

लोक सेवा आयोग  
नेपाल विविध सेवा, राजपत्राङ्कित तृतीय श्रेणी, कम्प्युटर अधिकृत पदको खुला प्रतियोगितात्मक परीक्षाको  
पाठ्यक्रम

**Part (II) : - General Technical Subject (50 Marks)**

1. **Computer Fundamentals** (10%)
  - 1.1 Computers, Kinds of Computers in respect of size and function
  - 1.2 Generation of Computers
  - 1.3 Components and Architecture of Computers, Connecting the Components,
  - 1.4 **Getting started:** Orientation to personal computers, system unit, Starting the computers
  - 1.5 **Input Devices:** keyboard, mouse, other input devices
  - 1.6 **Processing:** CPU, Memory
  - 1.7 **Storages devices:** Overview of Storage Devices, Floppy Disk Drive, Hard Drive, Universal Serial Bus(USB) Devices and Other Storage Devices
  - 1.8 **Output devices:** Monitors, Printers, Modems, Soundboards
  - 1.9 **Dos survival guide:** Using Command Prompt, Creating and using AUTOEXEC.BAT and CONFIG.SYS
  - 1.10 **Windows survival guide:** Windows Desktop, Program Manager, Organizing the Desktop, File Manager
  - 1.11 **Application software:** Using Application Software
  - 1.12 Windows Explorer, E-mails, Internet, Intranet, Extranets, Ethernet, HTTP
  - 1.13 Computer Viruses, Antivirus
2. **Data Structure and Algorithms** (8%)
  - 2.1 Fundamental of Data Structures, Abstract Data types
  - 2.2 Lists, Linked Lists, Stacks
  - 2.3 Queues, Priority Queue
  - 2.4 **Trees:** Traversal, Implementations, Binary Trees, Binary Search Trees, Balanced Search Trees, AVL Trees
  - 2.5 Indexing Methods. Hashing Trees, Suffix Trees
  - 2.6 Worst-Case and Expected time Complexity
  - 2.7 Analysis of Simple Recursive and Nonrecursive Algorithms
  - 2.8 Searching, Merging and Sorting
  - 2.9 **Introductory Notions of algorithm design:** Divide-and-Conquer, Dynamic Programming, Greedy Methods, Backtracking
  - 2.10 **Graph algorithms:** Depth-first Search and Breadth-first Search, Shortest Path Problems, Minimum Spanning Trees, Directed Acyclic Graphs
3. **System Analysis and Design** (10%)
  - 3.1 Definition of the System, System Owner, System User, System Designers and system Builders, System Analysts, Variations on the System Analyst title, System life Cycle
  - 3.2 **Joint Application Development (JAD):** JAD definition, JAD purpose, JAD Philosophy, JAD Scope
  - 3.3 **Involved in a JAD:** Sponsor, Business Users, System Analyst
  - 3.4 **Roles of JAD Group Member:** Project Leader, Record Keeper, Time Keeper.
  - 3.5 **The System Design Environment:** Development Process, Management Process, System Structure, Basic Component of Computer based Information System, Personal/ Centralized/Distribution System

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- 3.6 **Concept formations:** Introduction, Finding the Problem, Evaluating the Proposal, Technical Feasibility, Operational Feasibility, Economic Feasibility.
- 3.7 **Requirements analysis:** Representing System Analysis Model, Requirement Model, Design Model
- 3.8 **Development Process:** Design Method
- 3.9 **Entity Relationship Diagram (E-R Diagram):** Notations, Entities: Strong Entities, Weak Entities, Attributes: Simple and Composite, Single Valued and Multiple Valued, Null and Derived Attribute
- 3.10 **Relationship Sets:** Degree of Relationship and Cardinality Relationship, Specialization, Generalization, Aggregation
- 3.11 **Data Flow Diagrams (DFDs):** Introductions, Data flow Diagram, Symbol, Files or data store, External entities, Data flows,
- 3.12 **Describing System by Data Flow Diagram:** Context diagram, Top level DFD, Expansion Level DFD, Conversions of Data.
- 3.13 **Object Modeling:** Object -Oriented Concept, Object Structure, Object Feature, Class and Object
- 3.14 **Representation:** Association, Composition, Inheritance, Multiple Inheritances
- 3.15 **Modeling:** Use Case Diagram, State Diagram, Event Flow Diagram.
- 3.16 **Documentation:** Automatic and Manual System
- 4. **Operating Systems (10%)**
  - 4.1 Definition, Development and Functions of Operating Systems
  - 4.2 Basic components of the Operating Systems, Information Storage and Management Systems
  - 4.3 Disk Allocation and Scheduling Methods, Basic Memory Management strategies, Virtual Memory Management Techniques, Define a Process and features of the Process Management System
  - 4.4 Features of Process Scheduling; List the features of Inter-Process Communication and Deadlocks
  - 4.5 Concepts of Parallel and Distributed Processing, Identify Security Threats to Operating Systems
  - 4.6 Overview of the MS-DOS Operating System
  - 4.7 Introduction to the Windows Family of Products, Unix Family of Products, Linux Family of Products
  - 4.8 Introduction to Windows Networking
  - 4.9 Windows Architecture, Linux Architecture
  - 4.10 Troubleshooting Windows & Linux
  - 4.11 Managing Network Printing
  - 4.12 Managing Hard Disks and Partitions
  - 4.13 Monitoring and Troubleshooting Windows
  - 4.14 Users, Groups and Permission Linux and Windows
- 5. **Database Management System and Design (14%)**
  - 5.1 Introduction, A Database Model, Relational Database Model, Integrity, RDBMS
  - 5.2 SQL and Embedded SQL
  - 5.3 Writing Basic SQL SELECT Statements
  - 5.4 Restricting and Sorting data
  - 5.5 Single Row Functions
  - 5.6 Displaying Data from Multiple Tables



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- 5.7 Aggregation Data Using Group Functions
- 5.8 Sub Queries, Manipulating Data and Creating & Managing Tables
- 5.9 Creating Views and Controlling User Access
- 5.10 Using Set Operators, Datetime Function
- 5.11 **Database Design:** Logical Design, Conceptual Design, Mapping Conceptual to Logical, Pragmatic issues, Physical Design, Integrity and Correctness, Relational Algebra, Relational Calculus
- 5.12 Normalization: 1NF, 2NF, 3NF, BCNF, 4NF, 5NF, DKNF
- 5.13 **Architecture of DBMS:** Client-server, Open Architectures, Transaction Processing, Multi-User & Concurrency, and Backup & Recovery Database
- 5.14 **Basic Concept of major RDBMS products:** Oracle, Sybase, DB2, SQL Server and other Databases
- 6. **Programming Language** (8%)
  - 6.1 Overview of Programming Language: History, Programming Paradigms, The role of Language translates in the Programming Process.
  - 6.2 Fundamental Issues in Language Design.
  - 6.3 Virtual Machines, Code Generation, Loop Optimization.
  - 6.4 Concept of Procedural Programming, Structural Programming, Object-Oriented Programming.
  - 6.5 Concept of C programming, C++ Programming,
  - 6.6 Java Programming for Declaration, Modularity and Storage Management Software Development
- 7. **Networking** (10%)
  - 7.1 **Basic Network Theory:** Network Definition, Network Models, Connectivity, Network Addressing.
  - 7.2 **Network Connectivity:** Data Package, Establishing a Connection, Reliable Delivery, Network Connectivity, Noise Control, Building Codes, Connection Devices
  - 7.3 **Advanced Network Theory:** OSI model, Ethernet, Network Resources, Token ring, FDDI, Wireless Networking
  - 7.4 **Common Network Protocols:** Families of Protocols, NetBEUI, Bridge and Switches, TCP/IP Protocol, Building TCP/IP Network, TCP/IP Suite
  - 7.5 **TCP/IP Services:** Dynamic Host Configuration Protocol, DNS Name Resolution, NetBIOS support, SNMP, TCP/IP Utilities, FTP
  - 7.6 **Network LAN Infrastructure:** LAN Protocols on a Network, IP Routing, IP Routing Tables, Router Discovery Protocols, Data Movement in a Routed Network, Virtual LANs(VLANS)
  - 7.7 **Network WAN Infrastructure:** WAN Environment, Wan Transmission Technologies, Wan Connectivity Devices, Voice Over Data Services
  - 7.8 **Remote Networking:** Remote Networking, Remote Access protocols, VPN Technologies
  - 7.9 **Computer Security:** Computer Virus, Worm, Trojan Horse
  - 7.10 **Network Security:** Introduction, Virus Protection, Local Security, Network Access, Internet Security
  - 7.11 **Disaster Recovery:** Need for Disaster Recovery, Disaster Recovery plan, Data backup, Fault Tolerance

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- 7.12 **Advanced Data Storage Techniques:** Enterprise Data Storage, Clustering, Network Attached Storage, Storage Area Networks
- 7.13 **Network Troubleshooting:** Using Systematic Approach to Troubleshooting.
- 7.14 **Network Support Tools:** Utilities, Network Baseline
- 7.15 Network Access Points, Common Network Component, Common Peripheral Ports
  
- 8. **Computer Architecture & Organization (4%)**
  - 8.1 Evaluation of Computers, Design Methodology, Set Architecture, MIPS ISA, ALU Design
  - 8.2 **Datapath Design:** Single and Multiple Cycle Implementations, Pipelining, Memory Hierarchy, Input/Output System: Bus & Role of Operating System
  
- 9. **Compiler Design (2%)**
  - 9.1 Introduction to Compiling
  - 9.2 Logical Analysis, Syntax Analysis, Semantic Analysis
  - 9.3 Run Time environment
  - 9.4 Intermediate Code Generation, Code Optimization
  - 9.5 Compiler Generation Tools
  
- 10. **E-Commerce Technology (4%)**
  - 10.1 Introduction to E-Commerce
  - 10.2 Electronic Commerce Strategies
  - 10.3 Electronic Commerce Security Issues
  - 10.4 Success Models of E-Governance
  - 10.5 **E-Business:** b2b, b2c, b2e, c2c, g2g, g2c
  - 10.6 Principles of Electronic Payment, Strategies & Systems
  - 10.7 E-marketing, Reverse Engineering
  - 10.8 E-Banking, EDI Methods, SWIFT
  - 10.9 Encryption and Decryption Methods, XML, Layout Managers, Event Model
  
- 11. **MIS and Web Engineering (10%)**
  - 11.1 Information Systems, Client-Server Computing
  - 11.2 Information Systems and Decision Making.
  - 11.3 Database Design issues, Data Mining, Data Warehousing
  - 11.4 Knowledge Management, The strategic use of Information Technology.
  - 11.5 Work Process Redesign (Reengineering) with Information Technology, Enterprise Resources Planning Systems, Information Systems Security, Information Privacy, and Global Information Technology issues
  - 11.6 Software Supported Demonstrations including advanced Spreadsheet topics Software Component Based Systems (CBSE)
  - 11.7 Multimedia
  - 11.8 Object-Oriented Programming with COMS & DECOMS
  - 11.9 Group Decision Support Systems
  - 11.10 Basics of Website Design
  
- 12. **IT in Nepal (10%)**
  - 12.1 History of IT in Nepal
  - 12.2 IT Policy of Nepal

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- 12.3 Electronic Transaction Act
- 12.4 Copyright Act
- 12.5 Uses of Computers and Software Development
- 12.6 Nepali Unicode, Nepali Fonts
- 12.3 Licensing Issues



**द्वितीय पत्र (Paper II): Technical Subject**

**Section A– 30 Marks**

**1. Computer Fundamentals**

- 1.1 Computers, Kinds of Computers in respect of size and function
- 1.2 Generation of Computers
- 1.3 Components and Architecture of Computers, Connecting the Components,
- 1.4 Getting started: Orientation to personal computers, system unit, Starting the computers
- 1.5 Input Devices: keyboard, mouse, other input devices
- 1.6 Processing: CPU, Memory
- 1.7 Storages devices: Overview of Storage Devices, Floppy Disk Drive, Hard Drive, Universal Serial Bus (USB) Devices and Other Storage Devices
- 1.8 Output devices: Monitors, Printers, Modems, Soundboards
- 1.9 Dos survival guide: Using Command Prompt, Creating and using AUTOEXEC.BAT and CONFIG.SYS
- 1.10 Windows survival guide: Windows Desktop, Program Manager, Organizing the Desktop, File Manager
- 1.11 Application software: Using Application Software
- 1.12 Windows Explorer, E-mails, Internet, Intranet, Extranets, Ethernet, HTTP
- 1.13 Computer Viruses, Antivirus

**2. Data Structure and Algorithms**

- 2.1 Fundamental of Data Structures, Abstract Data types
- 2.2 Lists, Linked Lists, Stacks
- 2.3 Queues, Priority Queue
- 2.4 Trees: Traversal, Implementations, Binary Trees, Binary Search Trees, Balanced Search Trees, AVL Trees
- 2.5 Indexing Methods. Hashing Trees, Suffix Trees
- 2.6 Worst-Case and Expected time Complexity
- 2.7 Analysis of Simple Recursive and Nonrecursive Algorithms
- 2.8 Searching, Merging and Sorting
- 2.9 Introductory Notions of algorithm design: Divide-and-Conquer, Dynamic Programming, Greedy Methods, Backtracking
- 2.10 Graph algorithms: Depth-first Search and Breadth-first Search, Shortest Path Problems, Minimum Spanning Trees, Directed Acyclic Graphs

**3. Programming Language**

- 3.1 Overview of Programming Language: History, Programming Paradigms, The role of Language translates in the Programming Process.
- 3.2 Fundamental Issues in Language Design.
- 3.3 Virtual Machines, Code Generation, Loop Optimization.
- 3.4 Concept of Procedural Programming, Structural Programming, Object-Oriented Programming.
- 3.5 Concept of C programming, C++ Programming,
- 3.6 Java Programming for Declaration, Modularity and Storage Management Software Development



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**Section B– 20 Marks**

**4. System Analysis and Design**

- 4.1 Definition of the System, System Owner, System User, System Designers and system Builders, System Analysts, Variations on the System Analyst title, System life Cycle
- 4.2 Joint Application Development (JAD): JAD definition, JAD purpose, JAD Philosophy, JAD Scope
- 4.3 Involved in a JAD: Sponsor, Business Users, System Analyst
- 4.4 Roles of JAD Group Member: Project Leader, Record Keeper, Time Keeper.
- 4.5 System Design Environment: Development Process, Management Process, System Structure, Basic Component of Computer based Information System, Personal/ Centralized/Distribution System
- 4.6 Concept formations: Introduction, Finding the Problem, Evaluating the Proposal, Technical Feasibility, Operational Feasibility, Economic Feasibility.
- 4.7 Requirements analysis: Representing System Analysis Model, Requirement Model, Design Model
- 4.8 Development Process: Design Method
- 4.9 Entity Relationship Diagram (E-R Diagram): Notations, Entities: Strong Entities, Weak Entities, Attributes: Simple and Composite, Single Valued and Multiple Valued, Null and Derived Attribute
- 4.10 Relationship Sets: Degree of Relationship and Cardinality Relationship, Specialization, Generalization, Aggregation
- 4.11 Data Flow Diagrams (DFDs): Introductions, Data flow Diagram, Symbol, Files or data store, External entities, Data flows
- 4.12 Describing System by Data Flow Diagram: Context diagram, Top level DFD, Expansion Level DFD, Conversions of Data
- 4.13 Object Modeling: Object -Oriented Concept, Object Structure, Object Feature, Class and Object
- 4.14 Representation: Association, Composition, Inheritance, Multiple Inheritances
- 4.15 Modeling: Use Case Diagram, State Diagram, Event Flow Diagram.
- 4.16 Documentation: Automatic and Manual System

**Section C– 20 Marks**

**5. Operating Systems**

- 5.1 Definition, Development and Functions of Operating Systems
- 5.2 Basic components of the Operating Systems, Information Storage and Management Systems
- 5.3 Disk Allocation and Scheduling Methods, Basic Memory Management strategies, Virtual Memory Management Techniques, Define a Process and features of the Process Management System
- 5.4 Features of Process Scheduling; List the features of Inter-Process Communication and Deadlocks
- 5.5 Concepts of Parallel and Distributed Processing, Identify Security Threats to Operating Systems
- 5.6 Overview of the MS-DOS Operating System
- 5.7 Introduction to the Windows Family of Products, Unix Family of Products, Linux Family of Products
- 5.8 Introduction to Windows Networking
- 5.9 Windows Architecture, Linux Architecture



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- 5.10 Troubleshooting Windows & Linux
  - 5.11 Managing Network Printing
  - 5.12 Managing Hard Disks and Partitions
  - 5.13 Monitoring and Troubleshooting Windows
  - 5.14 Users, Groups and Permission Linux and Windows
6. **Database Management System and Design**
- 6.1 Introduction, A Database Model, Relational Database Model, Integrity, RDBMS
  - 6.2 SQL and Embedded SQL
  - 6.3 Writing Basic SQL SELECT Statements
  - 6.4 Restricting and Sorting data
  - 6.5 Single Row Functions
  - 6.6 Displaying Data from Multiple Tables
  - 6.7 Aggregation Data Using Group Functions
  - 6.8 Sub Queries, Manipulating Data and Creating & Managing Tables
  - 6.9 Creating Views and Controlling User Access
  - 6.10 Using Set Operators, Datetime Function
  - 6.11 Database Design: Logical Design, Conceptual Design, Mapping Conceptual to Logical, Pragmatic issues, Physical Design, Integrity and Correctness, Relational Algebra, Relational Calculus
  - 6.12 Normalization: 1NF, 2NF, 3NF, BCNF, 4NF, 5NF, DKNF
  - 6.13 Architecture of DBMS: Client-server, Open Architectures, Transaction Processing, Multi-User & Concurrency, and Backup & Recovery Database
  - 6.14 Basic Concept of major RDBMS products: Oracle, Sybase, DB2, SQL Server and other Databases

**Section D– 30 Marks**

7. **Networking**
- 7.1 Basic Network Theory: Network Definition, Network Models, Connectivity, Network Addressing.
  - 7.2 Network Connectivity: Data Package, Establishing a Connection, Reliable Delivery, Network Connectivity, Noise Control, Building Codes, Connection Devices
  - 7.3 Advanced Network Theory: OSI model, Ethernet, Network Resources, Token ring, FDDI, Wireless Networking
  - 7.4 Common Network Protocols: Families of Protocols, NetBEUI, Bridge and Switches, TCP/IP Protocol, Building TCP/IP Network, TCP/IP Suite
  - 7.5 TCP/IP Services: Dynamic Host Configuration Protocol, DNS Name Resolution, NetBIOS support, SNMP, TCP/IP Utilities, FTP
  - 7.6 Network LAN Infrastructure: LAN Protocols on a Network, IP Routing, IP Routing Tables, Router Discovery Protocols, Data Movement in a Routed Network, Virtual LANs (VLANs)
  - 7.7 Network WAN Infrastructure: WAN Environment, Wan Transmission Technologies, Wan Connectivity Devices, Voice Over Data Services
  - 7.8 Remote Networking: Remote Networking, Remote Access protocols, VPN Technologies
  - 7.9 Computer Security: Computer Virus, Worm, Trojan Horse
  - 7.10 Network Security: Introduction, Virus Protection, Local Security, Network Access, Internet Security



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- 7.11 Disaster Recovery: Need for Disaster Recovery, Disaster Recovery plan, Data backup, Fault Tolerance
- 7.12 Advanced Data Storage Techniques: Enterprise Data Storage, Clustering, Network Attached Storage, Storage Area Networks
- 7.13 Network Troubleshooting: Using Systematic Approach to Troubleshooting.
- 7.14 Network Support Tools: Utilities, Network Baseline
- 7.15 Network Access Points, Common Network Component, Common Peripheral Ports
- 8. Computer Architecture & Organization**
  - 8.1 Evaluation of Computers, Design Methodology, Set Architecture, MIPS ISA, ALU Design
  - 8.2 Datapath Design: Single and Multiple Cycle Implementations, Pipelining, Memory Hierarchy, Input/Output System: Bus & Role of Operating System
- 9. Compiler Design**
  - 9.1 Introduction to Compiling
  - 9.2 Logical Analysis, Syntax Analysis, Semantic Analysis
  - 9.3 Run Time environment
  - 9.4 Intermediate Code Generation, Code Optimization
  - 9.5 Compiler Generation Tools
- 10. E-Commerce Technology**
  - 10.1 Introduction to E-Commerce
  - 10.2 Electronic Commerce Strategies
  - 10.3 Electronic Commerce Security Issues
  - 10.4 Success Models of E-Governance
  - 10.5 **E-Business:** b2b, b2c, b2e, c2c, g2g, g2c
  - 10.6 Principles of Electronic Payment, Strategies & Systems
  - 10.7 E-marketing, Reverse Engineering
  - 10.8 E-Banking, EDI Methods, SWIFT
  - 10.9 Encryption and Decryption Methods, XML, Layout Managers, Event Model
- 11. MIS and Web Engineering**
  - 11.1 Information Systems, Client-Server Computing
  - 11.2 Information Systems and Decision Making.
  - 11.3 Database Design issues, Data Mining, Data Warehousing
  - 11.4 Knowledge Management, The strategic use of Information Technology.
  - 11.5 Work Process Redesign (Reengineering) with Information Technology, Enterprise Resources Planning Systems, Information Systems Security, Information Privacy, and Global Information Technology issues
  - 11.6 Software Supported Demonstrations including advanced Spreadsheet topics Software Component Based Systems (CBSE)
  - 11.7 Multimedia
  - 11.8 Object-Oriented Programming with COMS & DECOMS
  - 11.9 Group Decision Support Systems
  - 11.10 Basics of Website Design
- 12. IT in Nepal**
  - 12.1 History of IT in Nepal
  - 12.2 IT Policy of Nepal
  - 12.3 Electronic Transaction Act
  - 12.4 Copyright Act
  - 12.5 Uses of Computers and Software Development
  - 12.6 **Nepali Unicode, Nepali Fonts**
  - 12.7 **Licensing Issues**



**अनुसूची १. सूचना प्रविधि अधिकृतको कार्यशर्त (TOR) को विवरण**

पद : सूचना प्रविधि अधिकृत (IT Officer)	सेवा प्रकृति : सेवा करार
कार्यालय : भिमाद नगर कार्यपालिकाको कार्यालय, भिमाद ।	सुपरीवेक्षक: प्रमुख प्रशासकीय अधिकृत र PLGSP Expert
कार्य समय : नगरपालिकाले निर्धारण गरे बमोजिम	सेवा अवधि : सेवा करार सम्झौता बमोजिम
प्रतिवेदन पेश गर्नुपर्ने निकाय: नगरपालिका, PLGSP ( आवश्यक परेमा सम्बन्धित मन्त्रालय तथा विभागमा समेत प्रतिवेदन पेश गर्नु पर्नेछ) ।	<b>मूख्य कार्य :</b> <ul style="list-style-type: none"> <li>- नगरपालिकालाई सूचना तथा सञ्चार प्रविधि र विद्युतीय शासनको क्षेत्रमा आवश्यक सहयोग गरी अपेक्षित नतिजा प्राप्त गर्ने ।</li> <li>- PLGSP को सम्पर्क व्यक्ति (Focal Person) को रुपमा रही सम्बन्धित कार्यक्रम समन्वय इकाइलाई आवश्यक समन्वय र सहयोग गर्ने ।</li> </ul>
<b>उद्देश्यहरु:</b> <ul style="list-style-type: none"> <li>• नगरपालिकाको सूचना तथा सेवाहरुमा आम जनताको पहुँच एवं पारदर्शितामा वृद्धि गर्ने,</li> <li>• नगरपालिकाको Filling system लाई Paperless गराउने कार्यमा आवश्यक सहयोग गर्ने ।</li> <li>• नगरपालिकाबाट प्रदान गरिने आधारभूत सेवा प्रवाहमा सूचना तथा सञ्चार प्रविधि प्रयोग गरी विद्युतीय शासन (E-Governance) स्थापना गर्न सहयोग गर्ने,</li> <li>• विद्युतीय शासन (E-Governance) अनुरूप नगरपालिकाको आवश्यकतालाई सम्बोधन गर्न कार्यालयका थप आवश्यकताहरुको संकलन तथा विश्लेषण गर्ने ।</li> </ul>	



सूचना प्रविधि अधिकृत (IT Officer) ले गर्ने कार्यहरु निम्नानुसार हुनेछन् :

मुख्य क्रियाकलाप	कार्यसम्पादन सूचक	सूचकको स्रोत
<ul style="list-style-type: none"> <li>नगरपालिकामा सूचना प्रविधि प्रणाली (website, software, system) स्थापना तथा सञ्चालन गर्नको लागि प्राविधिक सहयोग उपलब्ध गराउने ।</li> </ul>	<ul style="list-style-type: none"> <li>नगरपालिकामा स्थापना भई सञ्चालनमा रहेका प्रणालीहरु र तिनको प्रयोग भई सेवामा प्रभावकारीता आएको ।</li> <li>नगरपालिकामा विभिन्न सूचना तथा प्रतिवेदन निर्धारित समयमा नियमित आउने प्रकृयाको विकास भएको ।</li> </ul>	<ul style="list-style-type: none"> <li>नगरपालिकामा स्थापना भएको प्रणालीहरुको सञ्चालन र प्रतिवेदन</li> </ul>
<ul style="list-style-type: none"> <li>नगरपालिकाको ICT/कम्प्युटर अपरेटर/ सूचना अधिकारी लगाएत अन्य सूचना प्रविधिसँग सम्बन्धित कर्मचारीलाई ICT सम्बन्धि ज्ञान तथा सीप हस्तान्तरण गर्न तालिम योजना तर्जुमा तथा कार्यान्वयन गर्ने ।</li> </ul>	<ul style="list-style-type: none"> <li>कम्तिमा २ वटा तालिम सञ्चालन भई सम्बन्धित कर्मचारीले दक्षता हासिल गरेको ।</li> </ul>	<ul style="list-style-type: none"> <li>तालिम तथा अभिमुखिकरण प्रतिवेदन/नगरपालिकाको अभिलेख</li> </ul>
<ul style="list-style-type: none"> <li>नगरपालिकाका सबै कर्मचारीहरुलाई विद्युतीय शासन, सूचना तथा सञ्चार प्रविधि सम्बन्धी तालीम र अभिमुखिकरण कार्यक्रम सञ्चालन गर्ने ।</li> </ul>	<ul style="list-style-type: none"> <li>कम्तिमा २ वटा तालीम तथा अनुशिक्षणबाट कर्मचारीले तालीम तथा सीप प्राप्त गरेको</li> </ul>	<ul style="list-style-type: none"> <li>नगरपालिकाको तालीम अभिमुखिकरण कार्यक्रम सञ्चालन गरेको माइन्सूट, तालीम प्रतिवेदन</li> </ul>
<ul style="list-style-type: none"> <li>नगरपालिकाको दैनिक गतिविधि (जस्तै कार्यालय व्यवस्थापन, चिठ्ठी/सञ्चार लेखा र स्टोर व्यवस्थापन) चुस्त र प्रभावकारी बनाउन समयानुकूल सफ्टवेयर प्रणाली तयार गर्न र सञ्चालन गर्न सहयोग गर्ने ।</li> </ul>	<ul style="list-style-type: none"> <li>नगरपालिकामा नयाँ प्रणालीहरु निर्माण भई सुचारु रूपले सञ्चालनमा आएको ।</li> </ul>	<ul style="list-style-type: none"> <li>नगरपालिकाको सम्बन्धित शाखाको प्रतिवेदन</li> </ul>
<ul style="list-style-type: none"> <li>नगरपालिकामा हाल सञ्चालनमा रहेका सबै सफ्टवेयर प्रणाली सञ्चालन गर्न सेटअप गरी सही अभिलेख तथा प्रतिवेदन तयार पार्न आवश्यक सहयोग पुर्याउने । जस्तै: <ul style="list-style-type: none"> <li>Vital Event Registration and Social Security (VERSS)-MIS</li> <li>Municipal Administration and Revenue System (MARS) आदि ।</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>नगरपालिकामा रहेका प्रणालीहरु सुचारु रूपले सञ्चालनमा आएको,</li> <li>कार्यालयको आवश्यक विवरण, आन्तरिक कार्यहरु Computerised भई अद्यावधिक भएको,</li> <li>सेवाग्राहीहरुको विवरण प्राप्त गर्ने सेवा Computerised भई अद्यावधिक भएको,</li> <li>व्यक्तिगत घटना दर्ता सम्बन्धी सबै प्रकारका सूचना MIS मा अद्यावधिक भएको ।</li> </ul>	<ul style="list-style-type: none"> <li>प्रयोगमा रहेका प्रणालीहरुको प्रतिवेदन,</li> <li>MARS र VERSS मा दर्ता भई सेवा लिएका सेवाग्राहीको संख्यात्मक विवरण,</li> <li>नगरपालिकाको सम्बन्धित शाखाको प्रतिवेदन</li> </ul>
<ul style="list-style-type: none"> <li>विद्युतीय शासन स्थापनाका लागि आवश्यक निम्न उपकरण, System र Software नगरपालिकामा स्थापना गर्न सहयोग गर्ने । <ul style="list-style-type: none"> <li>दैनिक काममा उपयोग हुने</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>विद्युतीय शासनका उपकरण र उपायहरु स्थापना भई सुचारु भएको ।</li> </ul>	<ul style="list-style-type: none"> <li>नगरपालिकाको सम्बन्धित शाखाको प्रतिवेदन ।</li> </ul>



<p>उपकरणहरु (कम्प्युटर, ल्यापटप, प्रिन्टर, स्क्रानर, सर्भर, सोलार ब्याकअप आदि)</p> <ul style="list-style-type: none"> <li>○ कार्यालयमा इन्टरनेट सेवा र 'Free Wi-Fi zone'</li> <li>○ वेबसाइट</li> <li>○ आधिकारिक सामाजिक सञ्जाल (फेसबुक, ट्वीटर, यु-ट्युब आदि)</li> <li>○ सरकारी ईमेल</li> <li>○ डिजिटल नागरिक वडापत्र (Digital Citizen Charter)</li> <li>○ डिजिटल सूचना पाटी (Digital Notice Board)</li> <li>○ इ-हाजिरी (Bio-metric attendance)</li> <li>○ सामुहिक एस.एम. एस. (Group SMS)</li> <li>○ अडियो नोटिस बोर्ड (Audio notice Board)</li> <li>○ पालो व्यवस्थापन प्रणाली (Queue Management System)</li> <li>○ मोबाइल एप्लिकेसन (Mobile Application)</li> <li>○ हस्त लिखित दस्तावेजहरुको कम्प्युटरकृत</li> <li>○ सफ्टवेयर/प्रणाली निर्माण गरी प्रयोगमा ल्याउने आदि ।</li> </ul>		
<ul style="list-style-type: none"> <li>● नगरपालिकाको कार्यालयले गत: आ.व.मा कार्यान्वयन गरेको र हाल कार्यान्वयनमा रहेका कार्यक्रम /परियोजनाहरुको लगत व्यवस्थितरूपमा राख्न सहयोग गर्ने ।</li> </ul>	<ul style="list-style-type: none"> <li>● नगरपालिकामा भएका सबै प्रकारका आयोजना/ कार्यक्रमहरुको अवस्था सम्बन्धी अध्यावधिक सूचना Computerised भएको ।</li> </ul>	<ul style="list-style-type: none"> <li>● नगरपालिकाको सम्बन्धित शाखाको प्रतिवेदन</li> </ul>
<ul style="list-style-type: none"> <li>● नगरपालिका अन्तरगतका विषयगत शाखा, सेवा प्रदायक, गैह्र सरकारी संस्था, समुदायमा आधारित संघ संस्थाहरु आदिको व्यवस्थित विवरण राख्ने प्रणालीको विकास गर्न तथा लगत राख्न सहयोग गर्ने,</li> </ul>	<ul style="list-style-type: none"> <li>● उल्लिखित सबै उपभोक्ता समूह, स्थानीय सेवा प्रदायक, गैह्र सरकारी संस्था, समुदायमा आधारित संघ संस्थाहरुको संख्या, कार्यक्षेत्र, कार्यक्रम आदि विस्तृत विवरण अध्यावधिक गरिएको ।</li> </ul>	<ul style="list-style-type: none"> <li>● नगरपालिकाको सम्बन्धित शाखाको प्रतिवेदन</li> </ul>
<ul style="list-style-type: none"> <li>● श्रोत नक्शाङ्कनलाई Digitisation गर्ने लगायत नगरपालिकाको प्रोफाइल बनाउन र अद्यावधिक गर्न सहयोग गर्ने,</li> </ul>	<ul style="list-style-type: none"> <li>● नगरपालिकाको प्रोफाइल तथा श्रोत नक्साहरु वार्षिक रुपमा अद्यावधिक गरिएको ।</li> </ul>	<ul style="list-style-type: none"> <li>● नगरपालिकाको सूचना तथा अभिलेख केन्द्र ।</li> </ul>



● नगरपालिकामा सूचना केन्द्रको स्थापना र सञ्चालन गर्न सहयोग गर्ने ।	● नगरपालिकामा सञ्चालित सूचना केन्द्रमा रहेका सूचनाहरु अद्यावधिक गरी आवश्यक सहयोग गरेको ।	● नगरपालिकाको सम्बन्धित शाखाको प्रतिवेदन
● नगरपालिकाको वेबसाइट र ईमेललाई अद्यावधिक गरी सञ्चालन गर्न सहयोग गर्ने ,	● नगरपालिकाको सम्पूर्ण जानकारी सहितको वेबसाइट र ईमेल तयार भई निरन्तर र अद्यावधिक रुपमा सञ्चालन भएको ।	● नगरपालिकाको वेबसाइट र ईमेल
● नगरपालिकाको कम्प्यूटर प्रणाली सम्बन्धी दैनिक क्रियाकलापहरु सुचारु रुपमा सञ्चालन भएको सुनिश्चित गर्न सहयोग गर्ने ।	● नगरपालिकाको सबै शाखा, उपशाखाहरुमा रहेका कम्प्यूटरहरु सञ्चालनमा रहेको ।	● नगरपालिकाको जिन्सी शाखाको प्रतिवेदन
● नगरपालिकाका कर्मचारीलाई ICT सम्बन्धी ज्ञान तथा सीप हस्तान्तरण सूचना तथा सञ्चार प्रविधि ब्लग Knowledge Management Database-KMDB,ict 4lb.org.np मा नगरपालिकामा प्रयोगमा आउने ICT सम्बन्धि लेखहरु (Tutorial )प्रकाशित गर्ने ।	● ICT सम्बन्धि लेखहरु Tutorial प्रकाशित भएको ।	● KDMB मा प्रकाशित लेखहरु
● नगरपालिकाको सूचना प्रविधि क्षेत्रमा आवश्यक रहेका गतिविधिहरु सहित वार्षिक ICT योजना तयार गर्ने ।	● वार्षिक रुपमा ICT योजना तयार गरी स्वीकृतिका लागि पेश गरिएको ।	● ICT योजनाको दस्तावेज
● नगरपालिकाको ICT status / System को अडिट विवरण संकलन गर्ने ।	● वार्षिक रुपमा ICT को अडिट विवरण भएको ।	● अडिट प्रतिवेदन

कार्यविवरणका लक्ष्य तथा उद्देश्य पूरा गरा गर्न आवश्यक क्षमता तथा स्रोतसाधनहरु :

सीप तथा क्षमता	स्रोत साधनहरु र उपकरणहरु	सहयोगी व्यवस्थाहरु तथा वातावरण
सूचना तथा संचार प्रविधिमा दक्षता	<ul style="list-style-type: none"> <li>● ल्यापटप</li> <li>● इन्टरनेट</li> </ul>	<ul style="list-style-type: none"> <li>● कार्यक्रम सम्बन्धमा आधारभूत एवं अन्य विषयतग तालीम, अभिमूखीकरण</li> <li>● सन्दर्भ सामाग्रीहरुको उपलब्धता (नीतिगत दस्तावेजहरु, कार्यक्रम दस्तावेज र कार्य योजना, आदि)</li> <li>● अनुभव आदान प्रदान र सिकाईको अवसर</li> <li>● उपयुक्त कार्य वातावरण (सूचनामा पहुँच, अन्तर सम्बन्धको विकास, उत्प्रेणा आदि)</li> </ul>