**fy;tp kw;Wk; cau;fy;tp mikr;Rld; ,izf;fg;gl;Ls;s tpjhjh ts epiyaq;fspy; flikahw;Wk; fzzp juT gjtp ,af;Fdu; kw;Wk; ntspf;fs $l;bizg;ghsu;fSf;fhd tpidj;jpwd;fhz; guPl;ir**

1. juTj; gjpT ,af;Fdu; / ntspf;fs $l;bizg;ghsu;fSf;fhd KjyhtJ tpidj;jpwd;fhz; guPl;irahdJ rpq;fsk; kw;Wk; jkpo; nkhopfspy; 2019 Mk; Mz;L ngg;utup khjk; nfhOk;gpy; elhj;jg;gLtjw;F cj;Njrpf;fg;gl;Ls;sJ.
2. jkJ gjtpfspy; cWjpg;gLj;jg;gl;l mYtyu;fs; khj;jpuNk ,e;jg;guPl;irf;F tpz;zg;gpf;fyhk;.
3. guPl;ir nrad;Kiwfs;: tpz;zg;gjhupfs; ,e;jg;gjtpf;F nghUj;jkhdtuh vd;gij mwpjy; epkpj;jk; fPo; Fwpg;gPL nra;ag;gl;l ghlq;fs; cs;slq;fyhf xU vOj;J %ykhd guPl;irf;F tpz;zg;gjhupfs; Njhw;Wjy; Ntz;Lk;.
4. **fzzp juTg;gjpT ,af;Fdu;**

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| **tplak;** | **Gs;spfs;** | **Neuk;** |
| mYtyf Kiwfs; | 100 | 02 kzpj;jpahyq;fs; |
| epjpapay; xOq;F tpjpfs; | 100 | 02 kzpj;jpahyq;fs; |
| fzzpj; jpwd; | 100 | 02 kzpj;jpahyq;fs; |

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| **tpdhj;jhs;** | **ghlj;jpl;lk;** |
| mYtyf Kiwfs;  | mur mYtyfq;fspy; gad;gLj;jg;gLfpd;w mYtyf Kiwfs; gw;wpa mbg;gil mwpT> jhgd tpjpf;Nfhitapy; mj;jpahak; I, mj;jpahak; II ,y; 5 ,ypUe;J 17 tiuapYKs;s gpupTfs;> mj;jpahaq;fs; XII, XIII, XXVI, XXVII, XXVIII kw;Wk; XXXII Mfpait. |
| epjpapy; xOq;F tpjpfs;  | ep.x. 104 ,ypUe;J 109 tiuapy;> ep.x 135 ,ypUe;J 140 tiuapy;> ep.x. 147> ep.x. 212 ,ypUe;J 218 tiuapy;> ep.x. 225> 269> ep.x. 371 ,ypUe;J 373 tiuapy;  |
| fzzpj;jpwd; | Operating System> Microsoft word, Microsoft Excel, Internet & E-Mail |

1. **ntspf;fs $l;bizg;ghsu;**

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| **tplak;** | **Gs;spfs;** | **Neuk;** |
| mYtyf Kiwfs; | 100 | 02 kzpj;jpahyq;fs; |
| epjpapay; xOq;F tpjpfs; | 100 | 02 kzpj;jpahyq;fs; |

|  |  |
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| **tpdhj;jhs;** | **ghlj;jpl;lk;** |
| mYtyf Kiwfs;  | mur mYtyfq;fspy; gad;gLj;jg;gLfpd;w mYtyf Kiwfs; gw;wpa mbg;gil mwpT> jhgd tpjpf;Nfhitapy; mj;jpahak; I, mj;jpahak; II ,y; 5 ,ypUe;J 17 tiuapYKs;s gpupTfs;> mj;jpahaq;fs; XII, XIII, XXVI, XXVII, XXVIII kw;Wk; XXXII Mfpait. |
| epjpapy; xOq;F tpjpfs;  | ep.x. 104 ,ypUe;J 109 tiuapy;> ep.x 135 ,ypUe;J 140 tiuapy;> ep.x. 147> ep.x. 212 ,ypUe;J 218 tiuapy;> ep.x. 225> 269> ep.x. 371 ,ypUe;J 373 tiuapy; |

1. ,e;j mwptpj;jYld; ,izf;fg;gl;Ls;s khjpup tpz;zg;g gbtj;ij xj;jjha; tpz;zg;gk; mikjy; Ntz;Lk;. tpz;zg;gjhup khjpup tpz;zg;g gbtj;Jld; xj;jjha; jahupf;fg;gl;l tpz;zg;gj;ij jj;jkJ gpuNjr nrayhsupd; Clhf 2018 brk;gu; 31 Mk; jpfjpad;Nwh my;yJ mjw;F Kd;djhfNth fpilf;f $batifapy; fPo; Fwpg;gPL nra;ag;gl;l tpyhrj;jpw;F gjpTj; jghypy; mDg;gpitj;jy; Ntz;Lk;.

nrayhsu;>

fy;tp kw;Wk; cau;fy;tp mikr;R>

3tJ jsk;>

“nrj;rpwpgha” fl;lk; I,

gj;juKy;iy.

tpz;zg;gk; jhq;fpAs;s fbj ciwapd; ,lJ gf;f Nky; %iyapy; jkJ gjtpAk; guPl;irapd; ngaUk; Fwpg;gplg;gly; Ntz;Lk;. (Fwpg;gplg;gl;l jpfjpf;F gpd;du; fpilf;Fk; tpz;zg;gq;fs; epuhfupf;fg;gLk;).

1. tpz;zg;gjhupapd; milahsj;jpid cWjpg;gLj;jy; - tpz;zg;gjhup jhd; Njhw;wtpUf;Fk; xt;nthU ghlj;jpw;Fk; jkJ milahsj;jpid guPl;ir Nkw;ghu;itahsupw;F ep&gpg;gjw;F> fPNo Fwpg;gplg;gl;ltw;wpy; xd;wpid guPl;ir kz;lgj;jpYs;s guPl;irfSf;F nghWg;ghdtUf;F Kd;itj;jy; Ntz;Lk;.
2. Ml;gjpT jpizf;fsj;jpdhy; toq;fg;gl;l Njrpa milahs ml;il
3. nry;YgbahFk; flTr; rPl;L
4. tpz;zg;gq;fs; fzzpapd; cjtpAld; jahupf;fg;gl;l NghjpYk; mit njspthf tpsq;ff;$ba tifapy; tpz;zg;gjhupapdhy; g+uzg;gLj;jg;gly; Ntz;Lk;
5. g+uzkhf epug;gg;glhj tpz;zg;gq;fs; epuhfupf;fg;gLk;.
6. ,g; guPl;irf;F Njhw;Wk; guPl;rhu;j;jpfs; mjw;fhd flik tpLKiwapid mtutu;fsJ NkyjpfhupaplkpUe;;J ngw;Wf;nfhs;tjw;F cupj;Jilatu;fs;. ,t;tplak; njhlu;gpy; vJtpj gpuahz nrytpdKk; toq;fg;gly; khl;lhJ.

nrayhsu;

fy;tp kw;Wk; cau;fy;tp mikr;R

2018.12.26