## ADVERTISEMENT NO.236/2024

## CORRIGENDUM

With reference to this institute Advertisement No.236/20224, the syllabus for Domain Skill Test for the post of Senior Secretariat Assistant, to be read as under:-

### DOMAIN SKILL TEST FOR THE POST OF SENIOR SECRETARIAT ASSISTANT

The candidate should be able to demonstrate proficiency in:

1.  Computer based Typing test for 10 minutes in English at the speed of 40 w.p.m. (8% errors / mistakes only are allowed for qualifying).
    OR
    Typing test for 10 minutes in Hindi at the speed of 30 w.p.m. (8% errors / mistakes only are allowed for qualifying).

2.  Usage of MS-Excel.

3.  Preparation of presentation using MS-PowerPoint.

4.  Domain specific skills related to the post.

Note : (a) The total marks for the domain skill test = 50 (only for Item Nos. 2, 3, and 4)
(b) The Domain skill test is qualifying in nature, and candidate must score a minimum of 40% marks (only for Item Nos. 2, 3, and 4).

**Dean (Administration & Finance)**