(क) सेवा सम्पन्नी

खण्ड १- प्रशासनिक कार्य सम्पन्नी

१. रोजगारीको इकासम्बन्धी ऐन, २०७५ र रोजगारीको इकासम्बन्धी नियमावली, २०७५।
२. प्रशासनिक रोजगार कार्यक्रम संचालन निर्देशिता, २०७५, कार्यक्रमका तालिका परिषदिको आधारमा सामान्यक आयोजना संचालन तथा व्यवस्थापन कार्यक्रिया, २०७५ र यस्रोजगारीका लागि रचनात्मक पहल आयोजन (संचालन तथा व्यवस्थापन) कार्यविधि, २०७५,
३. कार्यक्रम तथा परिषदिक (Cash for Work) को अभियान,
४. स्थानीय तहको बजेट तर्जुना प्रक्रिया, खर्च व्यवस्थापन र लेखा परिक्षण तथा गुनाहो स्थायित्व, व्यवस्थापन,
५. सामाजिक परिस्थिति, सार्वजनिक सुरुवात, सामाजिक लेखापेठाल तथा गुनासो स्थायित्व, र
६. आवश्यक तथा अनुसार र सुसार।

खण्ड २- प्रशासनिक कार्य सम्पन्नी

• स्थानीय सेवाको इनजिनियरिङ सेवा, सिस्टम समूह पार्दो तह सब-इनजिनियर पदको लोकतन्त्र आयोजन के र पदेन प्रारंभिको पादरस्वस्थापन विकास

1. Surveying

1.1 General

1.1.1 Principle and types of surveying

1.1.2 Units, scales and maps

1.1.3 Field books and Level books

1.2 Levelling

1.2.1 Principles and methods of levelling

1.2.2 Levelling instruments and accessories

1.3 Plane Tabling

1.3.1 Equipments required

1.3.2 Methods of plane tabling

1.3.3 Two and three point problems
1.4 Theodolite and Traverse surveying
   1.4.1 Basic difference between different theodolites
   1.4.2 Temporary adjustments of theodolites
   1.4.3 Fundamental lines and desired relations
   1.4.4 Tacheometry: stadia method
   1.4.5 Trigonometrical levelling
   1.4.6 Checks in closed traverse

1.5 Contouring
   1.5.1 Characteristics of contour lines
   1.5.2 Method of locating contours
   1.5.3 Contour plotting

1.6 Setting Out: Small buildings and Simple curves

2. Construction Materials
   2.1 Stone
      2.1.1 Formation and availability of stones in Nepal
      2.1.2 Methods of laying and construction with various stones 2.2 Cement
      2.2.1 Different cements: Ingredients, properties and manufacture
      2.2.2 Storage and transport
      2.2.3 Admixtures

2.3 Clay and Clay Products
   2.3.1 Brick: type, manufacture, laying, bonds

2.4 Paints and Varnishes: Type and selection; preparation techniques and use

2.5 Bitumen: Type, selection and use

3. Mechanics of Materials and Structures
   3.1 Mechanics of Materials
      3.1.1 Internal effects of loading
      3.1.2 Ultimate strength and working stress of materials

3.2 Mechanics of Beams
      3.2.1 Relation between shear force and bending moment
      3.2.2 Shear and bending moment diagrams for statically determinate beams under various
types of loading

3.3 Simple Strut Theory
4. Hydraulics

4.1 General

4.1.1 Properties of fluid: mass, weight, specific weight, density, specific volume, specific
gravity, viscosity

4.1.2 Pressure and Pascal’s law

4.2 Hydro-Kinematics and Hydro-Dynamics

4.2.1 Energy of flowing liquid: elevation energy, Kinetic energy, potential energy,
internal energy

4.3 Measurement of Discharge

4.3.1 Weirs and notches

4.3.2 Discharge formulas

4.4 Flows: Characteristics of pipe flow and open channel flow

5. Soil Mechanics 5.1

General

5.1.1 Soil types and classification

5.1.2 Three phase system of soil

5.1.3 Unit Weight of soil mass: bulk density, saturated density, submerged density and
dry density

5.1.4 Interrelationship between specific gravity, void ratio, porosity, degree of saturation,
percentage of air voids air content and density index

5.2 Soil Water Relation

5.2.1 Terzaghi’s principle of effective stress

5.2.2 Darcy’s law

5.2.3 Factors affecting permeability

5.3 Compaction of soil

5.3.1 Factors affecting soil compaction

5.3.2 Optimum moisture content

5.3.3 Relation between dry density and moisture content

5.4 Shear Strength of Soils

5.4.1 Mohr-Coulomb failure theory

5.4.2 Cohesion and angle of internal friction
5.5 Earth Pressures
   5.5.1 Active and passive earth pressures
   5.5.2 Lateral earth pressure theory
   5.5.3 Rankine's earth pressure theory

5.6 Foundation Engineering
   5.6.1 Terzaghi's general bearing capacity formulas and their application

6. Structures
   6.1 R.C. Sections in Bending
      6.1.1 Under reinforced, over reinforced and balanced sections
      6.1.2 Analysis of single and double reinforced rectangular sections

6.2 Shear and Bond for R.C. Sections
   6.2.1 Shear resistance of a R.C. section
   6.2.2 Types of Shear reinforcement and their design
   6.2.3 Determination of anchorage length

6.3 Design and Working System of R.C. Structures
   6.4.1 Singly and doubly reinforced rectangular beams
   6.4.2 Simple one-way and two-way slabs
   6.4.3 Axially loaded short and long columns

7. Building Construction Technology
   7.1 Foundations
      7.1.1 Subsoil exploration
      7.1.2 Type and suitability of different foundations: Shallow, deep
      7.1.3 Shoring and dewatering
      7.1.4 Design of simple brick or stone masonry foundations

   7.2 Walls
      7.2.1 Type and thickness of walls
      7.2.2 Use of scaffolding

   7.3 Damp Proofing
      7.3.1 Source of Dampness
      7.3.2 Remedial measures for damp proofing

   7.4 Concrete Technology
      7.4.1 Constituents of cement concrete
      7.4.2 Grading of aggregates
7.4.3 Concrete mixes
7.4.4 Water cement ratio
7.4.5 Factors affecting strength of concrete
7.4.6 Form work
7.4.7 Curing

7.5 Wood work
  7.5.1 Frame and shutters of door and window
  7.5.2 Timber construction of upper floors
  7.5.3 Design and construction of stairs

7.6 Flooring and Finishing
  7.6.1 Floor finishes: brick, concrete, flagstone
  7.6.2 Plastering

8. Water Supply and Sanitation Engineering
8.1 General
  8.1.1 Objectives of water supply system
  8.1.2 Source of water and its selection: gravity and artisan springs, shallow and deep wells; infiltration galleries

8.2 Gravity Water Supply System
  8.2.1 Design period
  8.2.2 Determination of daily water demand
  8.2.3 Determination of storage tank capacity
  8.2.4 Selection of pipe
  8.2.5 Pipe line design and hydraulic grade line

8.3 Design of Sewer
  8.3.1 Quantity of sanitary sewage
  8.3.2 Maximum, Minimum and self cleaning velocity

8.4 Excreta Disposal and Unsewered Area
  8.4.1 Pit latrine
  8.4.2 Design of septic tank
9. Irrigation Engineering

9.1 General
  9.1.1 Need for irrigation, advantages of irrigation
  9.1.2 Sources of irrigation: water, river & streams, ground water and others
  9.1.3 Methods of irrigation: surface, sub-surface and others

9.2 Irrigation Water Requirement
  9.2.1 Crop season, principal crops, and crop water requirements
  9.2.2 Base period & duty

9.3 Irrigation Canals
  9.3.1 Canal losses and their minimization
  9.3.2 Irrigation requirements and design discharge of canal permissible velocities for
different canals
  9.3.3 Design of canal based on Manning’s & Lacey’s formulae
  9.3.4 Need and location of escapes
  9.3.5 Components of distribution system

10. Highway Engineering

10.1 General
  10.1.1 Introduction to transportation systems
  10.1.2 Historic development of roads
  10.1.3 Classification of road in Nepal
  10.1.4 Basic requirements of road alignment

10.2 Geometric Design
  10.2.1 Basic design control and criteria for design
  10.2.2 Elements of cross section, typical cross-section for all roads in filling and
cutting
  10.2.3 Camber
  10.2.4 Determination of radius of horizontal curves
  10.2.5 Superlevation
  10.2.6 Sight distances
  10.2.7 Gradient
  10.2.8 Use of Nepal Road Standard and subsequent revision in road design
10.3 Drainage System
  10.3.1 Importance of drainage system and requirements of a good drainage system
10.4 Road Pavement: Pavement structure and its components: subgrade, sub-base, base
    and surface courses
10.5 Road Machineries
  10.5.1 Earth moving and compacting machines
10.6 Road Construction Technology
10.7 Bridge: T-beam bridge and Timber bridges
10.8 Road Maintenance and Repair: Type of maintenance works
10.9 Tracks and Trails
10.10 Airport Engineering: Planning and layout of Heliports; Terminal Building and
    Control Tower; Drainage System for Airports

11. Estimating and Costing
11.1 General
  11.1.1 Main items of work
  11.1.2 Units of measurement and payment of various items of work and material
  11.1.3 Standard estimate formats of government offices
11.2 Rate Analysis
  11.2.1 Basic general knowledge on the use of rate analysis norms prepared by Ministry
    of Works and Transport and the district rates prescribed by district
    development committee
11.3 Specifications
  11.3.1 Interpretation of specifications
11.4 Valuation
  11.4.1 Methods of valuation
  11.4.2 Basic general knowledge of standard formats used by commercial banks and
    NIDC for valuation

12. Construction Management
12.1 Organization
  12.1.1 Need for organization
  12.1.2 Responsibilities of a civil Sub-engineer
  12.1.3 Relation between Owner, Contractor and Engineer
12.2 Site Management
   12.2.1 Preparation of site plan
   12.2.2 Organizing labor
   12.2.3 Measures to improve labor efficiency
   12.2.4 Accident prevention

12.3 Procurement and Contract Procedure
   12.3.1 Contracts and its types
   12.3.2 Departmental works and day-work
   12.3.3 Preparation of tender document
   12.3.4 Tender procedure
   12.3.5 Contract agreement
   12.3.6 Conditions of contract
   12.3.7 Construction supervision

12.4 Accounts
   12.4.1 Administrative approval and technical sanction
   12.4.2 Familiarity with standard account keeping formats used in governmental organizations
   12.4.3 Muster roll
   12.4.4 Completion report

12.5 Planning and Control
   12.5.1 Construction schedule
   12.5.2 Equipment and materials schedule
   12.5.3 Construction stages and operations
   12.5.4 Bar chart

(व) कम्प्युटर सम्बन्धी
1. Computer fundamental
2. Operating System
3. Word processing
4. Electronic spreadsheet
5. Database management system
6. Presentation system