

मेलम्ची नगरपालिका कार्यालय

पदपूर्ति समिति

पद- अमिन

तह- सहायक स्तर चौथो

पाठ्यदक्रमको रूपरेखा:- यस पाठ्य क्रमका आधारमा निम्नानुसार दुई चरणमा लिइने छ ।

प्रथम चरण:- लिखित परीक्षा

पूर्णाङ्क:- १००

द्वितीय चरण:- अन्तर्वार्ता

पूर्णाङ्क:- २०

प्रथम चरण:- लिखित परीक्षा योजना (Examination Scheme)

विषय	पूर्णाङ्क	उत्तीर्णांक	परीक्षा प्रणाली	पश्च तथा अङ्कभार	समय
सेवा सम्बन्धी	१००	४०	वस्तुगत बहुउत्तर (Multiple Choice)	१००*१=१००	१ घण्टा १५मिनेट

द्वितीय चरण

विषय	पूर्णाङ्क	परीक्षा प्रणाली
व्यक्तिगत अन्तर्वार्ता	२०	मौखिक

द्रष्टव्य:

१. पाठ्यतक्रममा रहेका पाठयांशहरूबाट देहाय अनुसार प्रश्नहरू सोधिने छन् ।

पाठ्यतक्रमका इकाइ	अंकभार
I	१६
II	८
III	३२
IV	१६
V	८
VI	२०

२. गल्ती गरेका प्रश्नोत्तरका लागि २० प्रतिशत अंक कट्टा गरिनेछ ।

३. यो पाठ्यक्रममा जेसुकै लेखिएतापनि पाठ्यनक्रममा परेका ऐन नियमहरू परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाइएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनुपर्छ ।

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प्राविधिक सेवा, सयाहक स्तर चौथो तह, अमिन पदको खुला प्रतियोगितामक लिखित परीक्षाको पाठ्यक्रम

I. Mathematics

16 Marks

1. Mathematics (general)

- Units & Conversion
- Fraction & Division
- Percentage
- Square & Square root
- Measurement of Area, Volume of regular surface
- Four simple rules in Algebra
- Simple Algebraic formulae
- Algebraic Equations
- Graphs of simple Equation
- Plane geometrical figures & its properties
- Pythagorous theorem

2. Mathematics (Surveying)

- Trigonometrical function & ratio
- Solution of Triangle
- Circular measures
- Height & Distance
- Definition of Coordinate
- Calculation of distance by coordinate

II. Introduction to maps and application/cadastral

8 Marks

1. General Introduction

- Elements of Map
- Definition of Map
- Classification of Map
- Map preparation
- Use/Importance of Map
- Symbol; Types, Necessity, Properties
- Scale: Small, Medium & Large
- Legend & Marginal Information
- Reference System: Geographical & Rectangular
- Coordinate system
- Grid System
- Sheet Numbering of large scale Maps
- Contour & its properties
- Data collection from map & data representations, Plotting & Profile Drawing.

2. Application of Maps

- Application of cadastral Maps in town planning
- Delineating parcel boundary by using cadastral maps
- Application of cadastral map for certifying house and roads

3. Application of topographic maps and small scale maps

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III. Surveying & Methodology

32 Marks

1. Introduction of Surveying

- Basic principles of Surveying
- Definition of terms used in Surveying
- Units & Measurements
- Types & Construction of Scale
- Linear & angular measurement
- Bearing & Convergence
- Types of error and correction
- Accuracy & Tolerance

2. Chain Survey

- Introduction
- Use of Chain Survey
- Method of Chain Survey
- Survey line offset
- Error and adjustment
- Obstacles in Chain Surveying

3. Tacheometric Survey

- Introduction and its use
- Advantage and Disadvantage

4. Plane Table Survey

- Introduction
- Plane table and its accessories: telescope alidade, plan table, spirit level, drafting film.
- Principles of optical Surveying
- Computation of Horizontal and vertical distances by using telescope alidade
- Methods of Radiation, Intersection, Resection and Traversing in plane table survey.
- Error and correction in plane table survey.

5. Control Survey

a. Compass Survey

- Introduction
- Angle measurement by compass
- Meridians and Bearing
- Back and fore bearing
- Correction to magnetic Bearing
- Observation and Plotting

b. Traversing

- Introduction
- Principles of traversing
- Importance and use of traversing
- Classification
- Reconnaissance and Monumentation
- Observation and field check
- Preparation of Traverse chart
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c. **Triangulation**

- Introduction
- Principle
- Importance and use
- Classification
- Triangulation figure
- Reconnaissance and monumentation
- Signalling
- Observation
- Triangle Closing

6. **Levelling**

- Introduction
- Level line
- Horizontal line
- Mean sea level data [MSL data]
- Bench mark
- Reduced level
- Relative Height
- Field Procedure
- Reduction of level
- Rise and fall method
- Height of Instrument Method
- Sources of error
- Precautions of levelling

7. **Cadastral Survey**

- Purpose, Importance and Methods of Cadastral Survey
- Preparation of Cadastral Maps and land records
- Procedures of preparing land records and land certificate
- Maintenance of land records, updating map and land register

8. **Basic Introduction to computer based mapping**

- Basic Introduction to computer
- Geographic Information System (GIS)
- Land Information System (LIS)
- Computer Aided Drawing (CAD)

IV. **Instruments & its Maintenance**

16 Marks

1. **Theodolite**

- Theodolite & its classification
- Care & maintenance
- Sources of error

2. **Level & Its types**

- Function
- Care & Maintenance
- Source of error & its adjustment
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3. Distance meter

- Introduction and types

4. Telescopic Alidade

- Function
- Care & Maintenance
- Use of H & V scale
- Sources of error

5. Total Station

- Functions
- Care and maintenance
- Computation of co-ordinates
- Measurement of distance
- Sources of errors

V. Acts, Rules and Directives (ऐन,नियम तथा निर्देशिका)

8 Marks

- Civil Service Act, 2049
- Civil Service Rules, 2050
- Land(Survey &Measurement) Act, 2019
- Land (Survey Measurement) Rules, 2058
- Land Revenue Act, 2034 (Only concerning land registration & Updating land maps & records)
- Land Revenue Rules, 2055 (Only concerning land registration & updating land maps & records)
- Departmental Circular for Cadastral Survey
- घर बाटो प्रमाणित गर्ने सम्बन्धी व्यवस्था

VI. स्थानीय निकाय सम्बन्धी जानकारी

20 Marks

- स्थानीय स्वायत्त शासन ऐन, २०५५ (भाग १, ३ र ५ मात्र)
- स्थानीय स्वायत्त शासन नियमावली, २०५६ (नगरपालिका सम्बन्धी)
- स्थानीय निकाय श्रोत परिचालन तथा व्यवस्थापन कार्यविधि, २०६९
- न्यूनतम शर्त तथा कार्यसम्पादन मापन सम्बन्धी जानकारी
- भवन निर्माण तथा कार्य सम्पादन मापन सम्बन्धी जानकारी
- भवन निर्माण आचारसंहिता
- एकीकृत सम्पत्ती कर सम्बन्धी जानकारी
- स्थानीय निकाय पूर्वाधार नीति
- उपभोक्ता समिति गठन सम्बन्धि जानकारी