



Nepal Rastra Bank
Syllabus for
Officer (Typist, Designer and Compiler)
Contract

Stages of Examination

- | | | |
|--|------------------------|-----------------------|
| 1. First Stage: Written Examination | Full Marks: 100 | Pass Marks: 40 |
| 2. Second Stage: a) Practical | Full Marks: 50 | Pass Marks: 25 |
| b) Interview | Full Marks: 20 | |

Remarks:

1. In written examination, questions shall be asked in English.
2. Objective questions will be asked.
3. 20% marks will be deducted for each incorrect answer.
4. The candidates selected from the written examination will be called for the second stage examination.
5. This syllabus will be applicable from January 1, 2022.

First Stage: Written Examination Full Marks: 100 Time : 1 hours

Examination System	Section	Number of Question and Marks	Marks
Multiple Choice Questions	1	5 questions × 2	10
	2.1	5 questions × 2	10
	2.2	5 questions × 2	10
	2.3	5 questions × 2	10
	2.4	15 questions × 2	20
	2.5	10 questions × 2	20
	2.6	5 questions × 2	20
Total		50 questions × 2 Mark	100

1. General Awareness and service related general subject

- 1.1 Geographical, socio-cultural, economic and demography of Nepal
- 1.2 The Constitution of Nepal
- 1.3 Governance system and Government (Federal, Provincial and Local)
- 1.4 Government planning, budgeting and accounting system
- 1.5 Major events and current affairs of national and international importance
- 1.6 Banking and financial sector of Nepal
- 1.7 Nepal Rastra Bank : history, objectives, organizational structure and functions

2. Technical Subject

2.1 Computer Fundamentals

- 2.1.1 Computer: - Definition, History, Generation, Characteristics, Types & Applications.
- 2.1.2 Overview of a computer system:-
 - Data and Data Processing
 - Hardware : Definition; Input Unit, Output Unit, Storage Device
 - Software: Definition and Types, Programming Language
 - Liveware, Firmware and Cache Memory
- 2.1.3 Concept of Computer related threats (virus, worms, Trojan, phishing etc) remedies and protection
- 2.1.4 Concept of Multimedia
- 2.1.5 File Management basic:
 - Physical Structure of the storage device
 - Concept of File and folder
 - Wildcards and filepath
 - Type of files and file extensions
- 2.1.6 Computer Networking
 - Introduction to Networking
 - Types of Network (LAN, MAN, WAN etc)
 - Setting of computer Network
 - Concept of E-mail / Internet / Extranet / Intranet, World Wide Web (WWW)
 - Familiarity with internet browsers (e.g Internet explorer, Firefox, Opera, Safari, Google Chrome etc)

- Introduction to IP address, subnet mask and default gateway
- Introduction to Network Media, Topology and Protocol

2.1.7 Introduction to ASCII and Unicode standards

2.1.8 IT related Policies in Nepal and Nepal Rastra Bank

2.1.9 Document Protection

2.2 Word Processing

2.2.1 Concept and types of Word Processing

2.2.2 Introduction to Word Processor:

- Creating, Saving and Opening the documents
- Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
- Copying, Moving, Deleting and Formatting Text (Font, Size, Color, Alignment, line & paragraph spacing)
- Finding and Replacing Text
- Familiar with Devnagari Fonts
- Creating and Manipulating Tables
- Borders and Shading
- Use of Indentation and Tab Setting
- Creating Newspaper Style Documents Using Column
- Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols & Organization Chart, macro
- Changing Default settings
- Customizing menu & toolbars
- Document Protection
- Setting Page Layout, Previewing and Printing Documents

2.3 Electronic Spreadsheet

2.3.1 Concept of Electronic Spreadsheet

2.3.2 Types of Electronic Spreadsheet

2.3.3 Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace)

- Introduction to spreadsheet application
- Creating, Opening and Saving Workbook

- Elements of Electronic Spreadsheet Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars, etc.)
- Editing, Copying, Moving, Deleting Cell Contents, pivot table, macro etc.
- Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection)
- Formatting Rows, Column and Sheets
- Using Formula - Relative Cell and Absolute Cell Reference
- Using basic Functions
- Creating Chart
- Inserting Header and Footer
- Customizing Menu & Toolbars
- Importing from and Exporting into other Formats
- Page Setting, Previewing and Printing

2.4 Graphic Design

- 2.4.1 Fundamentals of Graphic Design
- 2.4.2 Basics & Features of graphic design software
- 2.4.3 Designing for the Web
- 2.4.4 Overview of the Design Process
- 2.4.5 Understanding Objects, Color Models, Resolution, Text Editing and Effects, color separations
- 2.4.6 Image Adjustment, Retouching, Formats and their Differences
- 2.4.7 Simple and Complex Range Selections
- 2.4.8 Object Deformation, Combining Objects, Blending Objects
- 2.4.9 Working with Layers, Channels, Colors and Gradients, Tonal Correction
- 2.4.10 Basics of Typography
- 2.4.11 Commonly Used Graphic Designing Software : Introduction, Basics & Features
 - Designing with Adobe Photoshop
 - Designing with Adobe Illustrator
 - Free Hand : Gesture drawing, Contour line drawing, Rendering phase
 - Indesign : Work Area, Documents, Frames, Editing Text, Typography, Colors, Linking graphics, Tables, Vector graphics, Transparency, Interactive document
 - Designing with Corel draw

2.5 Basic Designing :

- Logo, Template, Visiting card/Brochures, Banner, Cover Page
- Infographic Designing
- Vector image Designing
- UI Designing Concept

2.6 Document Compilation, Layout and Formatting: Book, Report, magazine, brochure etc.

Second Stage: a) Practical

Full Marks: 50

Pass Marks: 25

Time : 1.50 hours

SN	Title	Marks	Time (minutes)
1	Devnagari Typing	5	5
2	English Typing	5	5
3	Word Processing (MS-word)	5	80
4	Electronic Spreadsheet (MS-Excel)	5	
5	Basic Graphic Designing	20	
6	Document Compilation, formatting and layouting , Document Protection	10	

Detail of Typing Skill Test

Correct Words	Marks
A) Devnagari Typing Skills Test	
Less than 7 words /minute	0
Greater or equal to 7 and Less than 14	1
Greater or equal to 14 and Less than 21	2
Greater or equal to 21 and Less than 28	3
Greater or equal to 28 and Less than 35	4
Greater than 35	5
B) English Typing Skills Test	
Less than 8 words /minute	0
Greater or equal to 8 and Less than 16	1
Greater or equal to 16 and Less than 24	2
Greater or equal to 24 and Less than 32	3
Greater or equal to 32 and Less than 40	4
Greater than 40	5

Formula for calculation of correct words

Correct word/minute=(Total words Typed-Wrong words)/time