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 qualifying marks is 10.

Name of the Test	Skill Set	Marks	Duration
Computer Proficiency Test	Word Processing, Excel Sheet, Generation of Slides etc. The Test will include: 1. Microsoft Word processing exercises including but not limited to preparation of circulars / Notices/ etc. 2. Preparation of Tables, charts and related exercises in Microsoft Excel Sheet. 3. Microsoft Power Point Presentation and related exercises which are required in the normal day to day functioning of an Office.	20 marks (7+7+6)	Cumulative time of 60 mins