प्रथम चरण : लिखित परीक्षा (Written Examination)  
पूर्णाङ्क : 200

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<thead>
<tr>
<th>पत्र</th>
<th>विषय</th>
<th>खण्ड</th>
<th>पूर्णाङ्क</th>
<th>उत्तरीणाङ्क</th>
<th>परीक्षा प्राप्ति</th>
<th>प्रतिसंख्या ×अंक</th>
<th>समय</th>
</tr>
</thead>
<tbody>
<tr>
<td>प्रथम</td>
<td>General Subject</td>
<td>Part I: General Awareness &amp; General Ability Test</td>
<td>100</td>
<td>40</td>
<td>वित्तगत (Objective)</td>
<td>वहैबैक्सीफ़ प्रश्न (MCQs)</td>
<td>20 प्रश्न × 1 अंक</td>
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<tr>
<td>प्रथम</td>
<td>General Subject</td>
<td>Part II: General Technical Subject</td>
<td>100</td>
<td>40</td>
<td>विषयगत (Subjective)</td>
<td>छोटा उत्तर लागू उत्तर</td>
<td>5 प्रश्न × 5 अंक</td>
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<tr>
<td>द्वितीय</td>
<td>Technical Subject</td>
<td>100</td>
<td>40</td>
<td>विषयगत (Subjective)</td>
<td>छोटा उत्तर लागू उत्तर</td>
<td>5 प्रश्न × 1 अंक</td>
<td>15 मिनिट</td>
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प्रथम चरण : सामूहिक परीक्षा (Group Test) र अन्तर्वार्ता (Interview)  
पूर्णाङ्क : 40

<table>
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<tr>
<th>पत्र /विषय</th>
<th>पूर्णाङ्क</th>
<th>उत्तरीणाङ्क</th>
<th>परीक्षा प्राप्ति</th>
<th>समय</th>
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<tbody>
<tr>
<td>सामूहिक परीक्षा (Group Test)</td>
<td>10</td>
<td>सामूहिक छलफल (Group Discussion)</td>
<td>30 मिनिट</td>
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<tr>
<td>अन्तर्वार्ता (Interview)</td>
<td>30</td>
<td>बोर्ड अन्तर्वार्ता (Board Interview)</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

प्रश्न : 
1. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुबै हुनेछ ।
2. प्रथमपत्र र द्वितीयपत्रको लिखित परीक्षा छाप्त छैन ।
3. वित्तगत वहैबैक्सीफ़ प्रश्नहरूको गलत उत्तर दिनेका प्रश्नको गलत उत्तर बापट 20 प्रतिशत अहको क्षेत्र गरिएको छ । तर उत्तर लागू उत्तर बापट अह दिनेको छ र अह क्षेत्र पनि गरिएको छ ।
4. वहैबैक्सीफ़ प्रश्नहरू हुने परीक्षामा कुनै प्रश्नको या कुटुंब (Calculator) प्रश्नो गर्न पाउँदै छैल ।
5. विषयगत प्रश्नहरूको हकमा तीनको अंकको एउटा लागू प्रश्न वा एउटा प्रश्नका दुई र दुई भन्दा बढी भाग (Two or more parts of a single question) वा एउटा प्रश्न अलग-अलग दुई र बढी दिग्धितरी (Short notes) सोज सकिएको छ ।
6. द्वितीय पत्रमा (विषयपत्र प्रश्न हुनेका हकमा) प्रश्नको खण्डका लागि छाप्त छैल उत्तरपुस्तिकाहरू हुनेछन । परीक्षाको लागि प्रश्नको खण्डको प्रश्नहरूको उत्तर सोहीखण्डको उत्तरपुस्तिकाहरूले लेख्नेछन ।
7. यस पाठ्यक्रममा योजनालाई पत्र /विषयका विषयप्रस्तुति सुरुवाती बसेको भए त्यसै पाठ्यक्रममा परेका काल, ऐन, सीमातक नितिहरू परीक्षाको मिति भन्दा 3 महिना अगाडि (संशोधन भएका वा संशोधन भएका द्वारा उपलब्ध गरी संशोधन भए) काठम सहकाय यस पाठ्यक्रममा परेका सम्भव पाउँछ ।
8. प्रथम चरणको परीक्षाबाट छुट्टी भएका उमेदवारहरूलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइएको छ ।
9. यस महत्त्वका अगाडि लागू भएको माधिक उल्लेखित संदर्भ, समूहको पाठ्यक्रम खारेज गरिएको छ ।
10. पाठ्यक्रमलाई मिति : - २०७६/०७/२४
Part (I) - General Awareness & General Ability Test (50 Marks)

1. General Awareness and Contemporary Issues (25 × 1 Mark = 25 Marks)
   1.1 Physical, socio-cultural and economic geography and demography of Nepal
   1.2 Major natural resources of Nepal
   1.3 Geographical diversity, climatic conditions, and livelihood & lifestyle of people
   1.4 Notable events and personalities, social, cultural and economic conditions in modern history of Nepal
   1.5 Current periodical plan of Nepal
   1.6 Information on sustainable development, environment, pollution, climate change, biodiversity, science and technology
   1.7 Nepal's international affairs and general information on the UNO, SAARC & BIMSTEC
   1.8 The Constitution of Nepal (From Part 1 to 5 and Schedules)
   1.9 Governance system and Government (Federal, Provincial and Local)
   1.10 Provisions of civil service act and regulation relating to constitution of civil service, organisational structure, posts of service, fulfillment of vacancy and code of conduct
   1.11 Functional scope of public services
   1.12 Public Service Charter
   1.13 Concept, objective and importance of public policy
   1.14 Fundamentals of management: planning, organizing, directing, controlling, coordinating, decision making, motivation and leadership
   1.15 Government planning, budgeting and accounting system
   1.16 Major events and current affairs of national and international importance

2. General Ability Test (25 × 1 Mark = 25 Marks)
   2.1 Verbal Ability Test (8 × 1 Mark = 8 Marks)
      Jumble words, Series, Analogy, Classification, Coding-Decoding, Matrix, Ranking Order Test, Direction and Distance Sense Test, Common Sense Test, Logical Reasoning, Assertion and Reason, Statement and Conclusions

   2.2 Numerical Ability Test (9 × 1 Mark = 9 Marks)
      Series, Analogy, Classification, Coding, Arithmetical reasoning/operation, Percentage, Ratio, Average, Loss & Profit, Time & Work, Data interpretation & Data verification

   2.3 Non-verbal/Abstract Ability Test (8 × 1 Mark = 8 Marks)
      Figure Series, Figure Analogy, Figure Classification, Figure Matrix, Pattern Completion/Finding, Analytical Reasoning Test, Figure Formation and Analysis, Rule Detection, Water images, Mirror images, Cubes and Dice & Venn-diagram
Part (II) : - General Technical Subject (50 Marks)

1. Basic elements of Camera (10%)
   1.1 The function of a camera and its elements:
      1.1.1 The different types of lens - normal, wide, telephoto and zoom.
      1.1.2 Aperture and F-number
      1.1.3 Shutter and shutter speed
      1.1.4 View finder and transporter
      1.1.5 Focus and focusing elements
      1.1.6 View finder, prism and mirror
      1.1.7 Different types of film and their speed
      1.1.8 Different types of camera (SLR, TLR, View finder and digital camera)
      1.1.9 Lens hood, filters, lens cap, light meters and camera case

2. The Film and its fundamental elements (10%)
   2.1 Understanding the:
      2.1.1 Emulsion
      2.1.2 Types of emulsion
      2.1.3 Film speed and ASA numbers
      2.1.4 Grain
      2.1.5 Types of film (color reversal, color negative, black and white negative film)
      2.1.6 Types of film and size
      2.1.7 Digital memory or flash card and pixel.

3. Light and its source (10%)
   3.1 Understanding the light and its importance
      3.1.1 Day light, Nature light
      3.1.2 Artificial light
      3.1.3 Tungsten Light
      3.1.4 Photographic lamps
      3.1.5 Electronic flash light
      3.1.6 Light meters or exposure meters
      3.1.7 The meaning of white balance
      3.1.8 Indoor light and outdoor light
      3.1.9 Temperature of light

4. Color Photography (10%)
   4.1 Understanding the color
      4.1.1 Color separation
      4.1.2 Color filters
      4.1.3 Processing of color film and print
      4.1.4 Basic color
      4.1.5 Color temperature

5. Dark-Room (14%)
   5.1 Understanding the Dark-Room and its Equipments
      5.1.1 Enlarger machine and its function
      5.1.2 Processing technique of negative and positive
      5.1.3 The process of developing, fixing, washing and drying
      5.1.4 Composing and Contact printing
      5.1.5 Latent image
      5.1.6 The technique of trimming, spotting, knifing and mounting
      5.1.7 The composition of developer and fixing chemicals
5.1.8 Preservation and proper handling of photographic materials
5.1.9 Downloading, saving and reproducing the digital images

6. Reprography (10%)
   6.1 Knowing the technique of preserving the valuable records or documents by means of microfilming
   6.1.1 Understanding the nature of different types of documents for microfilming
   6.1.2 Microfilming procedures and proper handling techniques for microfilm
   6.1.3 The function of microfilm camera, microfilm reader, microfilm reader printer, microfilm processor and microfilm duplicator or copier machine
   6.1.4 Storage and preservation of microfilm
   6.1.5 Microfilm cataloging and editing techniques
   6.1.6 Understanding different forms of microform as Roll, fiche, jacket and unitized microform
   6.1.7 Microfilm processing chemicals
   6.1.8 The density of microfilm
   6.1.9 Digital scanning technique for roll microfilm

7. Filter (6%)
   7.1 Understanding the use of different types of filters
   7.1.1 The main filters and its types
   7.1.2 The use of filters in the field of photography
   7.1.3 Filter factors

8. Outdoor Photography (10%)
   8.1 Knowing the techniques of outdoor photography
   8.1.1 Choice of the film
   8.1.2 Choice of the filters
   8.1.3 Choices of the camera
   8.1.4 The impact of the light on the subject
   8.1.5 Use of reflector
   8.1.6 Use of light meter/Exposure meter
   8.1.7 Assessment of light situation
   8.1.8 Assessment of the atmosphere
   8.1.9 Choices of the lens
   8.1.10 Depth of field

9. Press or Journalistic Photography (10%)
   9.1 Knowing about the Journalistic type of Photography
   9.1.1 Understanding the Photojournalism
   9.1.2 Use of different types of Camera and equipment in Photojournalism
   9.1.3 Technique of Photojournalism
   9.1.4 Present condition of Photojournalism

10. Digital Photography (10%)
    10.1 Understanding the Digital Imaging Technology
    10.1.1 Knowing the Digital Photography
    10.1.2 The Digital Imaging Technology
    10.1.3 Digital Camera and its Types
    10.1.4 The Digital Memory
    10.1.5 Resolution/ Pixel
    10.1.6 Optical / Digital lens
    10.1.7 Difference between digital / optical (analogue) camera
    10.1.8 Digital image storage and preservation technique