

लोक सेवा आयोग
कृषि सामग्री कम्पनी लिमिटेड, प्रशासन, विविध, सहायक प्रथम, वरिष्ठ सहायक (कम्प्युटर) पदको खुला
प्रतियोगितात्मक लिखित परीक्षा
२०८३।०६।२१

KEY [D]

पत्र : प्रथम
समय : ४५ मिनेट

पूर्णाङ्क : १००

विषय : सेवा सम्बन्धी र संस्थागत ज्ञान

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

Multiple Choice

50x2=100 Marks

1. Suppose a major cyber incident affects an essential digital service. From the perspective of National Cyber Security Policy, 2080, the most appropriate response should emphasize
- A) concealing the incident immediately
- B) disconnect the affected area from internet immediately
- C) coordinate incident identification, response, recovery and information sharing
- D) waiting until an incident becomes a criminal case before responding
2. A company digitally signs an electronic contract. Later, the content of the contract is modified, but the original digital signature remains attached. What should a proper verification process conclude?
- A) The contract remains valid because the signature is still visible
- B) The signature should fail verification because the signed content has changed
- C) The modification automatically creates a new valid signature
- D) The document becomes a paper transaction
3. What is the punishment for unauthorized disclosure of confidential information under Section 48 of the Electronic Transactions Act, 2063?
- A) Up to 2 years imprisonment or NPR 10,000 fine
- B) Up to 3 years imprisonment or NPR 200,000 fine
- C) Up to 5 years imprisonment or NPR 100,000 fine
- D) Up to 6 months imprisonment or NPR 50,000 fine
4. नेपालमा सञ्चालनमा रहेका सार्वजनिक संस्थानमध्ये आव २०८१/८२ मा कति संस्थान नाफा आर्जन गर्न सक्षम भएका थिए?
- A) १८ B) २१ C) २७ D) ३१
5. नेपाल सरकारको मिति २०७५/५/३१ को निर्णयअनुसार कुन कम्पनीलाई कृषि सामग्री कम्पनी लिमिटेडमा गाभियो?
- A) खाद्य व्यवस्था तथा व्यापार कम्पनी लिमिटेड B) नेशनल ट्रेडिङ लिमिटेड
- C) राष्ट्रिय बीउ बिजन कम्पनी लिमिटेड D) साभ्रा सहकारी संस्था लिमिटेड
6. कृषि सामग्री कम्पनी लिमिटेडको कर्मचारी प्रशासन विनियमावली, २०८० बमोजिम दिइएको कुन पद र श्रेणीमा खुला प्रतियोगिताद्वारा पदपूर्ति गर्न रिक्त पदको ४५ प्रतिशत पद छुट्याइन्छ?
- A) सहायक, सहायक द्वितीय B) वरिष्ठ सहायक, सहायक प्रथम
- C) सहायक प्रबन्धक, अधिकृत तृतीय D) उपप्रबन्धक, अधिकृत द्वितीय
7. कृषि सामग्री कम्पनी लिमिटेडको अन्तिम लेखापरीक्षण कसले गर्ने व्यवस्था छ?
- A) अर्थ मन्त्रालय B) महालेखा नियन्त्रक कार्यालय
- C) महालेखापरीक्षकको कार्यालय D) महालेखापरीक्षकले तोकेको परीक्षक
8. नेपालको हावापानीमा विविधताको मुख्य कारण के हो?
- A) अक्षांश B) देशान्तर C) उचाइको भिन्नता D) सामुद्रिक दूरी

Contd...

D - 2, प्रशासन, विविध, सहायक प्रथम, वरिष्ठ सहायक (कम्प्युटर)

9. सबैभन्दा पछि स्थापना भएको नेपालको राष्ट्रिय निकुञ्ज कुन हो?
A) पर्सा B) छायौनाथ C) शुक्लाफाँटा D) बाँके
10. शिवस्वरूप भैरव रथयात्रा कुन जात्राको महत्त्वपूर्ण पक्ष हो?
A) रातो मच्छिन्द्रनाथ जात्रा B) इन्द्रजात्रा
C) बिस्का (बिस्केट) जात्रा D) सेतो मच्छिन्द्रनाथ जात्रा
11. नेपालमा योजनाबद्ध विकासको प्रारम्भ कहिलेदेखि भएको हो?
A) विसं २०१३ B) विसं २०१५ C) विसं २०१७ D) विसं २०१९
12. सार्वजनिक सेवा प्रवाहका सम्बन्धमा दिइएको कुन भनाइ सही होइन?
A) सार्वजनिक सेवा प्रवाह सरकार र यसका साभेदारले प्रवाह गर्दछन्
B) सबै सार्वजनिक सेवा निःशुल्करूपमा प्रवाह हुन्छ
C) सार्वजनिक सेवा नागरिक र सरकार जोड्ने पुल हो
D) सार्वजनिक सेवा नागरिकप्रतिको दायित्वलाई व्यवहारमा उतार्ने माध्यम हो
13. कार्यालयबाट अन्य कार्यालय वा व्यक्तिलाई पत्राचार गर्दा रजिष्टरमा अभिलेख जनाउने कार्यलाई के भनिन्छ?
A) पञ्जिका B) दर्ता C) फाइलिङ D) चलानी
14. Who is known as the father of the computer?
A) Alan Turing B) Charles Babbage
C) John Von Neumann D) Blaise Pascal
15. The programs which are as permanent as hardware and stored in ROM is known as
A) Hardware B) Software C) Firmware D) ROM ware
16. Which of the following is not a characteristic of a computer?
A) Emotion B) Diligence C) Accuracy D) Versatility
17. Which language translator converts the whole source program into machine code before execution?
A) Interpreter B) Compiler C) Assembler D) Linker
18. What software/hardware system acts as a barrier between a trusted internal network and an untrusted external network (like the internet) to prevent unauthorized access?
A) Modem B) Router C) Firewall D) Gateway
19. Which of the following network topologies shares a single channel on which all station can receive and transmit?
A) Ring B) Star C) Tree D) Bus
20. The Operating System acts as an interface between
A) User and Hardware B) Monitor and Printer
C) Keyboard and Mouse D) CPU and RAM only
21. What is the full form of GUI?
A) Global User Integration B) General Utility Interface
C) Graphic Unit Interaction D) Graphical User Interface
22. Which command displays all the files having the same name but difference extensions?
A) Dir filename.* B) Dir filename.ext C) Dir*.sys D) Dir*.ext
23. In MS-DOS command syntax, what does the wildcard character * represent?
A) Exactly one character B) Any sequence of zero or more characters
C) Numbers only D) File extensions only
24. Which Windows component displays running applications and the Start button?
A) Desktop B) My Computer C) Recycle Bin D) Taskbar
25. Which function of an Operating System ensures proper allocation of memory space to running programs?
A) File Management B) Process Management
C) Memory Management D) Device Management

Contd...

26. What are the four types of mail merge main document in MS Word?
 - A) Form letters, Directories, Catalogues and Envelopes
 - B) Form letters, Envelopes and Mailing labels, Directories and Lists
 - C) Basic letters, Envelopes, Labels and Lists
 - D) Form letters, Envelopes, Mailing labels and Directory
27. Scandisk is used for
 - A) Checking and repairing disk errors
 - B) Compressing files
 - C) Creating partitions
 - D) Installing drivers
28. Which shortcut selects the entire document?
 - A) Ctrl + T
 - B) Ctrl + E
 - C) Ctrl + A
 - D) Ctrl + W
29. Which type of break in MS Word allows applying different page setups (e.g., changing orientation from portrait to landscape) within the same document?
 - A) Page Break
 - B) Section Break
 - C) Column Break
 - D) Line Break
30. Header in MS Word is
 - A) front page of document
 - B) area at the top margin
 - C) table of contents
 - D) last page of document
31. Which of the following represents a Merge Field in Mail Merge?
 - A) «FirstName»
 - B) [FirstName]
 - C) #FirstName
 - D) {FirstName}
32. To create a multi-column formatting layout (like newspaper or magazines) in MS Word, which option is used?
 - A) Tables
 - B) Columns
 - C) Indentation
 - D) Tab Setting
33. Which of the following is not a type of paragraph alignment?
 - A) Left
 - B) Right
 - C) Justify
 - D) Top
34. Which of the following is not a commonly used data type in MS Excel?
 - A) Number
 - B) Date
 - C) Text
 - D) Character
35. Which chart is best for showing the proportion of parts to a whole?
 - A) Line Chart
 - B) Pie Chart
 - C) Scatter Chart
 - D) Area Chart
36. Which of the following can be used to organize and summarize large amount of data and see comparison and patterns?
 - A) Pivot Table
 - B) Header and Footer
 - C) Sorting
 - D) Spell Check
37. A VAT rate of 13% is stored in cell F1. What formula in B2 calculates tax for each sale in column A when copied down?
 - A) =A2*\$F\$1
 - B) =A2*\$F1
 - C) =\$A\$2*F1
 - D) =A\$2*F\$1
38. Which symbol is used to indicate an absolute cell reference?
 - A) #
 - B) &
 - C) \$
 - D) %
39. A manager wants to see total sales by product category across different months, with categories as rows and months as columns. Which Access Query is most appropriate?
 - A) Crosstab Query
 - B) Parameter Query
 - C) Join Query
 - D) Pivot Table Query
40. What is the purpose of calculated field in MS Access query?
 - A) To create and calculate a new physical table
 - B) To calculate value using existing fields or expressions
 - C) To determine primary key by calculating database field values
 - D) To determine table relationship by calculating database field values
41. If a field has validation rule ≥ 18 , which value should be rejected?
 - A) 30
 - B) 25
 - C) 18
 - D) 17
42. Which ACID property in a DBMS represents the "all-or-nothing" principle?
 - A) Atomicity
 - B) Consistency
 - C) Isolation
 - D) Durability

[A]

[F1]

Contd...

43. What happens when a slide is hidden?
A) It is permanently deleted
B) It becomes chart
C) It cannot be edited again
D) Slide remains there but skipped in presentation
44. A presentation contains a 12-step process. The user divides it into three slide:
Slide 1: Steps 1-4
Slide 2: Steps 5-8
Slide 3: Steps 9-12
Why is this potentially better than putting all 12 steps on one slide?
A) It reduces cognitive and visual overload
B) It increases the number of animations automatically
C) It eliminates the need for a title
D) It makes the presentation technically a database
45. In MS PowerPoint, which shortcut key starts the slide show from the current slide?
A) F5
B) Alt + F5
C) Ctrl + F5
D) Shift + F5
46. Which option is used to change the background or overall design of a slide?
A) Design
B) Review
C) Mailings
D) Data
47. Which of the following is the basic building block/element used to structure an HTML document?
A) Cell
B) Field
C) Tag
D) Record
48. Which CMS is widely used for blogging and website development?
A) Oracle
B) Wordpress
C) MySQL
D) Excel
49. A web application that allows multiple users with different permission levels to create, edit, organize and publish digital content without knowing source code is called
A) CSS
B) Cookies
C) Plugins
D) Content Management System
50. The original HTML specification was based on
A) XML
B) SGML
C) URL
D) XHTML

- The End -

उत्तरपुस्तिकामा KEY अनिवार्य रूपमा लेख्नुहोला ।

लोक सेवा आयोग
कृषि सामग्री कम्पनी लिमिटेड, प्रशासन, विविध, सहायक प्रथम, वरिष्ठ सहायक (कम्प्युटर) पदको खुला
प्रतियोगितात्मक लिखित परीक्षा
२०८३।०६।२९

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 cache memory? Clarify why cache memory is used despite the existence of RAM and describe its different types. 2+1+2=5
2. Explain any four Windows System Tools with their functions. 5
3. Describe common threats to computer system and outline essential preventive measures. 5+5=10
4. What is an Operating System? Explain its major functions. 2+8=10
5. What is the difference between Footnote and Endnote in word processing? Explain the uses of Page Break and Section Break. 5+5=10

Section : "B"

40 Marks

6. Define Data, Database and Database Management System. Also, differentiate between table and query. 3+2=5
7. Explain the use of relative, absolute and mixed cell references in Excel. Using a simple salary example, show how the choice of cell reference affects the result when a formula is copied across different rows and columns. 5
8. Describe the steps involved in creating an effective chart in MS-Excel. Explain how you would select an appropriate chart type, format the chart, add necessary labels and prepare it for presentation. 4+6=10
9. In MS Access, what are the roles of tables, forms and reports? In a spreadsheet, which functions would you use to calculate Total Salary and Average Salary? Write with justification. Also, describe three features of PowerPoint that make the business presentation effective. 3+4+3=10
10. List down the major authority, duty and responsibility of Controller mentioned in Electronic Transactions Act, 2063. 10

Section : "C"

20 Marks

11. कृषि सामग्री कम्पनी लिमिटेडका कर्मचारीहरूको कार्यसम्पादन मूल्यांकन गर्ने क्रममा सुपरिवेक्षकले लिने आधारहरू के के हुन्? उल्लेख गर्नुहोस् । ५
12. नेपालको आर्थिक विकासमा पर्यटन क्षेत्रको महत्त्व वर्णन गर्नुहोस् । ५
13. अभिलेख व्यवस्थापन चक्र भनेको के हो? असल अभिलेखमा हुनुपर्ने गुणहरू के के हुन्? जानकारी दिनुहोस् । ३+२=५
14. कार्यालय व्यवस्थापन (Office Management) लाई प्रभावकारी बनाउन व्यवस्थापन सूचना प्रणाली (Management Information System) ले कसरी सहयोग पुऱ्याउँछ? प्रष्ट पार्नुहोस् । ५

- The End -