

Nepal Administrative Staff College
Open Competitive Examination

Class: Assistant- I
Post: Senior Assistant

Examination	Subject	Full Marks	Time
Written	Paper I and II	200	
	Paper-I: <i>Rachana</i> (Nepali and English)	100	3 hrs.
	Paper- II: Information and Communication Technology	100	3 hrs.
Practical	A. Performance Test	200	4 hrs.
	a. Task performance	100	2.5 hrs.
	b. Presentation	50	30 min.
	B. Psychometric Test	50	1 hr.
Interview	Situational and Structured (Issue- based on Paper- I and II)	100	
Total		500	

Pass Mark: 40% in each Paper

Paper: I

Subject: *Rachana* (Nepali and English) **100**

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| 1. | Essay (English) | 15 |
| 2. | Letter / Memo (<i>Tippani</i>) (Nepali and English) | 20 |
| 3. | Translation from Nepali to English and English to Nepali | 20 |
| 4. | Comprehension (English) | 10 |
| 5. | Grammar (English) | 15 |
| 6. | Summary writing (Nepali and English) | 20 |

Paper: II

100

Subject: Information and Communication Technology

- Computer Fundamentals: Overview of a computer system, Types of computer and its applications, Hardware, software and storage technology
- Operating System: Introduction to Operating System, Types of Operating System, Functions of Operating Systems
- Windows Operating System: Basic Windows operating system, My Computer, Recycle Bin, Program and File Management, File sharing and security, Adding/Removing Programs, Windows customization, Control panel administration: (administrative tools, windows services, system configuration, device manager, folder options, fonts, internet options, network and sharing, windows firewall, printer installation and administration, add/remove programs and user accounts, etc.), System tools (Scandisk, Disk Defragmenter, Drive Space, Backup), Install and configure

peripheral components, troubleshooting of hardware's and software's, Registry Editor, Windows services, Group policies, Computer management, etc.

4. Computer Networking: Introduction to Networking, Network types, Network topology, IP Addressing, Network design and protocols: TCP/IP, UDP, FTP, Troubleshooting, Manage cabling/switches/routers, Wi-Fi management
5. Office Automation: MS-Word, MS-Excel, MS-PowerPoint, Photoshop, PDF, File conversion and security
6. E-mail / Internet / Extranet / Intranet: Concept and use, Installation and configuration of email clients and browsers
7. Relational Database Management System (RDBMS): Concept, SQL, Database security, Backup and recovery
8. Computer, Network and Information security: Issues, Types, Tools and techniques

Practical Test

1. Task Performance Test

(Full Marks:100, Time: 2.5 Hours)

Group A

- Official Correspondence
 - Internal correspondence (within NASC- individual and units)
 - External correspondence (outside NASC)
- Memo (Tippani): Nepali and English
- Filing system and Indexing

Group B

- Desktop Administration
- Office automation: MS Office, Email and Internet
- Hardware troubleshooting and administration
- Software installation, troubleshooting and administration
- Computer networking
- Computer and network security

Note: There will be four questions (1 from Group A and 3 from Group B) carrying equal marks.

2. Psychometric Test- Personal Attributes

(Full Marks: 50, Time: 1 Hour)

- Self-esteem, optimism and self-efficacy
- Emotional intelligence
- Attitude towards change
- Conscientiousness, agreeableness and openness to experience, and
- Self-awareness and development tendency