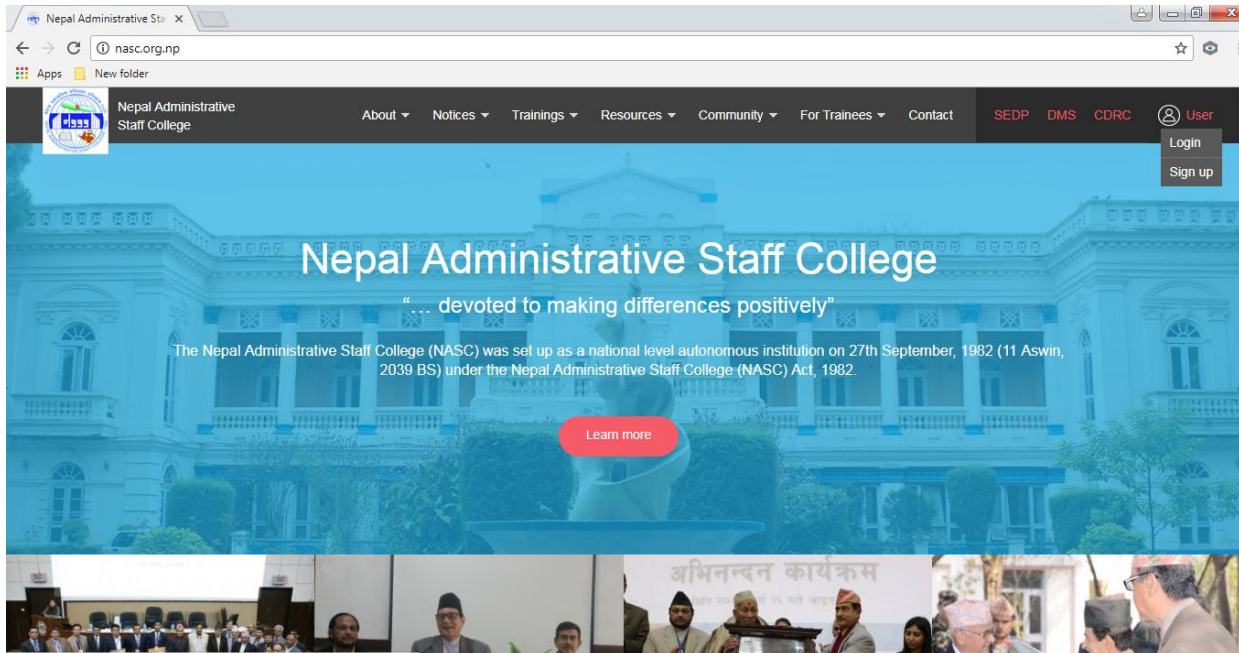




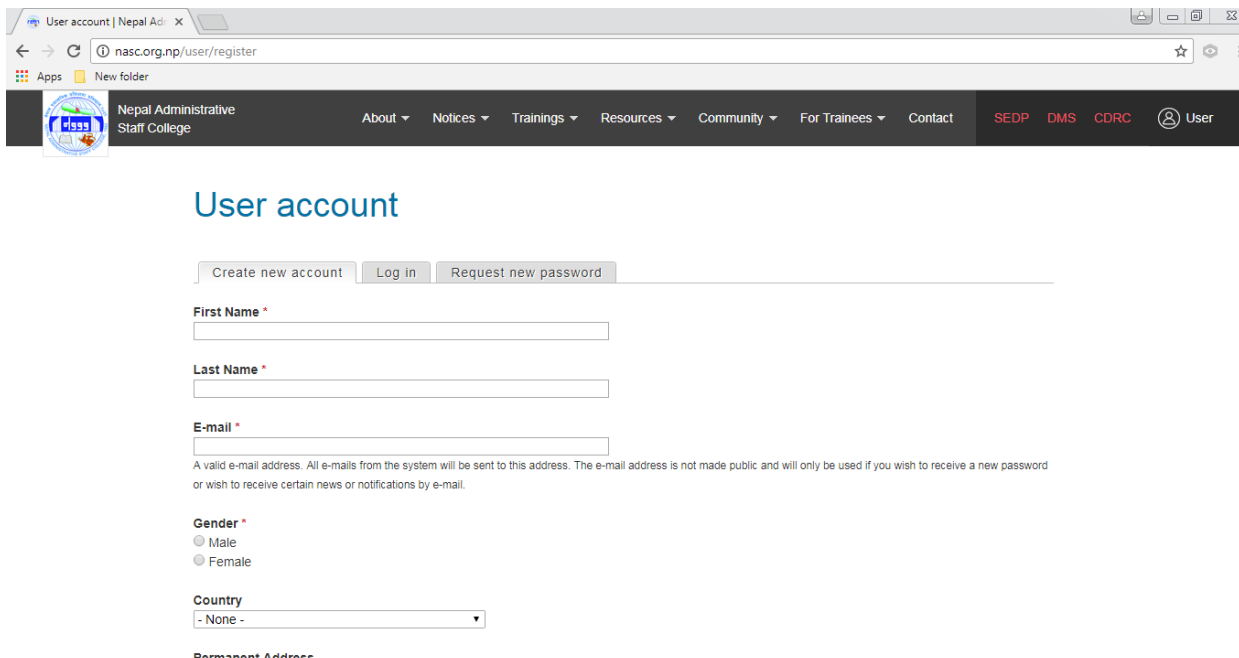
# Online System

## मार्फत फारम भर्ने

## तरिका



- पहिलो चोटी training nomination को लागि भर्ने हुनुहुन्छ भने माथि दाहिने तिर user button मा sign up button मा क्लिक गर्नुहोस् ।
- यदी तपाइको login id छ र फेरी login गर्दै हुनुहुन्छ भने login button क्लिक गर्नुहोस् ।



- sign up button थिचेपछि यो स्क्रीन देखिन्छ । यसमा आफ्नो सम्पूर्ण detail भर्नुहोस् ।

User account | Nepal Ad | x

nasc.org.np/user/register

Apps New folder

Phone No.  
44114085

Ministry/Department  
NASC

Service Start Date  
Date  
07/26/2017  
E.g., 07/26/2017

Designation  
Training and Research Officer

PMIS ID

Profile Image  
Choose File | No file chosen | Upload  
Files must be less than 8 MB  
Allowed file types: png gif jpg jpeg

I'm not a robot  
reCAPTCHA  
Privacy Terms

Create new account

↑

- यही स्क्रीनको तल I'm not a robot मा क्लिक गर्नुहोस् ।

User account | Nepal Ad | x

nasc.org.np/user/register

Apps New folder

Phone No.  
44114085

Ministry  
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07/26/2017  
E.g., 07/26/2017

Designation  
Training and Research Officer

PMIS ID

Profile Image  
Choose File | No file chosen | Upload  
Files must be less than 8 MB  
Allowed file types: png gif jpg jpeg

Select all squares with  
**street signs**  
If there are none, click skip

↑

CREATE ACCOUNT

NEXT

- त्यसपछि आउने फोटो प्रश्नलाई भरेर Next button क्लिक गर्नुहोस् ।

Phone No.  
44114085

Ministry/Department  
NASC

Service Start Date  
Date  
07/26/2017  
E.g., 07/26/2017

Designation  
Training and Research Officer

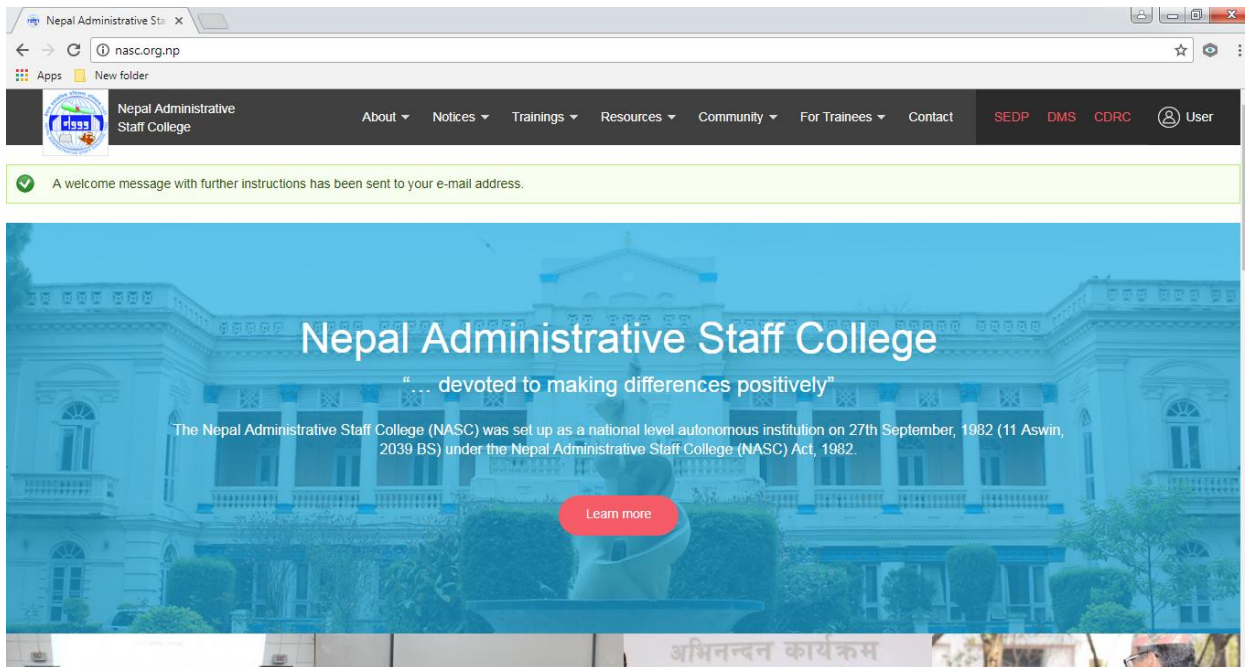
PMIS ID

Profile Image  
Choose File | No file chosen | Upload  
Files must be less than 8 MB  
Allowed file types: png gif jpg jpeg

I'm not a robot  
reCAPTCHA  
Privacy - Terms

Create new account

- Verify भएपछि Create New Account button क्लिक गर्नुहोस् ।



- Account बनेपछि system ले तपाइले register गर्दा भर्नुभएको email address मा एउटा email पठाउनेछ । त्यो email मा आएको link लाई क्लिक गर्नुहोस् र login गर्नुहोस् ।

shital\_1

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

View Edit

First Name \*  
Shital

Language settings

Language

English

Nepali (नेपाली)

This account's default language for e-mails, and preferred language for site presentation.

Last Name \*  
Moktan

- email मा दिईएको link मा क्लिक गर्दा यो स्क्रीन देखिन्छ । यसमा तपाईंले आफ्नो password set गर्नुहोस् र अरु detail हरु भर्नुहोस् ।

Files must be less than 8 MB  
Allowed file types: .png .gif .jpg .jpeg

Show row weights

Have you taken any training while at your current position?

Training Name	Training Duration	Date	Training Provider (Organization / Country)
	<input type="checkbox"/> Show End Date	07/26/2017 E.g., 07/26/2017	

Remove

Add another item

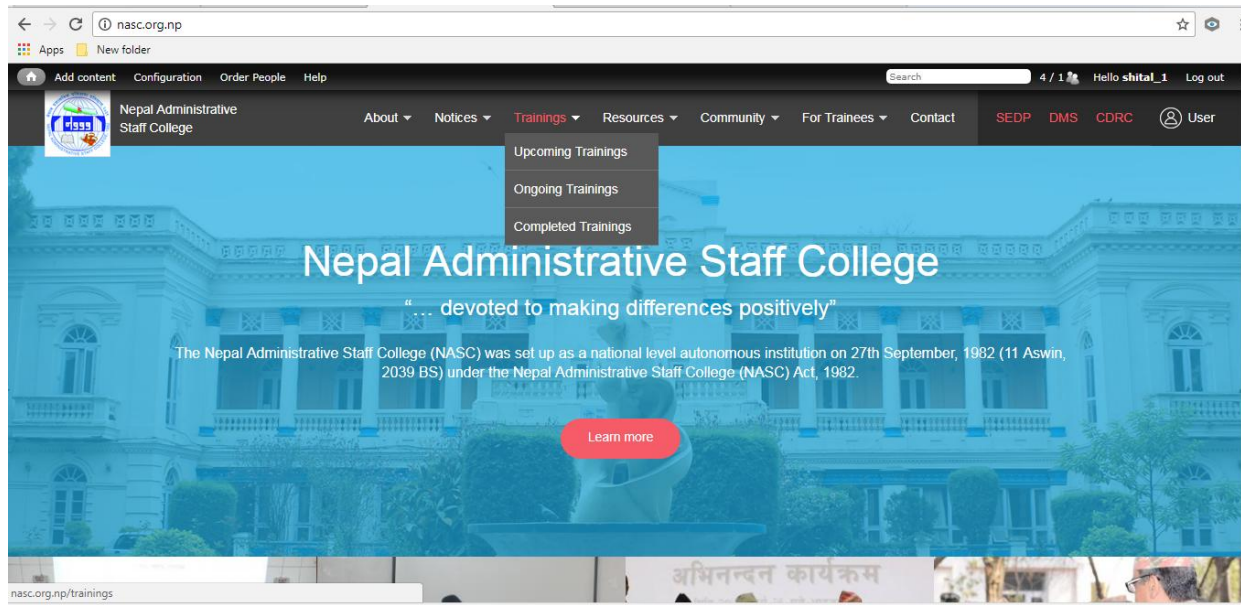
Locale settings

Time zone  
Asia/Kathmandu: Wednesday, July 26, 2017 - 20:57 +0545

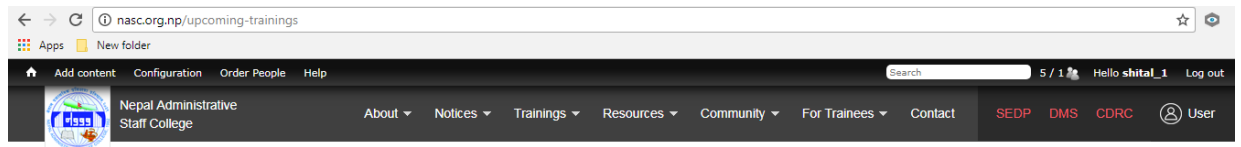
Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save Cancel account

- त्यसपछि स्क्रिन को तल save button थिच्नुहोस् ।



- menu को Trainings भित्र Upcoming Trainings मा क्लिक गर्नुहोस् ।



## Trainings



- Training मा रहेको तालिमहरु मध्येबाट आफुले चाहेको तालिममा क्लिक गर्नुहोस् ।

pace. ICT is continually being looked at in new ways as a means for improving socio-economic conditions of people, and as a tool for achieving the Millennium Development Goals (MDGs). Information is being collected in public organizations through different channels and the use of technology in collection and processing is very high.

ICT plays a critical role in speeding up the flow of information and knowledge between government and citizens and transforming the way in which governments and citizens interact. The implementation of ICT in public organization is increasing in the form of computerization or information system implementation. The knowledge on ICT needs to be enhanced with training and education. This will make easy for the implementation of such ICT based system in public organizations. Thus it is necessary to impart knowledge related ICT and E-Governance to all levels of civil servants which will facilitate the government and public institutions to successfully implement the technology in their organizational business process.

The growing essence of E-Plus function in all areas and sectors of public and private institutions in order to enable the government to achieve the mission of E-Governance also calls for intervention in capacity development of officers working for government in the area of ICT.

The training program has been divided into Five (5) different modules spread over 30 working days.

### Aim





The training aims at developing participants' knowledge and skills as ICT trainer.

### Objectives

On completion of this training program, the participants will be able to:

- describe current and emerging technologies and their impact on business/government process;
- describe the implementation process and enabling factors of ICT in management and development;
- use office automation and managerial communication tools to deliver the business functions of government;
- use social media for personal and official purpose and growth;

### Team

-  **Mr. Binaya Hari Maskey**  
Training and Research Officer
-  **Mr. Lilanath Sapkota**  
Senior Assistant
-  **Mr. Suwam Kumar Singh**  
Director of Studies
-  **Ms. Shital Moktan (Tamang)**  
Training and Research Officer

[Apply online](#)

[Download Nomination Form](#)

- Training मा क्लिक गरेपछि training सम्बन्धि जानकारी सहितको स्क्रिन आउछ ।
- यदि तपाइले apply गर्नुभएको training ३० कार्य दिनको छ भने पेजको तल दायाँपट्टि Apply Online भन्ने button र Download Nomination Form भन्ने button आउछ ।
- तपाईंको तालिम ३० कार्य दिनको भएमा पहिले Download Nomination Form बाट Nomination Form Download गर्नुहोस् । उक्त फारम भरी सचिवस्तरीय स्वीकृति गराई सो फारम Scan गर्नुहोस् ।
- तालिममा apply गर्न Apply Online button क्लिक गर्नुहोस ।

The screenshot shows a web browser window with the URL [nasc.org.np/node/add/application?destination=node/400](http://nasc.org.np/node/add/application?destination=node/400). The page title is "Create Application". The form contains the following elements:

- A "Training" dropdown menu with the option "- None -".
- A "Recommendations Letter" section with a "Choose File" button, the text "No file chosen", and an "Upload" button. Below this, it says "Upload a copy of your Recommendations Letter. Files must be less than 8 MB. Allowed file types: png gif jpg jpeg."
- A text area with the label "what is your expectation from this training?".
- A "Save" button at the bottom of the form.

The footer of the page includes the copyright notice "© 2017, NASC", contact information "Get in touch with us: Send us an email or call us at 01-5522160", and social media icons for Facebook, Twitter, and Google+.

- Training मा apply गरेपछि यो स्क्रिन आउछ । यसको Training menu मा आफुले apply गर्न खोज्नुभएको training को नाम select गर्नुहोस ।
- Recommendations Letter मा तपाइको कार्यालयले मनोनयन गरेको पत्र Scan गरी Upload गर्नुहोस ।
- यदी तपाइको तालिम ३० कार्य दिनको हो भने सचिवस्तरीय स्वीकृति गराई Scan गरेको (Training Nomination Form) पनि Upload गर्नुहोस ।
- तपाइले यो training बाट के अपेक्षा गर्नुभएको छ भन्ने कुरा उल्लेख गर्नुहोस् ।
- त्यसपछि Save button क्लिक गर्नुहोस ।

**\* Upload गर्दा 8 MB भन्दा सानो फाइल मात्र Upload गर्नुहोस ।**

**\* सो फाइल png, gif, jpg अथवा jpeg format मा हुनुपर्नेछ ।**



The screenshot shows a web browser at [nasc.org.np/training/professional-course-ict-and-e-governance](http://nasc.org.np/training/professional-course-ict-and-e-governance). The page features a navigation menu with options like 'Add content', 'Configuration', 'Order People', and 'Help'. A success message in a green box states: 'Your application has been submitted successfully. We are in the process of reviewing your application. We will inform all the shortlisted candidates via email with further directions. Thank you.' The main content area is titled 'PROFESSIONAL COURSE ON ICT AND E-GOVERNANCE' and includes an 'Introduction' section. On the right, there is an 'Other Info' section with details: Start Date (Mon, 08/07/2017 to Wed, 09/20/2017), Duration (30 Working days), and Venue (Nepal Administrative Staff College). A 'Team' section lists Mr. Binaya Hari Maskey (Training and Research Officer) and Mr. Lilanath Sapkota (Senior Assistant).

- Save button क्लिक गरेपछि system ले तपाइको application submit भएको जानकारी गराउनेछ ।
- तपाईंलाई system ले तपाइले register गर्दा भर्नुभएको email address मा application submit भएको जानकारी सहितको एउटा email पनि पठाउनेछ ।

The screenshot shows a user profile page at [nasc.org.np/user/shital1](http://nasc.org.np/user/shital1). The profile is for Shital Moktan, Training and Research Officer at NASC. The profile information includes: Service Start Date: Jul 26, 2017; Gender: Female; Address: Boudha, Nepal; PMIS ID: 12324; Phone: 5522002; E-mail: testing@gmail.com. There is an 'Edit profile' button. The 'Applied Training' section lists 'PROFESSIONAL COURSE ON ICT AND E-GOVERNANCE' with a duration of 30 Working days and a start date of Aug 07, 2017 to Sep 20, 2017. The 'Training Previously Taken' section is currently empty.

- तपाईंले user मा My Account क्लिक गर्दा तपाइले apply गर्नुभएको training हरु देखाउछ । तपाइको user details परिवर्तन गर्नुपरेमा edit button क्लिक गरेर details हरु परिवर्तन गर्न सक्नुहुन्छ ।