

लोक सेवा आयोग

नेपाल शिक्षा सेवा, मुद्रण व्यवस्थापन समूह, मुद्रण व्यवस्थापन उपसमूह तथा नेपाल संसद सेवा, शिक्षा तथा मुद्रण समूह, राजपत्राङ्कित तृतीय श्रेणीको खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

यस पाठ्यक्रम योजनालाई दुई चरणमा विभाजन गरिएको छ :

प्रथम चरण :-	लिखित परीक्षा (Written Examination)	पूर्णाङ्क :- २००
द्वितीय चरण :-	(क) सामूहिक परीक्षण (Group Test)	पूर्णाङ्क :- १०
	(ख) अन्तर्वार्ता(Interview)	पूर्णाङ्क :- ३०

परीक्षा योजना (Examination Scheme)

प्रथम चरण : लिखित परीक्षा(Written Examination)

पूर्णाङ्क :- २००

पत्र	विषय	खण्ड	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली		प्रश्नसंख्या × अङ्क	समय
प्रथम	General Subject	Part I: General Awareness & General Ability Test	१००	४०	वस्तुगत (Objective)	बहुवैकल्पिक प्रश्न (MCQs)	५० प्रश्न × १ अङ्क	१ घण्टा ३० मिनेट
		Part II: General Technical Subject					५० प्रश्न × १ अङ्क	
द्वितीय	Technical Subject		१००	४०	विषयगत (Subjective)	छोटो उत्तर लामो उत्तर	४ प्रश्न × ५ अङ्क ८ प्रश्न × १० अङ्क	३ घण्टा

द्वितीय चरण : सामूहिक परीक्षण (Group Test) र अन्तर्वार्ता (Interview)

पूर्णाङ्क :- ४०

पत्र / विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	समय
सामूहिक परीक्षण (Group Test)	१०		सामूहिक छलफल (Group Discussion)	३० मिनेट
अन्तर्वार्ता (Interview)	३०		बोर्ड अन्तर्वार्ता(Board Interview)	-

द्रष्टव्य :

- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ ।
- प्रथमपत्र र द्वितीयपत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अङ्क कट्टा गरिनेछ । तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन ।
- बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा कुनै प्रकारको क्याल्कुलेटर (Calculator) प्रयोग गर्न पाइने छैन ।
- विषयगत प्रश्नहरूको हकमा तोकिएको अंकको एउटा लामो प्रश्न वा एउटा प्रश्नका दुई वा दुई भन्दा बढी भाग (Two or more parts of a single question) वा एउटा प्रश्न अन्तर्गत दुई वा बढी टिप्पणीहरू (Short notes) सोध्न सकिने छ ।
- द्वितीय पत्रमा (विषयगत प्रश्न हुनेका हकमा) प्रत्येक खण्डका लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरू हुनेछन् । परीक्षार्थीले प्रत्येक खण्डका प्रश्नहरूको उत्तर सोहीखण्डको उत्तरपुस्तिकामा लेख्नुपर्नेछ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्भन्नु पर्दछ ।
- प्रथम चरणको परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।
- यस भन्दा अगाडि लागू भएका माथि उल्लेखित सेवा, समूहको पाठ्यक्रम खारेज गरिएको छ ।
- पाठ्यक्रम लागू मिति : - २०७६/०७/२५

प्रथम पत्र (Paper I): General Subject

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 = 9Marks)**

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. **History of printing press in Nepal** **6%**
 - 1.1 Printing in Nepal: Past and present
 - 1.2 Book publishing in Nepal
 - 1.3 Development of printing industry in Nepal
 - 1.4 Legal aspects of printing
 - 1.5 Development of hand made paper
 - 1.6 The evolution of Devnagari script
 - 1.7 Paper industries in Nepal
2. **Computer Technology** **4%**
 - 2.1 History of Computer
 - 2.2 Micro Computer
 - 2.3 Computer Print
 - 2.4 Types of Computer
 - 2.5 System of Number
 - 2.6 Hardware & Software
 - 2.7 Computer Network
 - 2.8 Computer Programming
 - 2.9 Computer Virus
 - 2.10 Language of Computer
 - 2.11 Email/Fax/Internet
3. **Proof Reading** **10%**
 - 3.1 The language
 - 3.2 Wrong font
 - 3.3 Impose
 - 3.4 The spelling
 - 3.5 Design layout
 - 3.6 The page checking
 - 3.7 Proof readers marks
4. **Type Setting** **4%**
 - 4.1 Layout
 - 4.2 Design
 - 4.3 Page making
 - 4.4 Printing materials
 - 4.5 Camera ready
5. **Pasting Layout** **6%**
 - 5.1 Dummy
 - 5.2 Font
 - 5.3 Illustration
 - 5.4 Graphic design
 - 5.5 Layout
 - 5.6 Pasting
6. **Camera Work** **10%**
 - 6.1 Line / half tone
 - 6.2 Screen
 - 6.3 Negative / Positive process
 - 6.4 Type of film
 - 6.5 Chemicals
 - 6.6 Types of camera

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6.7	Film Development	
7.	Stripping	6%
7.1	Page making	
7.2	Masking	
7.3	Opaquing	
7.4	Register mark	
7.5	Gripper	
7.6	Exposure	
7.7	Final check	
8.	Plate Making	10%
8.1	Printing page	
8.2	Types of plate	
8.3	Plate coating	
8.4	Negative and positive plate	
8.5	Plate expose	
8.6	Developing the plate	
8.7	Gumming the plate	
8.8	Preparation of Plate for printing	
9.	Screen Printing	10%
9.1	Introduction of screen printing	
9.2	Stretching materials and equipments	
9.3	Exposure of the film on frame	
9.4	Frame setting	
9.5	Ink preparation	
9.6	Register mark alignment	
9.7	Paper Trimming	
9.8	Application of screen printing	
9.9	Printing of the materials	
9.10	Chemicals of screen printing (Manual or Automatic)	
10.	Paper	10%
10.1	Paper making	
10.2	Paper characteristics	
10.3	Runability and print quality	
10.4	Paper testing and evaluation	
10.5	Paper grades	
10.6	Cutting charts	
10.7	Equivalent weights	
10.8	Pulping	
10.9	Bleaching	
10.10	Paper Storage & Conditioning	
11.	Ink	10%
11.1	Ink making	
11.2	Special characteristics of ink	
11.3	Letter press ink	
11.4	Offset lithographic ink	
11.5	Gravure ink	
11.6	Flexographic ink	
11.7	Screen printing ink	
11.8	Types of ink	

12. **Binding** 14%
- 12.1 Types of Binding
 - 12.1.1 Side stitch
 - 12.1.2 Center stitch
 - 12.1.3 Thread binding
 - 12.1.4 Hard binding
 - 12.1.5 Spiral binding
 - 12.1.6 Glue binding
 - 12.2 Perform Binding
 - 12.2.1 Farma cutting
 - 12.2.2 Folding
 - 12.2.3 Gathering
 - 12.2.4 Stitch / wire / thread
 - 12.2.5 Trimingr
 - 12.2.6 Crease
 - 12.2.7 Paste the cover
 - 12.2.8 Trimming
 - 12.2.9 Packing
 - 12.2.10 Delivery