

**Province Public Service Commission
Gandaki Province**

**Syllabus of Open/Internal Competitive Examination for Gandaki Province
Training Academy (GPTA)**

Service: Studies and Research

Position: ICT Assistant

Level: Assistant 5th

Examination Scheme

Examination Phase / Stage	Test	Subject	Full Marks
First Phase	Written	Paper I - Composition in Nepali and English	100
		Paper II - Management, Accounting, Finance and Information Technology	100
Second Phase	Practical	IT Skill Test	10
	Interview	Board Interview	30

First Phase: Framework of Written Test

Paper	Subject	Full Marks	Pass Marks	Exam Pattern	No. of Questions & Weightage	Time
I	Composition in Nepali and English	100	40	Subjective	1× 20 Marks 4× 15 Marks 2× 10 Marks	3.00 hrs
II	Management, Accounting, Finance and Information Technology	100	40	Subjective	8×10 Marks 4× 5 Marks	3.00 hrs

Second Phase: Framework of Practical Test

Subject	Full Marks	Pass Marks	Exam Pattern	Time
IT Skill Test	10	-	Practical	15 Minutes
Interview	30	-	Board Interview	

General Instructions

1. The overall selection process is divided into two phases: written examination and practical tests, followed by an Interview. Candidates who successfully pass the first phase of the examination (written examinations) will be eligible to proceed to the second phase of the examination, which include practical tests and an interview.
2. All examination questions will be presented in English. However, candidates are allowed to answer in Nepali, English, or a combination of both languages. It is mandatory for candidates to use only black ink pens during the examination.

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3. The examination will consist of long answer questions designed to assess the candidate's analytical and application-level understanding, as well as short answer questions to evaluate comprehension and knowledge of the subject matter. The level and standard of the questions will be equivalent to the minimum educational qualifications required for the position.
4. The examination will include subjective answer questions which may be composed of two or more parts or short notes within a single question.
5. Separate answer sheets will be provided for different sections, groups, or units of the subject. Candidates are required to answer on the designated sheets as instructed.
6. The number and pattern of questions will align as closely as possible to the structure outlined in the curriculum.
7. As outlined in the curriculum, related acts, rules and regulations (including any amendments) in effect three months prior to the examination are considered to be part of the curriculum.
8. The final merit list of successful candidates will be determined by the aggregate marks obtained from the written examinations, practical tests, and interview.
9. Effective Date: 2081-10-07

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Written Examinations

Paper I: Composition in Nepali and English	Time: 3 hours	Full Marks: 100
Section A: Nepali		1 x 20 + 2 x 15 = 50
1. Essay (Nepali)	(20)	
2. Letter writing in Nepali	(15)	
3. <i>Tippani</i> in Nepali	(15)	
Section B: English		2 x 15 + 2 x 10 = 50
1. Letter writing in English	(15)	
2. Translation from Nepali to English	(10)	
3. Translation from English to Nepali	(10)	
4. Comprehension: English	(5 x 3=15marks)	

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Paper II: Management, Accounting, Finance and Information Technology	Time: 3 hours	Full Marks: 100
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Section A: Management

4 x 10 = 40

1. Management: concepts, principles, approaches, evolution of management theories and emerging trends
2. General understanding of Organizational Behavior: concepts, trends, motivation
3. Interpersonal relations and communication
4. Office Management: concept and importance of office management, meeting management, correspondence (letter writing) and decision making (types and process)
5. Records management: concept, importance, principles and types of records
6. Filing system and Indexing: concept, objectives, importance, and classification of files; indexing: concept, purpose, types, etc.
7. Communication: Means, types and importance
8. Management Information System (MIS): needs and importance
9. Scheduling and schedule management
10. Training: concept, process, approaches and training management
11. Hospitality management: concept and importance

Section B: Accounting and Finance

4 x 10 = 40

1. Financial management: concept and process,
2. Accounting: concept and principles
3. Procurement and inventory management: concept, process and importance
4. General understanding of accounting with special focus on accrual system of accounting, accounting records, financial statements, cost account and management accounting
5. Depreciation
6. Budgeting: principles, process and practices in Nepal
7. Audit: concept, process and types

Section C: Information Technology

4 x 5 = 20

1. Computer Fundamentals and Operating System: Overview of a computer system, Types of computers and its applications, Hardware, software and storage technology;
2. Windows Operating System: Basic Windows operating system, My Computer, Recycle
3. Bin, Program and File Management, File sharing and security, Adding/Removing Programs, Windows customization, Control panel administration
4. Word processing, Electronic Spreadsheet, Presentation System, File conversion and security
5. E-mail / Internet / Extranet / Intranet: Concept and use, Installation and configuration of email clients and browsers
6. General knowledge of computer networking and security

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Practical Examination Scheme

Subject	Full Marks	Examination System	Content Title	Marks	Time
Computer Skill Test	10	Practical	Devanagari Typing	2.5 Marks	5 Minutes
			English Typing	2.5 Marks	5 Minutes
			Windows basic and Word processing	5 Marks	5 Minutes

Contents

1. **Windows basic**
 - Introduction to Graphical User Interface
 - Starting and shutting down Windows
 - Basic Windows elements - Desktop, Taskbar, My Computer, Recycle Bin, etc.
 - Concept of files and folders
 - Searching files and folders
2. **Word processing**
 - Creating, saving and opening documents
 - Typing in Devanagari and English
 - Text formatting (font, size, color, underline, italic, bold, etc.) and paragraph formatting (alignment, indentation, spacing)
 - Inserting header, footer, page number
 - Page setting (margin, page size, orientation), previewing and printing of documents

Instructions for English or Devanagari typing: -

1. **Text of 150 words is given for Devanagari Typing Skill Test and given marks follows:**

Correct Words/Minute	Marks
For less than 5 correct words per minute	0
For 5 or more and less than 7.5 correct words per minute	0.50
For 7.5 or more and less than 10 correct words per minute	0.75
For 10 or more and less than 12.5 correct words per minute	1.00
For 12.5 or more and less than 15 correct words per minute	1.25
For 15 or more and less than 17.5 correct words per minute	1.50
For 17.5 or more and less than 20 correct words per minute	1.75
For 20 or more and less than 22.5 correct words per minute	2.00
For 22.5 or more and less than 25 correct words per minute	2.25
About 25 or more correct words per minute	2.50

2. **Text of 200 words is given for English Typing Skill Test and given marks follows:**

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Correct Words/Minute	Marks
For less than 6 correct words per minute	0
For 6 or more and less than 9 correct words per minute	0.50
For 9 or more and less than 12 correct words per minute	0.75
For 12 or more and less than 15 correct words per minute	1.00
For 15 or more and less than 18 correct words per minute	1.25
For 18 or more and less than 21 correct words per minute	1.50
For 21 or more and less than 24 correct words per minute	1.75
For 24 or more and less than 27 correct words per minute	2.00
For 27 or more and less than 30 correct words per minute	2.25
About 30 or more correct words per minute	2.50

3. The letter given in English or Devanagari typing will be checked against the typed letter based on the basis. If it is found that the examinees have not typed the English or Devanagari characters correctly in the given place, it will not be counted in words. After that, correct words per minute will be calculated using the following formula.

Formula:

Correct words/minute =	(Total words typed – Wrong words)
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