Instructions to the Candidates for Computer Proficiency Test (CPT)   (For candidates already qualified DEST - Module –I) for Assistants in CSS

1. The Commission will provide the Computer for the test.

2. The skill test in computer Proficiency in a qualifying test only. It will consist of two Modules in the following manner:

   Module-2 : Test in Spread Sheets on Microsoft Excel   : 15 Minutes

   Module 3: Test in Power Point (Microsoft Power Point)   :   15 Minutes

3. Candidates are required to report to the Supervisor one hour before the commencement of the test, or at the reporting time indicated is their Admission certificate.

4. Candidates are advised to bring attested copies of the following certificates/documents   at the time of the CPT:

   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 border, the candidates should not shout of disturb others, but should remain seated quietly and inform the Invigilator.

7. The candidate will be given the exercise sheet of Module II, which has to be completed in 15 minutes. The invigilator will announce the Start and Stop time of the test. The candidates has to prepare spreadsheet as per the exercise given and then has to save it with file name with his roll number followed by CGL11. For example, if the roll no is 1000100100, the files should be saved with name 1000100100CGL11. Printout of the saved files should then be taken and signed by the candidates on each page with roll number and name clearly written on each page.

8. After the test of Module II in over, candidate will be given the exercise sheet of Module III (Power Point) 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.

9. 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.

10. 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.

11. Immediately after the test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the passage given to his/her on a separate sheet and will have to put his/her name, roll no. and signature at the end.

12. Every candidates will be supplied with a Attendance List 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.

13. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.

14. On completion of the test, they shall remain seated at their desk and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.

15. Silence must be observed in the Examination Hall.

16. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.

17. 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 of such other penalty as the Commission may deem fit.

18. Any request for change in time/date/centre of the Computer Proficiency test will not be entertained by the Commission under any circumstance.

19. Exemption from Proficiency test, if applicable, will need to be obtained from the Regional Director concerned. Absence from the test without obtaining/receiving directions on exemption will disqualify the candidate even if he is entitled to such exemption.

Combined Graduate level Examination 2011

Note on Computer Proficiency Test/Skill Test

Attention of the candidates is drawn to the **Note on Proficiency Test for Combined Graduate Level Examination** made available on SSC Website wherein inter alia it was stated that the test module on spread sheets and Power Point will be administered using Open Office. Commission has now decided to use Excel and Power Point for the modules. Hence, candidates are advised to familiarize themselves with Microsoft Office-2007.