



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

२०८३/०६/१९

पत्र : द्वितीय

समय : २ घण्टा ३० मिनेट

पूर्णाङ्क : १००

विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

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

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Section : "A"

40 Marks

1. Describe the characteristic feature of RAM and Hard Disk in a computer. 5
2. What is Disk Operating System (DOS)? Explain the file management in Windows operating system. 2+3=5
3. Clarify the concept of computer malwares and describe how they can affect a computer system. Also, explain preventive measures/security techniques that can be taken to protect from those malwares. 2+3+5=10
4. What are the major functions of an operating system? Compare the features of DOS and Windows operating systems. Describe various tools and techniques that can be used to troubleshoot, maintain and optimize hard disk performance in Windows operating system. 3+3+4=10
5. What is Mail Merge? Write down the importance and steps for applying mail merge in MS Word. 2+3+5=10

Section : "B"

40 Marks

6. Define Digital Signature. Explain its importance for e-governance. 2+3=5
7. Define data and DBMS with suitable example. 5
8. What is the difference between custom animation and slide transition in PowerPoint? How can you add slide transition and animation? List the process. 5+5=10
9. You have provided with massive dataset containing regional sales records, dates and product categories. Describe step by step process of managing, analyzing and visualizing this data in MS Excel using appropriate tools. Also, explain how charts will be generated to summarize the final results for management report. 6+4=10
10. Mention the main provisions of ICT Policy, 2072 with its objectives. 5+5=10

Section : "C"

20 Marks

11. सार्वजनिक सेवा प्रवाहलाई प्रभावकारी बनाउन सेवा प्रदायक र सेवाग्राहीले निर्वाह गर्नुपर्ने कर्तव्यहरू जानकारी गराउनुहोस् । 3+2=5
12. कार्यालयमा अभिलेख व्यवस्थापनको महत्त्व प्रष्ट पार्नुहोस् । 5
13. जैविक विविधता (Biodiversity) भनेको के हो? यसका प्रकारहरू संक्षेपमा उल्लेख गर्नुहोस् । 2+3=5
14. सार्वजनिक संस्थान भनेको के हो? यसका प्रमुख कार्यहरू लेख्नुहोस् । 2+2=4

- The End -



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

२०७३/०६/१९



KEY [A]

पत्र : प्रथम

समय : ४५ मिनेट

पूर्णाङ्क : १००

विषय : सेवा सम्बन्धी र संस्थानत ज्ञान

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

Multiple Choice

50x2=100 Marks

- Which of the following is not a characteristic of a general purpose computer?
A) Accuracy B) Diligence C) Versatility D) I.Q.
- Which of the following statements about cache memory is true?
A) Cache memory is slower than main memory but faster than registers ✗
B) Cache memory is faster than main memory but slower than registers ✓
C) Cache memory is slower than both main memory and registers ✗
D) Cache memory is faster than both main memory and registers ✗
- acts as interface between system hardware and application software to manage hardware resources.
A) Application software B) System software
C) Utility software D) Firmware
- What is "Liveware" in the context of computer system?
A) The physical components of a computer ✗
B) The set of instructions that runs a computer
C) The people who use, operate or interact with computer systems
D) The data stored in a computer ✗
- Which of the following devices can function as both an input and output device?
A) Scanner B) Speaker C) Microphone D) Touch Screen
- is used to connect multiple distinct LANs across WAN.
A) Repeater ✓ B) Switch C) Router D) Hub
- Which type of malware is designed to replicate itself and spread to other computers?
A) Worm B) Trojan C) Spyware D) Ransomware
- Which coding standard provides a unique code to every character of almost all the languages in the world?
A) EBCDIC B) ASCII C) UNICODE D) ANSI
- Which type of operating system is designed to process and respond to data within a specified time constraint?
A) Real-time Operating System B) Batch Operating System
C) Distributed Operating System D) Single-user Operating System ✗
- Which of the following is not a primary function of an operating system?
A) Memory management B) Process management
C) Malware protection D) File management
- How can a user quickly open the command prompt using windows?
A) Task Bar B) Desktop Shortcut C) Recycle Bin D) Run Command



12. In Windows, which of the following is used to manage the files and folders?
A) Task Manager B) File Explorer
C) Command Prompt D) Registry Editor
13. Recently deleted files using only Delete Key in Windows are stored in
A) Recycle Bin B) Desktop C) My Documents D) Downloads
14. Which of the following is the smallest physical division of a magnetic disk that can store data?
A) Track B) Cylinder C) Sector D) Platter
15. Which of the following is a feature of the vertical ruler in MS Word?
A) Setting tab stops B) Managing vertical alignment of text
C) Controlling line spacing D) Adjusting page margins
16. Which of the following scenarios is the best use case for a Page Break rather than a Section Break?
A) Changing margins for a chapter B) Adding a different header for a section
C) Starting a new chapter on a fresh page D) Changing page orientation
17. allows to copy formatting from selected text and apply it to another text.
A) Styles gallery B) Format painter C) Text highlight D) Copy command
18. Which of the following elements of MS Word provides quick access to frequently used commands?
A) Toolbar B) Status Bar C) Scroll Bar D) Ruler
19. Where is a footnote generally displayed in an MS Word Document?
A) At the bottom of each paragraph B) At the end of a section or document
C) As part of the footer D) At the bottom of the page
20. Placeholders inserted into the main document that get replaced with actual data during Mail Merge are called
A) Bookmarks B) Merge Fields C) Hyperlinks D) Templates
21. A salary formula uses \$B\$2 for a fixed tax rate; which cell-reference behavior does this represent when the formula is copied?
A) Relative B) Mixed C) Absolute D) External
22. Which among the following is the intersection of a row and a column in MS Excel?
A) Worksheet B) Workbook C) Formula D) Cell
23. Which option allows long text to appear on multiple lines within the same cell?
A) Indent B) Wrap Text C) Shrink to Fit D) Merge Cells
24. Which of the following is valid to denote a single cell in Excel?
A) 1B1 B) B1 C) 1A D) A3:C4
25. What do you mean by A3,B13:B20,C7 reference in spreadsheet?
A) Range B) Union C) Formula D) Reference
26. Which of the following is not a valid cell formatting category in Excel?
A) Font B) Border C) Alignment D) Macro
27. A sales list is grouped by branch and management requires the total amount for every branch without deleting transaction records; which Subtotal operation is most appropriate?
A) Count B) Sum C) Sum IF D) Subtotal IF
28. Which MS Office application is used to create database?
A) Excel B) Word C) Access D) PowerPoint



29. Which data type is generally used to store True or False values in MS Access?
A) Text B) Integer C) Date D) Boolean
30. Which of the following is used to define a row in a database table?
A) Field B) Tuple C) Column D) Object
31. Which of the following best defines a database?
A) A collection of unrelated files B) A structured collection of related data
C) A computer program D) A spreadsheet
32. Which of the following speeds up data retrieval in database?
A) Indexing B) Filtering C) Sorting D) Formatting
33. A student database must prevent two students from being registered with the same Student_ID; which database mechanism should be applied?
A) Foreign Key B) Validation Text C) Primary Key D) Relationship
34. Which shortcut key starts a presentation from the first slide in PowerPoint?
A) F5 B) Ctrl+S C) F2 D) Alt+F4
35. Which of the following best defines a slide transition in PowerPoint?
A) An animation within the slide contents
B) A clipart animation in a slide
C) A text-formatting method
D) An effect used when moving from one slide to another
36. Which view in PowerPoint can be used to enter speaker comments?
A) Notes Page B) Slide Sorter C) Slide Show D) Normal
37. Which of the following can not be inserted into a presentation?
A) Picture B) Table C) Chart D) Physical object
38. A government agency wants to strengthen ICT infrastructure, digital services, ICT skills and technology-based public administration; which policy area is most relevant?
A) ETA B) Cyber Policy
C) ICT Policy D) Communication Policy
39. The Electronic Transactions Act was enacted in BS.
A) 2058 B) 2060 C) 2063 D) 2072
40. Which of the following is a strategic goal under the ICT Policy, 2072?
A) Limit e-commerce to government-owned platforms
B) Promote e-governance and service delivery
C) Ban Facebook in public systems
D) Replace internet access with radio communication
41. कार्यालयमा चलानी भन्नाले के बुझिन्छ?
A) कार्यालयमा प्राप्त पत्र दर्ता गर्ने कार्य
B) कार्यालयबाट बाहिर पठाइने पत्रको दर्ता तथा प्रेषण गर्ने कार्य
C) जिन्सी सामग्री वितरण गर्ने कार्य
D) कार्यालयबाट मालसामान बाहिर पठाउने कार्य
42. सार्वजनिक निकायमा सार्वजनिक सम्पत्तिको संरक्षण एवम् जिन्सी व्यवस्थापनमा सहयोग पुग्ने गरी लागु गरिएको सफ्टवेयर कुन हो?
A) PAMS B) SUTRA C) CGAS D) PMIS
43. साउन-भदौ महिनामा कुन ऋतु पर्दछ?
A) वर्षा B) शिशिर C) शरद D) हेमन्त



A - 4, प्रशासन, विविध, सहायक द्वितीय, सहायक (कम्प्युटर)

44. नेपालको जनसांख्यिकीय संरचनाअनुसार "Demographic Dividend" भन्नाले के बुझिन्छ?
- A) वृद्ध जनसंख्या वृद्धि
B) कुल जनसंख्यामा बालबालिकाको उच्च अनुपात
C) बसाइँसराइ वृद्धि
D) कुल जनसंख्यामा काम गर्ने उमेर समूहको उच्च अनुपात
45. सोहीँ आवधिक योजनाको दीर्घकालीन सोच के रहेको छ?
- A) स्वाधीन, समुन्नत तथा समाजवाद उन्मुख राष्ट्रिय अर्थतन्त्र
B) नेपाललाई अति कम विकसित राष्ट्रबाट विकासशील राष्ट्रमा स्तरोन्नति गर्ने
C) समृद्ध नेपाल, सुखी नेपाली
D) समृद्ध, शान्त र न्यायपूर्ण नेपाल निर्माण गर्ने
46. नेपालको 'नागदुंगा-सिस्नेखोला' सुरुडमार्गको उद्घाटन कहिले भयो?
- A) विसं. २०८३/४/१० B) विसं. २०८३/४/११ C) विसं. २०८३/४/१२ D) विसं. २०८३/४/१३
47. कृषि सामग्री कम्पनी लिमिटेडको आर्थिक प्रशासन विनियमावलीको प्रमुख उद्देश्यमा तलका मध्ये कुन पर्दछ?
- A) वित्तीय अनुशासन कायम गर्ने
B) आर्थिक पारदर्शिता कायम गर्ने
C) आर्थिक स्रोतको सदुपयोग गर्ने
D) कर्मचारीको बढुवा गर्ने
48. कृषि सामग्री कम्पनी लिमिटेडको शेयरधनी तलका मध्ये को होइन?
- A) अर्थ मन्त्रालय
B) कृषि, वन तथा पर्यावरण मन्त्रालय
C) नेपाल कृषि अनुसन्धान परिषद्
D) महालेखापरीक्षकको कार्यालय
49. पचास प्रतिशतभन्दा बढी सरकारी स्वामित्व भएको स्वायत्त र व्यावसायिक कारोबार गर्ने निकायलाई के भनिन्छ?
- A) सरकारी अड्डा B) सार्वजनिक निकाय C) सार्वजनिक संस्थान D) सार्वजनिक कार्यालय
50. नेपालमा पहिलो सार्वजनिक संस्थानको रूपमा तलका मध्ये कुनलाई लिइन्छ?
- A) विराटनगर जुट मिल B) जनकपुर चुरोट कारखाना लिमिटेड
C) बुटवल धागो कारखाना लिमिटेड D) नेशनल कन्स्ट्रक्सन कम्पनी नेपाल लिमिटेड

- The End -

उत्तरपुस्तिकामा KEY अनिवार्य रूपमा लेख्नुहोला ।

