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

पाठ्यक्रमको रुपरेखा :– यस पाठयक्रमका आधारमा निम्नानुसार दुई चरणमा परीक्षा लिइने छ :

प्रथमचरण :– लिखित परीक्षा पूर्णाङ्क :– १००

द्वितीयचरण:– अन्तरवार्ता पूर्णाङ्क :– २०

प्रथमचरण- लिखितपरीक्षायोजना(Examination Scheme)

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

द्वितीयचरण

विषय	पुर्णाङ्क	परीक्षा प्रणाली
व्यक्तिगत अन्तर्वार्ता	२०	मैखिक

दष्टव्य

१. पाठयक्रममा रहेका पाठयाशहरुबाट देहायअनुसार प्रश्नहरु सोधिने छन:

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

२. गल्ती गरेका प्रश्नेोत्तरका लागि २० प्रतिशत अंक कट्टा गरिने छ।

३. यो पाठयक्रममा जेसुकै लेखिए तापनि पाठ्यक्रममा परेका ऐन नियमहरु परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधित भइ हटाइएका वा थप गरी संशोधन भइ) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनुपर्छ।

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

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 ofTriangle
   - 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**
   - Basic principles of Surveying
   - Definition of terms used in Surveying
   - Units & Measurements
   - Types & Construction ofScale
   - 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,sprit 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 sand 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
   - Obsevation 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
   - Precautionsof 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. **TelescopicAlidade**
   - Function
   - Care &maintenance
   - Use of H & V scale
   - Distancecalculation
   - 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 स्वायत 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 सम्वन्धि आधारभूत निर्माण मापदण्ड २०७२
- भवन ऐन, २०५५
- भ्रष्टचार निवारण ऐन, २०५९

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