

## **Instructions to the Candidates for Computer Proficiency Test for Assistants in CSS**

1. The Commission will provide the Computer for the test.
2. The skill test in Computer Proficiency is a qualifying test only. It will consist of three Modules in the following manner:

<b>(I) Data Entry / Word Processing Test</b>	<b>: 2000 Key Depressions (approx 400 words)</b>
<b>(II) Test in Spread Sheets on Microsoft Excel</b>	<b>: 15 Minutes</b>
<b>(III) Test in PowerPoint (Microsoft PowerPoint)</b>	<b>: 15 Minutes</b>

3. Candidates are required to report to the Supervisor half-an-hour before the commencement of the test, or at the reporting time indicated on their Admission Certificate.
4. Candidates are required to bring attested copies of the following certificates/documents along with the originals thereof at the time of typewriting test failing which they may not be admitted to the test.
  - i) Metric or equivalent certificate in support of date of birth.
  - ii) Education Certificate in support of educational qualification.
  - iii) SC/ST/ExS/OBC certificate in the prescribed format issued by the competent authority.
  - iv) "No Objection" certificate if you are already in service.
  - v) A recent passport size photograph (to be pasted on the admission certificate).
5. Travelling and other expenses must be borne by the candidates themselves.
6. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
7. Candidates should type their particulars (Roll No., etc.) in the space provided on the screen, verify his/her personal details on the next screen and press the button 'CONFIRM'. He should familiarize himself on the Instructions available on Commission's website <http://ssc.nic.in>.
8. After completing typing of the running passage given for the Module I once, candidates should not re-type the passage. If spare time is available candidates may utilize the time for checking the typescript and making corrections.
9. When the printout of the passage typed by him is given to him he must write his roll no. and name on each page, sign and handover to the invigilator.
10. After the test of Module I is over, candidate will be given the exercise sheet of Module II (spreadsheet) which has to be completed in 15 minutes. The invigilator will announce the start and Stop time of the test. The candidate has to prepare spreadsheet as per the exercise given and then has to save it with filename with his roll number followed by CGL10. For example, if the roll number is 1000100100, the file should be saved with name 1000100100CGL10. Printout of the saved files should

be taken thereafter and signed by the candidate on each page with Roll number and Name clearly written on each page.

11. After the test of Module II is over, candidate will be given the exercise sheet of Module III (PowerPoint) which has to be completed in 15 minutes. The invigilator will announce the start and Stop time of the test. The candidate has to prepare presentation slides as per the exercise given and then has to save it as instructed above as well as print the same.
12. When the printout of the spreadsheet/ slides prepared and printed by him is given to him he must write his roll no. and name on each page, sign and handover to the invigilator.
13. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall. Candidates should not tear any sheet given to them
14. Immediately after the Module I test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the Data Entry passage given to him/her on a separate sheet and will have to put his/her name, Roll No. and signature at the end.
15. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
16. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
17. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
18. Silence must be observed in the Examination Hall.
19. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
20. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Commission may deem fit.
21. Any request for change in time/date/centre of the Computer Proficiency test will not be entertained by the Commission under any circumstances.
22. Exemption from proficiency test, if applicable, will need to be obtained from the Regional Director concerned. Absence from skill test without obtaining / seeking exemption will disqualify the candidate, though he/she may be entitled to such exemption.