

No.11/4/2015-SR
Government of India
Department of Personnel and Training
Staff Selection Commission
(Southern Region)

2nd Floor, EVK Sampath Building
College Road, Chennai-600006

Dated the 21st May, 2015

To

Subject Conduct of Computer Proficiency Test (CPT)/Data Entry Speed Test (DEST) for Combined Graduate Level Examination, 2014 - regarding.

Sir,

The Commission is going to conduct Computer Proficiency Test (CPT)/Data Entry Skill Test (DEST) for the candidates qualified in written part of the Combined Graduate Level Examination, 2014 starting from 15th June, 2015. The Scheme of the CPT/DEST is as under:-

TEST	Types of Skill Test	Duration of		Details of Batch & Duration of the Test
		Trial Test	Actual Test	
DEST	Word Processing Test using NIC Software [2000 key depressions (app.400 words)]	2 mins.	15 mins.	25 candidates per batch and 4 batches per day for about 12 days.
CPT	Module-I : Word Processing using NIC Software	2 mins.	15 mins.	
	Module-II : Spread Sheets on Microsoft Excel using MS Office 2007	-	15 mins.	
	Module-III : Generation of Slides (Power Point Presentation) using MS Office 2007	-	15 mins.	

2. The requirement for the Skill Test will be as under:-

- (i) One Computer Room having (a) one Server; (b) 25 Client-Computers (with MS Office 2007 package); (c) one Printer, with required specifications;
- (ii) It should also have one back-up Server, 5 back-up Client-Computers (with MS Office 2007 package) & one back-up Printer;
- (iii) One Room for Online Verification of 25 Candidates per batch with Internet facility;
- (iv) Both the Computer Room and Verification Room should have AC facility and Internet facility.
- (v) Uninterrupted power supply with proper Genset;

- (vi) Potable water for the candidates as well as staff of the Commission;
- (vii) Separate toilet facilities for Male and Female candidates/staff;
- (viii) Easy accessibility of the Test Centre by train/bus;
- (ix) Proper parking facility for cars and two-wheelers.

3. The Commission is seeking the services of an outsourcing agency with adequate experience and technical personnel for conducting the Skill Test. The outsourcing agency will be responsible for providing technical support and adequate infrastructure including the following:-

- (i) Computer Room having required number of Server(s), Client-Computers with MS Office 2007 Package & Printer(s) alongwith required specifications, in good condition;
- (ii) Networking of the Client-Computers with the Server(s) and Printer(s);
- (iii) Provision of authentic Anti-virus software in both the Server(s) and Client Computers;
- (iv) Uploading SSC-NIC Softwares to be supplied by the Commission;
- (v) Taking print-out of answer scripts of the candidates through network Printer;
- (vi) Supplying date-wise/consolidated back-up files/text files of answer scripts, in CDs (in duplicate).

4. Inspection of Test Centre will be carried out by the Officer(s) of SSC before or after opening of Quotation to decide its suitability for the job.

5. Willing and experienced agencies may send their quotations in the enclosed proforma [Annexure] to this Office latest by 3.00 PM on 28th May, 2015. Quotation will be opened on the same day at 4.00 PM.

Yours faithfully,

(S Rajalakshmi)
Deputy Director

QUOTATION FOR CONDUCTING CPT

SI No	TEST	Items	Rate [in Rupees]	Remarks
1)	DEST	Word Processing Test using NIC Software. [2000 key depressions (app.400 words)]		Rates to be quoted per computer per day
2)	CPT	Module-I : Word Processing using NIC Software		
		Module-II : Spread Sheets on Microsoft Excel using MS Office 2007		
		Module-III : Generation of Slides (Power Point Presentation) using MS Office 2007		

Note.1: The rates should be inclusive of loading of softwares and document verification room.

Note.2: The all-inclusive rates should be quoted per client-computer irrespective of the number of candidates called per batch.