

वित्तमोड नगरपालिका कार्यालय, पदपूर्ति समिति
प्राविधिक सेवा, सहायक स्तर चौथो तह, अमिन पदको खुलातर्फ लिखित परीक्षाको पाठ्यक्रम

पाठ्यक्रमको रूपरेखा :- यस पाठ्यक्रमका आधारमा निम्नानुसार दुई चरणमा परीक्षा लिइने छ :
प्रथमचरण :- लिखित परीक्षा पूर्णाङ्क :- १००
द्वितीयचरण:- अन्तरवार्ता पूर्णाङ्क :- २०

प्रथमचरण- लिखितपरीक्षायोजना(Examination Scheme)

विषय	पूर्णाङ्क	उत्तिर्णाङ्क	परीक्षा प्रणाली	प्रश्न X अङ्कभार	समय
सेवा सम्बन्धी	१००	४०	वस्तुगत बहुउत्तर (MultipleChoice)	५०×२= १००	४५ मिनेट

द्वितीयचरण

विषय	पूर्णाङ्क	परीक्षा प्रणाली
व्यक्तिगत अन्तर्वार्ता	२०	मैखिक

दृष्टव्य

१. पाठ्यक्रममा रहेका पाठयाशहरूबाट देहायअनुसार प्रश्नहरू सोधिने छन्:

पाठ्यक्रमका इकाइ	प्रश्न संख्या
I	८
II	४
III	१६
IV	८
V	४
V I	१०

१. गल्ती गरेका प्रश्नोत्तरका लागि २० प्रतिशत अंक कट्टा गरिने छ ।
२. यो पाठ्यक्रममा जेसुकै लेखिए तापनि पाठ्यक्रममा परेका ऐन नियमहरू परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधित भइ हटाइएका वा थप गरी संशोधन भइ) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनुपर्छ ।

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I. Mathematics

1. Mathematics(general)

- Units & Conversion
- Fraction & Division
- Percentage
- Square & Squareroot
- 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. Map 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 Informations
- Reference System: Geographical & Rectangular
- Coordinate system
- Grid system
- Sheet Numbering of large scale maps
- Contour & its properties
- Data collection from map & data representation, Plotting & Profile drawing

III. Surveying & Methodology

1. Introduction of Surveying

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- 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 lineoffset
 - 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
 - Telescopic alidade and its use
 - Plane table, Level, spirit level
 - Mounting paper
 - Drafting film
 - Principles of optical Surveying
 - Application of Telescopic Alidade for Horizontal and vertical distances
 - Methods of Radiation, Intersection, Resection and Traversing in plane table survey
 - Errors and correction in plane table survey
 - Purpose, Importance and Methods of Cadastral Survey
 - Preparation of Cadastral map and preparation of land records
 - Procedures of preparing land records and land certificate
 - Maintenance of land records, updating map and land register
5. **Control Survey**
 - a. **Compass Survey**
 - Introduction
 - Magnet and its properties
 - Angle 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
 - c. **Triangulation**
 - Introduction
 - Principle
 - Importance and use
 - Classification
 - Triangulation figure
 - Reconnaissance and monumentation

- Signalling
- Observation/Joint observation
- Resection
- 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

IV. Instruments & its Maintenance

1. **Theodolite**

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

2. **Level & its types**

- Function
- Care & maintenance
- Source of error & its adjustment

3. **Distance meter**

- Introduction and types

4. **Telescopic Alidade**

- Function
- Care & maintenance
- Use of H & V scale
- Distance calculation
- Sources of error

V. Acts and Rules

- Civil Service Act, 2049
- Civil Service Rules, 2050
- Land Survey Measurement Act , 2019
- Land Survey Measurement Rules, 2032
- 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 Circulars for Cadastral Survey

VI. स्थानीय निकाय सम्बन्धी जानकारी :

- स्थानीय स्वायत्त शासन ऐन, २०५५ (भाग १, ३ र ५) तथा नियमावली, २०५६ (भाग १, ३, ५ र ६)
- स्थानीय निकाय (आर्थिक प्रशासन) नियमावली, २०६४
- फोहोरमैला व्यवस्थापन ऐन २०६८ तथा नियमावली २०७०.
- स्थानीय निकाय श्रोत परिचालन तथा व्यवस्थापन कार्यविधि, २०६९.
- वस्ती विकास, सहरी योजना तथा भवन निर्माण सम्बन्धि आधारभूत निर्माण मापदण्ड २०७२
- भवन ऐन, २०५५
- भ्रष्टचार निवारण ऐन, २०५९