

ANNEXURE

Final Scheme of Computer Proficiency Test for the post of ASSISTANT [ASST01]

The candidates shortlisted for the Tier-2 Computer Proficiency test will have to attend a computer-based skill assessment for 20 marks, which is qualifying in nature. The minimum essential qualifying marks for skill test are 10.

| Name of the Test | Skill Set | Marks | Duration |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------|
| Computer Proficiency Test | Word Processing, Excel Sheet, Generation of Slides etc. The Test will include: <ol style="list-style-type: none">1. Microsoft Word processing exercises - preparation of circulars/Notices etc including typing test in the speed of 45 w.p.m in English & 40 w.p.m. in Hindi (correspond to 13500 KDPH & 12000 KDPH respectively).2. Preparation of Microsoft Excel Sheet i.e. Tables, charts and related exercises.3. Preparation of Microsoft Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office. | 20 marks (10+5+5) | Cumulative time of 60 mins (Note: The pass mark will be considered for qualifying purpose only) |