

पाठ्यक्रमको रूपरेखा :- यस पाठ्यक्रमको आधारमा निम्नानुसार चरणमा परीक्षा लिइने छ :

प्रथम चरण :-	लिखित परीक्षा	पूर्णाङ्क :- १००
द्वितीय चरण :-	अन्तर्वार्ता	पूर्णाङ्क :- २०

प्रथम चरण – लिखित परीक्षा योजना (Written Examination Scheme)

पत्र/विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या X अङ्कभार	समय
सेवा सम्बन्धी	१००	४०	वस्तुगत बहुवैकल्पिक (Multiple Choice)	५० प्रश्न X २अङ्क = १००	४५ मिनेट

द्वितीय चरण

विषय	पूर्णाङ्क	परीक्षा प्रणाली
अन्तर्वार्ता	२०	मौखिक

द्रष्टव्य :

१. यो पाठ्यक्रम योजनालाई प्रथम चरण (लिखित परीक्षा) तथा द्वितीय चरण (अन्तर्वार्ता) गरी दुई भागमा विभाजन गरिएको छ ।
२. प्रश्नपत्र अंग्रेजी भाषामा हुनेछ ।
३. लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ ।
४. वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर वापत अङ्क कट्टा गरिने छैन ।
५. परीक्षामा कुनै प्रकारको क्याल्कुलेटर (Calculator) प्रयोग गर्न पाइने छैन ।
६. परीक्षामा यथासम्भव सबै इकाईबाट प्रश्न सोधिने छ ।
७. नगरपालिकाबाट संचालन हुने परीक्षामा परीक्षार्थीले मोबाइल वा यस्तै प्रकारका विद्युतीय उपकरण परीक्षा हलमा लैजान पाइने छैन ।
८. यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाका मिति भन्दा ३ महिना अगाडि (संशोधन भएको वा संशोधन भई हटाईएको वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ।
९. लिखित परीक्षामा छनौट भएका उम्मेदवारहरूलाई मात्र अन्तर्वार्तामा सम्मिलित गराइनेछ ।
१०. लिखित परीक्षा र अन्तर्वार्ताको कुल अङ्क योगका आधारमा अन्तिम परीक्षाफल प्रकाशित गरिनेछ ।

पत्र/ विषय :- सेवा सम्बन्धी

- 1. Introduction to Statistics**
  - 1.1 Origin and various definitions of statistics
  - 1.2 Historical background of statistics
  - 1.3 Importance and limitation of statistics
- 2. Collection of Data**
  - 2.1 Source of data collection
  - 2.2 Choice between primary and secondary data
  - 2.3 Methods of collection primary and secondary data
- 3. Classification and Tabulation of Data**
  - 3.1 Meaning objectives and types of classification

- 3.2 Statistical tables (Individual, discrete and continuous)
- 4. Presentation of Data**
  - 4.1 Graphical presentation of data
  - 4.2 Diagrammatic presentation of data
  - 4.3 Choice between graphical and diagrammatic presentation of data
  - 4.4 Limitations of Diagrams and Graphs
- 5. Measure of Center Value**
  - 5.1 Introduction
  - 5.2 Types of average (mean, median, mode) with their properties: merits and demerits
  - 5.3 Applications and limitation of average
- 6. Measure of Dispersion**
  - 6.1 Introduction
  - 6.2 Types of dispersion tools with their merits & demerits
  - 6.3 Coefficient of variation
  - 6.4 Application, use and limitation of dispersion tools
- 7. Sampling Survey and Census**
  - 7.1 Introduction (sample, sampling and Sample size)
  - 7.2 Principal steps in a Sample survey)
  - 7.3 Types of Sampling (simple random sampling, stratified sampling, systemic sampling, cluster sampling, multistage sampling)
  - 7.4 Limitations of sampling
  - 7.5 Merits & demerits between sampling survey and census
- 8. Vital Statistics**
  - 8.1 Introduction
  - 8.2 Use and methods of obtaining vital statistics
  - 8.3 Measure of fertility
  - 8.4 Measure o mortality
  - 8.5 Reproduction rates (GRR, VRR)
- 9. Set Theory and Real Number System**
  - 9.1 Introduction and various examples of sets
  - 9.2 Notations and use of set theory
  - 9.3 Various types of sets
  - 9.4 Numbers: Real – natural, whole, integers, rational, irrational etc
- 10. Matrix and Determinants**
  - 10.1 Matrix: Introduction, addition, subtraction, multiplication of matrix
  - 10.2 Ad joint, inverse of matrix and their uses
  - 10.3 Determinants: Introduction, diagonals and their use to find the numerical values of a determinant
  - 10.4 Properties of matrix and determinants
- 11. Hospital Management**
  - 11.1 Introduction and types of hospitals in Nepal, section in a hospital, services given by a general hospital (or function of hospitals)
  - 11.2 Present HMG recording and reporting system in a hospital
  - 11.3 Meaning and importance of Health Management Information System (HIMS)
  - 11.4 Hospital defined indicators used by Ministry of Health & Population
  - 11.5 Hospital based HMIS tools
  - 11.6 Legal aspect of medical records
  - 11.7 Use and importance of medical records
  - 11.8 Confidentiality & safety of patient information

**12. Utility of Data Information**

- 12.1 Use of data/information in various areas i.e. planning, monitoring, evaluation, supervision and feedback system
- 12.2 Present PME cycle of health service under Ministry of Health & Population

**13. Policies, Laws and Regulations**

- 13.1 Nepal Health Sector Programme
- 13.2 Nepal Health Service Act, 2053 and Regulation, 2055
- 13.3 Nepal Statistics Act, 2015
- 13.4 Evidence Act, 2031