

प्रथम-पत्र :

खण्ड - क : सामान्य ज्ञान तथा कानूनी व्यवस्था

वस्तुगत बहुबैकल्पिक

२५ प्रश्न × २ अंक = ५०

- १) नेपालको भौगोलिक, ऐतिहासिक, राजनैतिक, सास्कृतिक, साहित्यिक, धार्मिक, प्रशासनिक, आर्थिक, शैक्षिक, बैज्ञानिक तथा खेलकुद सम्बन्धी जानकारी ।
- २) राष्ट्रिय तथा अन्तर्राष्ट्रिय स्तरका प्रमुख सम-सामयिक विषय तथा घटनाक्रमहरु बारे सामान्य जानकारी ।
- ३) अन्तर्राष्ट्रिय तथा क्षेत्रीय स्तरका (UN, World Bank, IMF, ADB, SAARC जस्ता) प्रमुख स्थाहरु बारे जानकारी ।
- ४) नेपालमा संबैधानिक विकासक्रम तथा नेपालको संविधान ।
- ५) बैंकिङ्ग व्यवसायमा प्रयोग हुने बैंकिङ्ग शब्दावलीहरु (Banking Terminology)
- ६) नेपाल राष्ट्र बैंक ऐन, २०५८ ।
- ७) कम्पनी ऐन, २०६३ ।
- ८) बैंक तथा वित्तीय संस्था सम्बन्धी ऐन, २०७३ सम्बन्धी जानकारी ।
- ९) बैंकिङ्ग कसुर तथा सजाय ऐन, २०६४ ।
- १०) सम्पत्ति शुद्धिकरण (मनी लाउन्डरिङ्ग) निवारण ऐन, २०६४ ।
- ११) कृषि विकास बैंक लि. कर्मचारी सेवा विनियमावली, २०६२ ।

खण्ड - ख : आर्थिक तथा बैंकिङ्ग

छोटो उत्तर	६ प्रश्न × ५ अंक = ३०
लामो उत्तर	२ प्रश्न × १० अंक = २०

- १) **बैंकिङ्ग अवधारणा :** बैंकिङ्ग अवधारणा, विकासक्रम, बैंकका प्रकार तथा कार्यहरु, राष्ट्रिय तथा अन्तर्राष्ट्रिय स्तरमा बैंकिङ्ग व्यवसायका आधुनिक सेवा, सुविधाहरु, केन्द्रिय बैंकको स्थापना, महत्व तथा काम, कर्तव्य र अधिकार, नेपालमा बैंकिङ्ग क्षेत्रको वर्गीकरण तथा बैंक तथा वित्तीय संस्थाहरुको काम, कर्तव्य र अधिकार, नेपालमा वाणिज्य बैंकको मुख्य कारोबार क्षेत्र, सम्भावना, अवसर तथा चुनौतीहरु, नेपालको आर्थिक विकासमा बैंकिङ्ग क्षेत्रको भूमिका, महत्व तथा वर्तमान अवस्था, बैंकिङ्ग सेवाहरु निष्क्रेप सेवा, कर्जा सेवा, विप्रेषण, प्रतितपत्र, बैंक जमानत तथा अन्य सेवाहरु ।
- २) नेपाल राष्ट्र बैंकबाट जारी एकीकृत निर्देशन सम्बन्धी जानकारी ।
- ३) **संगठन तथा व्यवस्थापन :** संगठनको परिभाषा, संगठनात्मक संरचना, संगठनको प्रकार, उद्देश्य, सञ्चार प्रणाली, संगठनात्मक परिवर्तन र विकास, संस्थागत सुशासन सम्बन्धी जानकारी । व्यवस्थापनको परिभाषा, सिद्धान्त तथा महत्व, व्यवस्थापनका कार्यहरु, उत्प्रेरणा, व्यवस्थापन सूचना प्रणालीको आवश्यकता र महत्व । मानव संसाधन व्यवस्थापनको अवधारणा, महत्व, कर्मचारी छनौट तथा भर्ना, तालीम तथा विकास, कार्य बिवरण, कार्य विश्लेषण, पुरस्कार तथा दण्डसजाय, कार्य सम्पादन मूल्यांकन र वृत्ति विकास योजना ।
- ४) **कार्यालय संचालन :** चिह्निपत्र लेखन, पत्राचार, दर्ता चलानी, फाईलिङ्ग, अनुक्रमणिका, संचार व्यवस्थापन, अभिलेख व्यवस्थापन, टिप्पणी तथा प्रतिवेदनको परिचय र ढांचा, कार्यालय संरचना र सजावट ।
- ५) **सुचना प्रविधि :** Computer System (Input Device, Output Device), Operating system, Application software, MS office system, Internet, e-mail, Hardware, Networking, Database management system, Related threats. बैंकिङ्ग क्षेत्रमा Core Banking System (CBS) को आवश्यकता, महत्व, भूमिका, यसको कार्यान्वयन गर्दा ध्यान दिनपर्ने विषय तथा सम्भावित जोखिमहरु ।



- ६) अर्थशास्त्र : Macro and Micro Economic Concept, Elements, GDP, National Income, Fiscal Policy, Monetary Policy, Interest rate, Inflation, Money market, Capital Market, Government Securities, Globalization, Economic Liberalization & Privatization.
- ७) गणित: Unitary Method, Fraction, Decimal, Simple and Compound Interest, Percentage, Ratio and Proportion, Simple and Weighted Average. Mean, Median, Mode, & Standard Deviation, Triangle, Shapes.
- ८) कृषि विकास बैंक लि.: बैंक को स्थापना, विकासक्रम, कार्यप्रकृति, दूरदृष्टि, ध्येय, उद्देश्य, संगठनात्मक संरचना, कारोवारको अवस्था, वासलातको आकार, विद्यमान सबल एवं दुर्वल पक्षहरु तथा अवसर र चुनौतिहरु। बैंक तथा वित्तीय संस्थामा कार्यरत कर्मचारीले पालना गर्नुपर्ने आचरण तथा अनुशासन सम्बन्धी जानकारी।

द्वितीय पत्र : सेवा सम्बन्धी

खण्ड - क : सिभिल इंजिनियरिङ सेवा

छोटो उत्तर	६ प्रश्न \times ५ अंक = ३०
लामो उत्तर	२ प्रश्न \times १० अंक = २०

- 1) **Engineering Survey :** Concept & Basic principles of surveying, Linear measurements, Compass and plane table surveying, Leveling and contouring, Theodolite traversing,
- 2) **Drawing Techniques :** Drawing sheet composition and its essential components, Suitable scales, site plans, preliminary drawings, working drawings, Theory of projection drawing: perspective, orthographic and axonometric projection; first and third angle projection, Drawing tools and equipments, Drafting conventions and symbols, Techniques of free hand drawing
- 3) **Structural Design :** Sections in Bending, Under reinforced, over reinforced and balanced sections, Analysis of single and double reinforced rectangular sections, Shear and Bond for R.C. Sections, Shear resistance of a R.C. section, Types of Shear reinforcement and their design, Determination of anchorage length, Axially Loaded R.C. Columns, Short and long columns, Design of a rectangular column section, Design and Drafting of R.C. Structures, Singly and doubly reinforced rectangular beams, Simple one-way and two-way slabs and Axially loaded short and long columns
- 4) **Construction Materials :** Construction material concept, Classifications, manufacturing, types, measurement mechanism, storage, transportation, Selection and uses. **Stone :** Formation and availability of stones in Nepal and Methods of laying and construction with various stones, **Cement :** Different cements: Ingredients, properties and manufacture, Storage and transport Admixtures with cement., **Clay and Clay Products :** Brick type, manufacture, laying, bonds, Paints and Varnishes, Type and selection, Preparation techniques and uses, **Metals:** Type, properties, Selection and uses.
- 5) **Estimating and Costing :** General Concept, Main items of work, Units of measurement and payment of various items of work and material, Standard estimate formats of government offices , Rate Analysis ,Basic general knowledge on the use of rate analysis norms prepared by Ministry of Works and Transport and the district rates prescribed by district development committee, Specifications, Interpretation of specifications, Valuation, Methods of valuation.



छोटो उत्तर	६ प्रश्न X ५ अंक = ३०
लामो उत्तर	२ प्रश्न X १० अंक = २०

- 1) **Building Construction Technology:** *Foundations* : Subsoil exploration , Type and suitability of different foundations: Shallow, deep , Shoring and dewatering, Design of simple brick or stone masonry foundations. *Walls* : Type of walls and their functions, Choosing wall thickness, Height to length relation, Use of scaffolding. *Damp Proofing* : Source of Dampness, Remedial measures to prevent dampness, *Concrete Technology* : Constituents of cement concrete, Grading of aggregates, Concrete mixes, Water cement ratio, Factors affecting strength of concrete, Form work, Curing, *High raised building and Public building*: Construction methodology of high raised building. Norms used for construction of residential and public building., *Wood work* : Frame and shutters of door and window, Timber construction of upper floors, Design and construction of stairs, *Flooring and Finishing*: Different types of floor finishes- brick, concrete, flagstone, marble, granite, *Plastering works*
- 2) **Housing, building and urban planning** : Present status and practices of building construction in Nepal, Specific considerations in design and construction of buildings in Nepal, Indigenous technology in building design and construction, Local and Modern building construction material in Nepal, Community buildings: School and hospital buildings and their design considerations, Urban planning needs and challenges in Nepal.
- 3) **Concrete Technology** : Constituents and properties of concrete, Water cement ratio, Grade and strength of concrete, concrete mix design, testing of concrete, Mixing, transportation pouring and curing of concrete, Admixtures, Pre-stressed concrete technology
- 4) **Technology, Environment and civil society** : Technological development in Nepal, Promotion of local technology and its adaptation, Environmental Impact Assessment, Initial Environmental Examination, Global-warming phenomena, Types of sources of pollution: point / non-point (for air and water), Social mobilization in local infrastructure development and utilization in Nepal, Participatory approach in planning, implementation, maintenance and operation of local infrastructure
- 5) **Construction Management** : Organization, Need for organization, Responsibilities of a civil overseer, Relation between Owner, Contractor and Engineer, Site Management, Preparation of site plan, Organizing labor, Measures to improve labor efficiency, Accident prevention, Contract Procedure, Types of contracts, Departmental works and day-work, Tender and tender notice, Earnest money and security deposit, Preparation before inviting tender, Agreement, Conditions of contract Construction supervision, Accounts, Administrative approval and technical sanction, Familiarity with standard account keeping formats used in governmental organizations, Muster roll and Completion report.

