

अनुसूची-३

(दफा- ५(२) सँग सम्बन्धित)

आवेदनको ढाँचा

पासपोर्ट साईजको
फोटो

कार्यालय प्रयोजनको लागि
परिक्षार्थीको रोल नं. :

उम्मेदवारले दरखास्त फाराम भरेको पद सम्बन्धी विवरण	
पदः	तहः

आवेदकको व्यक्तिगत विवरण			
नाम थरः			लिङ्गः
नागरिकता नं. :		जारी गर्ने जिल्लाः	जारी मितिः
स्थायी ठेगाना	(क) प्रदेशको नामः (घ) वडा नं.-	(ख) जिल्लाः	(ग) स्थानीय तहको नामः
पत्राचार गर्ने ठेगानाः		सम्पर्क नं. :	ईमेलः
बाबुको नाम, थरः		आमाको नाम, थरः	
बाजेको नाम, थरः		पति/पत्नीको नाम, थरः	
जन्म मिति	(वि.सं.मा) □ □ □	(ईस्वी सन) □ □ □	दरखास्त दिने मितिमा आवेदको उमेर (वर्ष तथा महिनामा) :

शैक्षिक योग्यता/तालिम सम्बन्धी विवरण						
आवश्यक न्यूनतम योग्यता	विश्वविद्यालय/बोर्ड/तालिम संस्था	दिने	शैक्षिक उपाधि/ तालिम	संकाय	उत्तीर्ण गरेको साल	प्रासाङ्क प्रतिशत/ सी.जी.पी.ए..
शैक्षिक योग्यता						
तालिम						

अनुभव सम्बन्धी विवरण			
कार्यालय	पद	अवधि	
		देखि	सम्म

अन्य विवरण		
रक्त समूह:		
आपतकालीन सम्पर्क:	नाम:	ठेगाना:
	नाता:	सम्पर्क नं.

उपर्युक्त बमोजिमको विवरण साँचो हो, झुठ्टा ठहरे प्रचलित कानून बमोजिम सहुंला/बुझाउँला ।

उम्मेदवारको ल्याप्चे सहिछाप	
दायाँ	बायाँ

उम्मेदवारको दस्तखत

मिति:

अनुसूची-४

(दफा ५(४) सँग सम्बन्धित)

प्रवेशपत्रको ढाँचा

.....गाउँपालिका/नगरपालिका

..... गाउँ/नगर कार्यपालिकाको कार्यालय

जिल्ला:

प्रदेश:, नेपाल

प्रवेशपत्र

पासपोर्ट साईजको
फोटो

परिक्षार्थीले भर्ने

(क) नाम, थर :

(ख) पद :

(ग) तह :

(घ) परीक्षा केन्द्र:

(घ) उम्मेदवारको दस्तखत नमूना :

गाउँ/नगर कार्यपालिकाको कार्यालयले भर्ने

यस गाउँ/नगर कार्यपालिकाबाट लिइने उक्त पदको परीक्षामा तपाईंलाई सम्मिलित हुन अनुमति दिइएको छ । विज्ञापनमा तोकिएको शर्त नपुगेको ठहर भएमा जुनसुकै अवस्थामा पनि यो अनुमति रद्द हुनेछ ।

रोल नम्बर:

.....

(कर्मचारीको दस्तखत)

.....

(कार्यालयको छाप)

अनुसूची -५

(दफा ७(२) सँग सम्बन्धित)

प्राविधिक सहायकको पाठ्यक्रम

खण्ड- १ सेवा सम्बन्धी

क) प्रशासन सम्बन्धी -१० अंक

समय: १ घण्टा

१. प्रधानमन्त्री रोजगार कार्यक्रम संचालन निर्देशिका, २०७५, कामका लागि पारिश्रमिकमा आधारित सामूदायिक आयोजना सञ्चालन तथा व्यवस्थापन कार्यविधि, २०७६ र युवा रोजगारीका लागि रुपान्तरण पहल आयोजना (संचालन तथा व्यवस्थापन) कार्यविधि, २०७६,
२. कामका लागि पारिश्रमिक (Cash for Work) को अवधारणा,
३. सामाजिक परिचालन, सार्वजनिक सुनुवाई, सामाजिक लेखापरीक्षण तथा गुनासो व्यवस्थापन ,
४. स्थानीय तहको बजेट तर्जुमा प्रकृया, खर्च व्यवस्थापन र लेखा परीक्षण,
५. आचरण तथा अनुशासन र सुशासन।

ख) प्राविधिक कार्य सम्बन्धी परीक्षा- ४० अंक

1. Surveying

1.1 Levelling

1.1.1 Principles and methods of levelling

1.2.2 Levelling instruments and accessories

1.2 Plane Tabling

1.2.1 Equipments required

1.2.2 Methods of plane tabling

1.2.3 Two and three point problems

2. Construction Materials

2.1 Stone

2.1.1 Formation and availability of stones in Nepal

2.1.2 Methods of laying and construction with various stones 2.2 Cement

2.2.1 Different cements: Ingredients, properties and manufacture

2.2.2 Storage and transport

2.2.3 Admixtures

2.3 Clay and Clay Products

2.3.1 Brick: type, manufacture, laying, bonds

2.4 Paints and Varnishes: Type and selection; preparation techniques and use

2.5 Bitumen: Type, selection and use

3. Mechanics of Materials and Structures

3.1 Mechanics of Materials

3.1.1 Internal effects of loading

3.1.2 Ultimate strength and working stress of materials

3.2 Mechanics of Beams

3.2.1 Relation between shear force and bending moment

3.2.2 Shear and bending moment diagrams for statically determinate beams under various types of loading

3.3 Simple Strut Theory

4. Hydraulics

4.1 General

4.1.1 Properties of fluid: mass, weight, specific weight, density, specific volume, specific gravity, viscosity

4.1.2 Pressure and Pascal's law

4.2 Hydro-Kinematics and Hydro-Dynamics

4.2.1 Energy of flowing liquid: elevation energy, Kinetic energy, potential energy, internal energy

4.3 Measurement of Discharge

4.3.1 Weirs and notches

4.3.2 Discharge formulas

5.4 Flows: Characteristics of pipe flow and open channel flow

5. Soil Mechanics

5.1 General

5.1.1 Soil types and classification

5.1.2 Three phase system of soil

5.1.3 Unit Weight of soil mass: bulk density, saturated density, submerged density and dry density

5.1.4 Interrelationship between specific gravity, void ratio, porosity, degree of saturation, percentage of air voids air content and density index

5.2 Soil Water Relation

5.2.1 Terzaghi's principle of effective stress

5.2.2 Darcy's law

5.2.3 Factors affecting permeability

5.3 Compaction of soil

5.3.1 Factors affecting soil compaction

5.3.2 Optimum moisture content

5.3.3 Relation between dry density and moisture content

5.4 Shear Strength of Soils

5.4.1 Mohr-Coulomb failure theory

5.4.2 Cohesion and angle of internal friction

5.5 Earth Pressures

5.5.1 Active and passive earth pressures

5.5.2 Lateral earth pressure theory

5.5.3 Rankine's earth pressure theory

6. Structures

6.1 R.C. Sections in Bending

6.1.1 Under reinforced, over reinforced and balanced sections

6.1.2 Analysis of single and double reinforced rectangular section

6.2 Shear and Bond for R.C. Sections

6.2.1 Shear resistance of a R.C. section

6.2.2 Types of Shear reinforcement and their design

6.2.3 Determination of anchorage length

6.3 Design and Working System of R.C. Structures

6.4.1 Singly and doubly reinforced rectangular beams

6.4.2 Simple one-way and two-way slabs

6.4.3 Axially loaded short and long columns

7. Building Construction Technology

7.1 Foundations

7.1.1 Subsoil exploration

- 7.1.2 Type and suitability of different foundations: Shallow, deep
- 7.1.3 Shoring and dewatering
- 7.1.4 Design of simple brick or stone masonry foundations
- 7.2 Walls
- 7.2.1 Type and thickness of walls
- 7.2.2 Use of scaffolding

7.3 Damp Proofing

- 7.3.1 Source of Dampness
- 7.3.2 Remedial measures for damp proofing

7.4 Concrete Technology

- 7.4.1 Constituents of cement concrete
- 7.4.2 Grading of aggregates
- 7.4.3 Concrete mixes
- 7.4.4 Water cement ratio
- 7.4.5 Factors affecting strength of concrete
- 7.4.6 Form work
- 7.4.7 Curing

7.5 Wood work

- 7.5.1 Frame and shutters of door and window
- 7.5.2 Timber construction of upper floors
- 7.5.3 Design and construction of stairs

7.6 Flooring and Finishing

- 7.6.1 Floor finishes: brick, concrete, flagstone
- 7.6.2 Plastering

8. Water Supply and Sanitation Engineering

8.1 General

- 8.1.1 Objectives of water supply system
- 8.1.2 Source of water and its selection: gravity and artisan springs, shallow and deep wells; infiltration galleries

8.2 Gravity Water Supply System

- 8.2.1 Design period
- 8.2.2 Determination of daily water demand
- 8.2.3 Determination of storage tank capacity
- 8.2.4 Selection of pipe
- 8.2.5 Pipe line design and hydraulic grade line

8.3 Design of Sewer

8.3.1 Quantity of sanitary sewage

8.3.2 Maximum, Minimum and self cleaning velocity

8.4 Excreta Disposal and Unsewered Area

8.4.1 Pit latrine

8.4.2 Design of septic tank

9 . Irrigation Engineering

9.1 General

9.1.1 Need for irrigation; advantages of irrigation

9.1.2 Sources of irrigation: water, river & streams, ground water and others

9.1.3 Methods of irrigation: surface, sub-surface and others

9.2 Irrigation Water Requirement

9.2.1 Crop season, principal crops, and crop water requirements

9.2.2 Base period & duty

9.3 Irrigation Canals

9.3.1 Canal losses and their minimization

9.3.2 Irrigation requirements and design discharge of canal permissible velocities for different canals

9.3.3 Design of canal based on Manning's & Lacey's formulae

9.3.4 Need and location of escapes

9.3.5 Components of distribution system

10. Highway Engineering

10.1 General

10.1.1 Classification of road in Nepal

10.1.2 Basic requirements of road alignment

10.2 Geometric Design

10.2.1 Basic design control and criteria for design

10.2.2 Elements of cross section, typical cross-section for all roads in filling and cutting

10.2.3 Camber

10.2.4 Determination of radius of horizontal curves

10.2.5 Super elevation

- 10.2.6 Sight distances
- 10.2.7 Gradient
- 10.2.8 Use of Nepal Road Standard and subsequent revision in road design
- 10.3 Drainage System
 - 10.3.1 Importance of drainage system and requirements of a good drainage system
- 10.4 Road Pavement: Pavement structure and its components: subgrade, sub-base, base and surface courses
- 10.5 Road Machineries
 - 10.5.1 Earth moving and compacting machines
- 10.6 Road Construction Technology
- 10.7 Road Maintenance and Repair: Type of maintenance works
- 10.9 Tracks and Trails

11. Estimating and Costing

- 11.1 General
 - 11.1.1 Main items of work
 - 11.1.2 Units of measurement and payment of various items of work and material
 - 11.1.3 Standard estimate formats of government offices
- 11.2 Rate Analysis
 - 11.2.1 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
- 11.3 Specifications
 - 11.3.1 Interpretation of specifications
- 11.4 Valuation
 - 11.4.1 Methods of valuation
 - 11.4.2 Basic general knowledge of standard formats used by commercial banks and NIDC for valuation

12. Construction Management

- 12.1 Site Management
 - 12.1.1 Preparation of site plan
 - 12.1.2 Organizing labor
 - 12.1.3 Measures to improve labor efficiency
 - 12.1.4 Accident prevention

12.2 Procurement and Contract Procedure

12.2.1 Contracts and its types

12.2.2 Departmental works and day-work

12.2.3 Preparation of tender document

12.2.4 Tender procedure

12.2.5 Contract agreement

12.2.6 Conditions of contract

12.2.7 Construction supervision

12.3 Planning and Control

12.3.1 Construction schedule

12.3.2 Equipment and materials schedule

12.3.3 Construction stages and operations

खण्ड-२: कम्प्युटर सम्बन्धी प्रयोगात्मक परीक्षा -५० अङ्क

समय: ३० मिनेट

1. Computer fundamental
2. Operating System
3. Word processing
4. Electronic spreadsheet
5. Database management system
6. Presentation system
7. Internet Browsing & Website Management.

अनुसूची - ६

(दफा ७(२) सँग सम्बन्धित)

रोजगार सहायकको पाठ्यक्रम

(क) सेवा सम्बन्धी

खण्ड-१:- प्रशासनिक कार्य सम्बन्धी

पूर्णाङ्क-५०

समय: १ घण्टा

१. नेपालको संविधानको भाग-५ मौलिक हक सम्बन्धी व्यवस्था
२. नेपालको संविधानको अनुसूची-५, ६, ७, ८ र ९
३. रोजगारीको हक सम्बन्धी ऐन, २०७५ र रोजगारीको हक सम्बन्धी नियमावली, २०७५
४. स्थानीय सरकार सञ्चालन ऐन, २०७४
५. प्रधानमन्त्री रोजगार कार्यक्रम सञ्चालन निर्देशिका, २०७५, कामका लागि पारिश्रमिकमा आधारित सामूदायिक आयोजना सञ्चालन तथा व्यवस्थापन कार्यविधि, २०७६ र युवा रोजगारीका लागि रूपान्तरण पहल आयोजना (सञ्चालन तथा व्यवस्थापन) कार्यविधि, २०७६
६. स्थानीय तहको बजेट तर्जुमा प्रकृया, खर्च व्यवस्थापन र लेखा परीक्षण तथा गुनासो व्यवस्थापन
७. सामाजिक परिचालन, सार्वजनिक सुनुवाई, सामाजिक परीक्षण तथा गुनासो व्यवस्थापन
८. आचरण तथा अनुशासन
९. बेरोजगारी, गरिबी निवारण र रोजगारी सिर्जनाका उपायहरू र स्थानीय तहमा रोजगारी सिर्जनाका क्षेत्र, सम्भावना तथा चुनौतीहरू
१०. सार्वजनिक निर्माण कार्यक्रम (Public Works Programme) मार्फत रोजगारी सिर्जनाका र कामका लागि पारिश्रमिक (Cash for Work) को अवधारणा, राष्ट्रिय तथा अन्तराष्ट्रिय अभ्यास र चुनौतीहरू
११. रोजगारी सिर्जनामा सरकार, निजीक्षेत्र, गैर सरकारी संस्था, सहकारी क्षेत्रको भूमिका र यस्ता क्षेत्रहरू बीचको सहकार्य, साझेदारी र समन्वय
१२. स्थानीय तहमा योजना तर्जुमा, कार्यान्वयन, अनुगमन तथा मूल्याङ्कन प्रकृया

१३. स्थानीय विकास तथा सेवा प्रवाह प्रकृत्यामा जनसहभागिता, पारदर्शिता र उत्तरदायित्व

(ख) कम्प्युटर सम्बन्धी प्रयोगात्मक परीक्षा

पूर्णाङ्क-५०

समय: ३० मिनेट

1. Computer fundamental
2. Operating System
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5. Database management system
6. Power Point Presentation system
7. Internet Browsing & Website Management.