dependent on the program
 B) Data redundancy increases
 C) Data is integrated and can be accessed by multiple program
 D) DBMS dependent on operating system
47. Which of the following is not a standard data type in MS Access?
 A) Short text B) Auto number C) Hyperlink D) Pixel
48. What is the function of transitions in presentations?
 A) Insert sound effects B) Add animation to text
 C) Apply visual effects between slides D) Create a new slide
49. Which of these refers to the PowerPoint view used for displaying only the text (title and bullets)?
 A) Slide sorter view B) Slide view C) Notes page view D) Outline view
50. Which chart shows the hierarchical structure of an organization in PowerPoint?
 A) Organization Chart B) Pie Chart C) Bar Chart D) Line Chart

- The End -

उत्तरपुस्तिकामा KEY अनिवार्य रूपमा लेख्नुहोला ।





लोक सेवा आयोग
वि सामग्री कम्पनी लिमिटेड, प्रशासन, सहायक द्वितीय, सहायक (कम्प्युटर अपरेटर) पदको खुला
प्रतियोगितात्मक लिखित परीक्षा

२०८३/०६/०३

पत्र : द्वितीय

समय : २ घण्टा ३० मिनेट

पूर्णाङ्क : १००

विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

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

Section : "A"

40 Marks

1+4=5

1. What is CPU? Briefly mention its major components. 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
Product
Laptop
Printer
Scanner
Mouse



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 । 2+3=5
12. जनसंख्या व्यवस्थापनको परिचय दिंदै नेपालको जनसंख्या व्यवस्थापनका चुनौतीहरू प्रस्तुत गर्नुहोस् । 2+3=5
13. चालु सोही योजनाको समष्टिगत रणनीतिहरू के के हुन्? उल्लेख गर्नुहोस् । 5
14. नेपालको कृषि क्षेत्रको उत्थान र विकासमा कृषि सामग्री कम्पनी लिमिटेडले खेलेको भूमिका चित्रण गर्नुहोस् । 5

- The End -

