



प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्

## पदपूर्ति समिति

सानोठिमी, भक्तपुर ।

प्राविधिक तथा प्रशिक्षण सेवा, स्वास्थ्य प्राविधिक प्रशिक्षण, नर्सिङ्ग उपसमूह  
सहायकस्तर द्वितीय श्रेणी **स्वास्थ्य प्रशिक्षण सहायक (नर्सिङ्ग) पदको**  
खुला/आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

सेवा : प्राविधिक तथा प्रशिक्षण	समूह : स्वास्थ्य प्राविधिक प्रशिक्षण उपसमूह : नर्सिङ्ग
पद : स्वास्थ्य प्रशिक्षण सहायक (नर्सिङ्ग)	स्तर : सहायक स्तर द्वितीय
पाठ्यक्रमको रूपरेखा : यस पाठ्यक्रमको आधारमा निम्नानुसार दुई चरणमा परीक्षा लिइने छ ।	
प्रथम चरण : लिखित परीक्षा	पूर्णाङ्क : २००
द्वितीय चरण : (क) कम्प्युटर दक्षता परीक्षण	पूर्णाङ्क : ३०
: (ख) अन्तरवार्ता	पूर्णाङ्क : ३०

### तालीका (१)

#### प्रथम चरण : लिखित परीक्षा

पत्र	विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	प्रश्न संख्या × अंक भार	समय
प्रथम	खण्ड “क” सामान्य ज्ञान	१००	४०	वस्तुगत (Objective) :	१० प्रश्न × २ अङ्क	२० मिनेट
	खण्ड “ख” परिषद्को सेवा सम्बन्धी विषय र कानूनी व्यवस्था			बहुवैकल्पिक प्रश्न (Multiple Choice Questions)	१० प्रश्न × २ अङ्क	
	खण्ड “ग” सेवा सम्बन्धी			विषयगत (Subjective): छोटो उत्तर	१२ प्रश्न × ५ अङ्क	१ घण्टा ४० मिनेट
द्वितीय	सेवा सम्बन्धी	१००	४०	वस्तुगत (Objective) : बहुवैकल्पिक प्रश्न (Multiple Choice questions)	५० प्रश्न × २ अङ्क	४५ मिनेट

### तालीका (२)

#### द्वितीय चरण :

विषय	पूर्णाङ्क	परीक्षा प्रणाली	समय
कम्प्युटर दक्षता परीक्षण	१०	प्रयोगात्मक (Practical)	१५ मिनेट
अन्तरवार्ता	३०	मौखिक (Interview)	

माथि उल्लेखित प्रथम पत्रका परीक्षा एकै सिफ्टमा हुनेछ । खण्ड “ग” सेवा सम्बन्धी विषयको विषयगत परीक्षा पश्चात वस्तुगत परीक्षा हुनेछ ।

#### द्रष्टव्य :

- यो पाठ्यक्रमको योजनालाई प्रथम चरण र द्वितीय चरण गरी दुई भागमा विभाजन गरिएको छ ।
- माथि उल्लेखित सेवा अन्तर्गतका समूह उप-समूहहरूको खुला/आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम उपर्युक्त बमोजिम हुनेछ ।
- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ ।
- वस्तुगत बहुवैकल्पिक (Multiple choice) प्रश्नहरूको गलत उत्तर दिएका प्रत्येक गलत उत्तर वापत २० प्रतिशत अङ्क कटौत गरिनेछ । तर उत्तर नदिएमा त्यस वापत अङ्क दिइने छैन र अङ्क पनि कटौत गरिने छैन ।
- वस्तुगत बहुउत्तर हुने परीक्षामा परीक्षार्थीले उत्तर लेख्दा अंग्रेजी ठूलो अक्षर (Capital letter) A,B,C,D मा लेख्नुपर्नेछ । सानो अक्षर (Small letter) a,b,c,d लेखेको वा अन्य कुनै संकेत गरेको भए सबै उत्तरपुस्तिका रद्द हुनेछ ।
- बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा कुनै प्रकारको क्याल्कुलेटर प्रयोग गर्न पाइने छैन ।
- विषयगत प्रश्नका लागि तोकिएका अंकका हकमा एउटा लामो प्रश्न वा एउटै प्रश्नका दुई वा दुई भन्दा बढी भाग वा एउटै प्रश्न अन्तर्गत दुई वा बढी टिप्पणीहरू सोध्न सकिनेछ ।
- परीक्षामा सोधिने प्रश्नसंख्या, अंक र अङ्कभार यथासम्भव सम्बन्धित पत्र/विषयमा दिईए अनुसार हुनेछ ।
- परीक्षामा परीक्षार्थीले मोबाइल वा यस्तै प्रकारका विद्युतीय उपकरण परीक्षा हलमा लैजान पाइने छैन ।
- विषयगत प्रश्न हुने पत्रका हकमा प्रत्येक खण्डका लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरू हुनेछन् । परीक्षार्थीले प्रत्येक खण्डका प्रश्नहरूको उत्तर सोही खण्डको उत्तरपुस्तिकामा लेख्नु पर्नेछ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मितिभन्दा ३ (तीन) महिना अगाडि (संशोधन भएका वा संशोधन भई हटइएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- प्रथम चरणको लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणमा सम्मिलित गराइनेछ ।
- प्रथम चरणको लिखित परीक्षामा छनौट भएका उम्मेदवारहरूको प्राप्त्याङ्क र द्वितीय चरणको कम्प्युटर परीक्षण र अन्तरवार्ताको कूल अङ्क योगका आधारमा अन्तिम परीक्षाफल प्रकाशित गरिनेछ ।
- परीक्षा योजना र पाठ्यक्रम संशोधन मिति : २०७६/१०/०५ गते ।
- यसभन्दा अगाडि लागू भएको माथि उल्लेखित पद, सेवा, समूह, उपसमूहको पाठ्यक्रम खारेज गरिएको छ ।



प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्

**पदपूर्ति समिति**

सानोठिमी, भक्तपुर ।

प्राविधिक तथा प्रशिक्षण सेवा, स्वास्थ्य प्राविधिक प्रशिक्षण, नर्सिङ्ग उपसमूह  
सहायकस्तर द्वितीय श्रेणी **स्वास्थ्य प्रशिक्षण सहायक (नर्सिङ्ग) पदको**  
खुला/आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

**प्रथम पत्र :**

**सामान्य ज्ञान, परिषद्को सेवा सम्बन्धी विषय र कानूनी व्यवस्था**

**पूर्णाङ्क : १००**

**खण्ड “क” सामान्य ज्ञान**

**१०x२ = २०**

१. नेपालको भौगोलिक, ऐतिहासिक, आर्थिक, सामाजिक, सांस्कृतिक, राजनैतिक अवस्था र खेलकुद सम्बन्धी जानकारी ।
२. भौगोलिक आधारमा नेपालको विभाजन र प्रत्येक भागका विशेषताहरू, नेपालको प्राकृतिक सम्पदा, जलस्रोत, पहाडहरू, खानी, जलवायु ।
३. वातावरण प्रदूषणका कारणहरू र यसबाट हुने खतराहरू, वातावरण स्वच्छ र सन्तुलित राख्ने उपायहरू, शहरीकरण र जनसङ्ख्या वृद्धि तथा वातावरणको सम्बन्ध ।
४. विज्ञान प्रविधि सम्बन्धी महत्वपूर्ण उपलब्धि सम्बन्धी जानकारी ।
५. नेपालको परराष्ट्र सम्बन्ध, सार्क र संयुक्त राष्ट्रसङ्घ सम्बन्धी जानकारी ।
६. राष्ट्रिय समसामयिक घटना सम्बन्धी जानकारी ।

**खण्ड “ख”**

**परिषद्को सेवा सम्बन्धी विषय र कानूनी व्यवस्था**

**१०x२ = २०**

१. नेपालको संविधान (भाग १, ३, ५ र अनुसूचीहरू)
२. चालु आवधिक योजना सम्बन्धी जानकारी (परिच्छेद २ र ३ )
३. प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद् ऐन, २०४५
४. भ्रष्टाचार निवारण ऐन, २०५९ (परिच्छेद २ कसूर र सजाय सम्बन्धी व्यवस्था)
५. प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद् नियमावली, २०५१
६. प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्, कर्मचारी सेवा शर्त तथा सुविधा सम्बन्धी विनियमावली, २०६९ ।
७. प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद् आर्थिक प्रशासन सम्बन्धी विनियमावली, २०६२ (परिच्छेद १ देखि ५ सम्म) ।
८. प्राविधिक शिक्षा तथा व्यावसायिक तालीमको पृष्ठभूमि, लक्ष्य र उद्देश्य ।

**खण्ड “ग” : सेवा सम्बन्धी**

**१२x५ = ६०**

द्वितीय पत्रको सेवा सम्बन्धी विषयको पाठ्यक्रम नै पहिलो पत्रको खण्ड “ग” को पाठ्यक्रम हुनेछ ।



प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्

**पदपूर्ति समिति**

सानोठिमी, भक्तपुर ।

प्राविधिक तथा प्रशिक्षण सेवा, स्वास्थ्य प्राविधिक प्रशिक्षण, नर्सिङ्ग उपसमूह  
सहायकस्तर द्वितीय श्रेणी **स्वास्थ्य प्रशिक्षण सहायक (नर्सिङ्ग) पदको**  
खुला / आन्तरिक प्रतियोगितात्मक लिखित परीक्षाको पाठ्यक्रम

**द्वितीय पत्र : सेवा सम्बन्धी विषय**

**पूर्णाङ्क : ५०×२ = १००**

ANM graduates are prepared to provide basic nursing care to the individual and the community including First Aid treatment, Maternal and child health care, (ANC, delivery, PNC) Immunization and new born care either in home or in health institutions.. Thus the Instructor should be aware of basic competencies required for the ANM

### **A. Anatomy and physiology**

- 1. Meaning of terminologies used in Anatomy and Physiology:**  
Cell, Tissue, Organ, System, Dorsal, Superior, inferior, Lateral, Medial, Upward, Downward, Anterior, Posterior, Distal, Proximal, Rotation, Circular motion
- 2. Names, types and functions of the different Organs of the following systems:**  
Skeletal System, Muscular System, Digestive System, Circulatory System, Urinary System, Nervous System, Respiratory System, Endocrine System, Lymphatic system  
Sensory Organs, Main cavities (thoracic cavity, Cranial, Abdominal, Pelvic).
- 3. Mechanism of the different system**  
Mechanism of digestion of food, Mechanism of respiration, Mechanism of Menstrual cycle, Mechanism of urination
- 4. Body fluid and electrolyte balance**  
Meaning and importance of fluid and electrolyte balance in human health; Different conditions related to fluid and electrolyte imbalance and Ways to replacement.

### **B. Fundamentals of Nursing and First Aid**

#### **Fundamental of Nursing**

- 1. Introduction of Nursing, Nurse, and ANM (Auxiliary Nurse Midwife),** Nursing in Nepal, Qualities of good ANM, Roles and responsibilities of ANM in SHP, HP, PHC, Hospital and Community, Professional organization and Nursing ethics
- 2. Hospital-** Types and function of hospital, rules and regulation, admission and discharge procedure, referral procedures etc
- 3. Nursing Measures and Procedures:** Vital Signs/ Cardinal (Body temperature, Pulse, Blood pressure and Respiration), Normal and abnormal vitalsigns their causes and nursing measures in managing abnormal vital signs(Cold compress, positioning, rest etc)  
Basic needs of clients and different ways and means of meeting them. Maslow's Hierarchy of basic needs. Nursing Measures and Procedures to meet the patient's needs - Bed making, Prevention and treatment of bed sore, Mouth care, Back care, Body bath, Personal hygiene, Nutritional need, Catheterization, Enema, Ryle's tube insertion and feeding, Oxygen inhalation therapy. Collection of specimen (blood, stool, urine, pus, sputum et). Dressing and bandaging, use of splint, Care of dead body, Patient lifting technique and comfort measures

4. Infection prevention and control activities in health care centers , Standard Precautions
5. Sterilization:- Importance, types and method
6. Drugs administration – route, rule, precaution. Essential drugs used in Health Post, Sub-Health Post and Hospital.

### **First Aid Treatment**

7. Introduction and Principle of first aid
8. **First aid treatment of following condition:** Bites (Snake bite, Insects bite, Dog bite), Burn/scalds (Fire/ Heat, Electric/), Hemorrhage, Choking, Poisoning, Drowning, Fracture, Foreign body - nose, ear, eyes, throat
9. Cardiopulmonary resuscitation method

### **C. Reproductive Health**

1. Reproductive health and its policy, scope, strategy & components. Adolescence reproductive health and Adolescence problem in Nepal
  2. Women's health problem, Safe motherhood in Nepal and its components
- Family Planning**
3. Different methods of family planning, Nursing responsibilities to manage minor complication,
  4. Counseling: Meaning and Importance, Informed Choice Counseling, Family Planning Counselling.
  5. Emergency contraceptive methods and their uses, Definition, Causes and management of Abortion, Subfertility,

### **D. Community Health Nursing**

1. **Terms related to Community Health Nursing:** Community, Health, Community Health, community health nursing
2. Factors affecting health of the community
3. Immunization, Types of vaccines and vaccination procedure, storage and cold chain maintenance, vaccines provided by Nepal Government

### **Maternal and Child Health (MCH)**

Six killer diseases (Tuberculosis, Tetanus, Polio, Pertussis, Measles) Milestone , Record Height, Weight and Mid Upper Arm Circumference (MUAC), ARI (Acute Respiratory Tract Infection) , Malnutrition; Protein energy malnutrition (P.E.M.), Control of Diarrhoeal Diseases (CDD), Preparation of oral rehydration solution (ORS), Advantages of breast feeding, Vaccines, Maintenance vaccine potentiality. Disadvantages of bottle feeding, Care of sick child, CB-IMCI, promoting of optimum development.

### **Nutrition**

Importance of nutrition on the growth and development of the body, Nutritional requirement in normal children, adult, pregnancy and lactating mother. Nutritional deficiency disease, their Causes, Sign and symptoms, Prevention and Car.

**Categories of food and Diseases** due to vitamin deficiency and source of vitamin, importance of balance diet. Vitamin "A", Vitamin "B" , Vitamin "C" , Vitamin "D", Vitamin "K" Anemia and its management Goiter, cretinism, mental retardation and its prevention, Sources of nutrition (locally available food)

Importance of Breast feeding and weaning practices.  
Food hygiene and preservation

### **Environmental Sanitation**

Introduction of environmental sanitation, Its importance, refuse and solid waste management, Waste management at community and health care facilities, Health Hazards due to improper refuse disposal system.  
Sources of Water and Water purification methods, methods of excreta disposal and various type of latrines.

### **Health Education and Family Health**

Principle and importance of health education  
Methods, Media and Materials of health education  
Health teaching and planning health teaching

Primary Health Care: Meaning, Basic Principle and Components of PHC (Primary Health Care)  
Role of ANM in PHCC/HP/SHP  
Domiciliary Midwifery (Antenatal and postpartum care of mother and child),

### **Child Health Nursing**

**Terminology used in child health** (pediatric, child health, growth, development, newborn, neonate, infant, toddler, pre-school, adolescent, milestone etc )  
**Growth and developmental milestone** of children in different age,

**Major killer diseases** Introduction, signs and symptoms, causes and management including preventive measure  
**Major childhood illnesses** in Nepal: Introduction, management and referral mechanism.  
**Community Based Integrated Management of Childhood Illness (CBIMCI)**

### **Community Diagnosis**

Definition, Purposes and Process of community diagnosis  
Process (Assessment of community by survey(Data collection), Analysis, Interpretation, Intervention and recommendation.  
Community resources and their roles and responsibilities in solving the community health problems.

## **E. Epidemiology and Communicable Disease**

**Common terms used in epidemiology** (Epidemiology, Epidemic, Pandemic, Sporadic, Endemic, Incidence, Prevalence, Prevention, Control, Eradication, Isolation, Quarantine, Communicable, Non-communicable, Incubation, Fomites, Immunity, Contamination etc)

### **Concept of disease causation**

Health Indicators, Epidemiological Indicators  
Vital Statistics of Nepal

**Introduction of communicable diseases**, Common communicable diseases in Nepal, Mode of transmission and measures of prevention and treatment including HIV/AIDS, STD, Cholera, Typhoid, Rabies, Malaria, Dengue, Bird flu, Swine flu, Kalazar, Hepatitis etc)

## **Role of ANM in epidemiology and prevention and control of communicable disease.**

### **F. Treatment of Simple Disorders**

Terminologies used health, illness, diagnosis, treatment and Pharmacology  
Different types of organism and micro- organisms including spore and parasites.

Classification and Forms of drugs  
Essential drugs used in primary health facilities.

#### **Prevention, control and management of following conditions:**

Diabetes, Peptic ulcer, Jaundice, Typhoid, Bronchial Asthma, Bronchitis, Hypertension, Congestive cardiac failure, Rheumatic fever, Sexually transmitted Disease (STD), Sexually transmitted Infection, (STI), Urinary Tract Infection, Meningitis, Encephalitis, Paralysis, Head Injury, Infection of eye, Mental Illness (Types and causes of mental problem), Hepatitis "A", "B", "C", Fever, Common skin problem, Diarrhoea / Dysentery, Dehydration, , Worm Infestation.

### **G. Health Management**

Structure and activities of different levels of health care system in Nepal.  
Communication skill applied to practicesituation and its role in health care service.  
Importance of recording the reporting system. National Health Information Management System in Nepal.  
Meaning and Importance of In-service education  
Job description of ANM

### **H. Midwifery “A”, Midwifery “B”, Midwifery “C”**

#### **Midwifery “A”**

Types of pelvis, conception, development of foetus, function of placenta, physiological changes during pregnancy, signs and symptoms of pregnancy, Antenatal checkup and Purpose of Antenatal care, Calculation of Last Menstrual Period (LMP) and Expected Date of Delivery (EDD) and gestational week of pregnancy, Investigations during pregnancy, Health teaching during antenatal visit, Minor and Major disorders during pregnancy its management, High risk factors during pregnancy and their management, Importance of nutritious food during pregnancy. Need of women during pregnancy, Disease associated with Pregnancy and its management, Drugs used in obstetric.

#### **Midwifery “B”**

- 1 Signs & symptoms; and causes of onset of labour (true and false labour)
- 2 Physiological changes during first, second and third stages of labour
- 3 Signs and symptoms and management of maternal and foetal distress
- 4 Indications and time of episiotomy
- 5 Method of scoring of the "APGAR" score
- 6 Immediate care and Examination of newborn baby
- 8 Complication of third stage and its management (delivery of placenta, examination of placenta and membrane)
- 9 Abnormal Labour (Occipito posterior position, Multiple pregnancy, Mal presentation, Prematurity, Post maturity, Shoulder dystocia).

- 10 Management of abnormal labour Cephalo pelvis disproportion (CPD), Trial labour (Induction)
- 11 Mechanism of labour, Steps of conducting delivery, drugs used in labour room
- 12 Destructive operations: Hydrocephalous, Embriotomy, craniotomy, locked twins conjoined twins.
- 13 Meaning of SBA, purpose of SBA, importance of SBA
14. Essential of Newborn care and neonatal resuscitation
15. Active management of third stage labour
16. Obstetrical Emergency and their management

### **Midwifery “C”**

1. Definition, Principles and purpose of postnatal care
2. Physiological changes during puerperium Management and Health education
3. Minor disorders during puerperium (After pain, retention of urine, constipation, Haemorrhoid, Crack nipple, Engorge breast, Sub-involution of the Uterus)
- 4 . Major disorders during puerperium and their management  
Puerperal sepsis, Urinary Tract Infection (UTI), Incontinence of urine and stool  
Puerperal haemorrhage, Venous thrombosis, Pulmonary embolism, Postnatal psychosis and depression, Causes, signs and symptoms,
5. Breast feeding, and Newborn Care
6. Minor disorders of new born baby (fever, dehydration, skin rashes, sore buttock, physiological Jaundice. vomiting, thrush, sticky eye and infection of cord. Major disorder of newborn and their management, congenital abnormality.



प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्

## पदपूर्ति समिति

सानोठिमी, भक्तपुर ।

प्राविधिक तथा प्रशिक्षण सेवा, स्वास्थ्य प्राविधिक प्रशिक्षण, नार्सिङ्ग उपसमूह  
सहायकस्तर द्वितीय श्रेणी **स्वास्थ्य प्रशिक्षण सहायक (नर्सिङ्ग) पदको**  
प्रयोगात्मक कम्प्युटर दक्षता परीक्षण परीक्षाको पाठ्यक्रम

### विषय : कम्प्युटर दक्षता परीक्षण

#### पाठ्यक्रमको उद्देश्य :

आजको वैज्ञानिक युगमा दैनिक जीवनमा आइपर्ने व्यावहारिक समस्या समाधानका लागि सूचना र संचार प्रविधिसँग परिचित र न्यूनतम ज्ञान सीप र धारणा भएको व्यक्ति हुन अपरिहार्यता रहेको छ । तसर्थ प्राविधिक शिक्षामा कर्मचारी छनौट गर्दा आधारभूत कम्प्युटर ज्ञान र सीप भएको व्यक्ति छनौट गर्ने उपयुक्त हुन्छ । सहायक स्तरका कर्मचारीहरूलाई पनि कम्प्युटर सम्बन्धी गर्नुपर्ने सामान्य समस्याहरू हल गर्ने क्षमता हुन अनिवार्य देखिन्छ । तसर्थ सहायकस्तरका पदको खुला प्रतियोगितात्मक परीक्षाको द्वितीय चरणमा कम्प्युटर दक्षता परीक्षण प्रयोगात्मक परीक्षा समावेश गरिएको हो ।

#### प्रयोगात्मक परीक्षा योजना (Practical Examination Scheme)

विषय	पूर्णाङ्क	परीक्षा प्रणाली	विषयवस्तु शीर्षक	अङ्क	समय
कम्प्युटर दक्षता परीक्षण	१०	प्रयोगात्मक (Practical)	Devanagari Typing	२.५	५ मिनेट
			English Typing	२.५	५ मिनेट
			Windows basic and Word processing	५	५ मिनेट
जम्मा				१०	१५ मिनेट

#### Contents

##### 1. Windows basic

- ☞ Introduction to Graphical User Interface
- ☞ Starting and shutting down Windows
- ☞ Basic Windows elements – Desktop, Taskbar, My Computer, Recycle Bin, etc
- ☞ Concept of files and folders
- ☞ Searching files and folders

##### 2. Word Processing

- ☞ Creating, saving and opening documents
- ☞ Typing in Devanagari and English
- ☞ Text formatting (font, size, color, underline, italic, bold, etc) and paragraph formatting (alignment, indentation, spacing)
- ☞ Inserting header, footer, page number
- ☞ Page setting (margin, page size, orientation), previewing and printing of documents.