

SCHEME FOR DOMAIN SKILL TEST
(for the post of Assistant Section Officer)

Dated : 5th Sept. 2024

Part-I : Administrative Test (25 marks)

Date of Test : 23rd September 2024 (Monday)

Duration of Test : 1 hour (60 minutes)

- Drafting a Letter/Noting, Circular etc.
- Typing / usage of MS word in English / Hindi

Part-II : MS-Excel and MS-PowerPoint Proficiency Test (25 marks)

Date of Test : 23rd September 2024 (Monday)

Duration of Test : 1 hour (60 minutes)

For the domain skill test, questions on **MS-Excel** (12½ marks) will be based on the following content:

1. Arranging data in appropriate rows and columns
2. Numeric Data Formatting
3. Application of different text formats like colouring, font, styles, alignment (wrap text, merging and centre) etc.
4. Creation of charts with description and labels
5. File Protection (workbook, sheet, cell)
6. Export and Import of different file formats
7. Creation of csv file
8. Application of header and footer and page layout tab options for setting margins for printing purpose
9. Applying sort and filter option, cell referencing, to same and different sheets in the same workbook.
10. Application of appropriate formulas and functions for data analysis, and transferring data to same and different sheets in the same workbook.

For the domain skill test, questions on **MS-PowerPoint** (12½ marks) will be based on the following content :

1. Use of Professional Design Template
2. Use of bullet points and paragraphs
3. Use of picture / hyperlink
4. Use of Visuals / charts / icons for enhancing understanding
5. Use of font, colour scheme, and layout in the slides
6. Incorporating multimedia elements for making the presentation more engaging
7. Highlighting key points
8. Use of simple transition and slide animation on different objects between slides using mouse click / timer

Note : Both the tests (Part-I and Part II) are qualifying in nature and it is mandatory for the candidate to appear and qualify both the test.



INSTRUCTIONS FOR DOMAIN SKILL TEST

(for the post of Assistant Section Officer)

Dated : 5th Sept. 2024

1. Any request for change in time/date/centre/medium of the test will not be entertained under any circumstances.
2. Carefully read the instructions given in order to avoid disqualification. After reading the instructions carefully, click on the check box to proceed.
3. The domain skill test comprises of two parts : **Part I** – Administrative Test and **Part II** – MS-Excel and MS-PowerPoint Proficiency Test. Both the tests are qualifying in nature and it is mandatory for the candidate to appear and qualify both the test. **MS-Office 2013 version will be used.**
4. The Administrative Test (**Part-I**) comprising of letter drafting, note preparation, issuing circular / office order, etc. and MS-Excel and MS-PowerPoint Proficiency Test (**Part-II**) comprises of using MS-Excel and MS-PowerPoint will be held on **23.09.2024** on the same day and in one sitting.
5. For Administrative Test (**Part-I**), a question paper will be given and the candidate will be required to answer those questions using MS-Word in one hour duration. Allocation of marks will be indicated at the end of each question.
6. For MS-Excel and MS-PowerPoint Proficiency Test (**Part-II**) a question paper will be given at the end of the first hour (**Part-I**) and the candidate will be required to answer those questions using MS-Excel and MS-PowerPoint in next one hour duration. Allocation of marks will be indicated at the end of each question.
7. Periodically use Save Option with file name as Roll No. in Word/Excel/Power Point. One can switch from (Word/Excel/Power Point) anytime during Examination Time.
8. After completion of the test, the soft copy and print out of the candidate work/file will be taken, which the candidate will sign it and submit to the invigilator.
9. The candidate should check the computer before starting the test for any problem related to keyboard, mouse etc.
10. Test keyboard layout of English will be available in English (US) only.
11. Be patient during examinations and keep calm. You can contact the invigilator for any problem, such as:-
 - i. Key-board error
 - ii. Machine automatic shutdown
 - iii. Power interruption
 - iv. Artificially expiring session
12. Your candidature can be revoked if you disturb the peace or in some way disrupt the examination or adopt wrong methods / using restricted electronic gadgets such as



Bluetooth device, mobile phone, electronic watch, camera etc. for which legal action may be taken.

13. No internet access will be provided to the candidate during the examination. Any candidate found using internet will be disqualified by the Examination Conducting Authority.
14. Candidates will not be allowed to leave the Examination Hall till the end of the examination.
15. The candidate may note that there is no provision of re-test or re-evaluation in the domain skill test.
16. Smoking / chewing tobacco in the Examination Hall is strictly prohibited.
17. Every candidate will be supplied with a photo bearing attendance Sheet with his / her Roll number. He / She will be required to sign before the beginning of the Test.
18. **Candidate digital photograph and thumb impression shall be captured at the examination centre.**
19. Frisking at the examination venues will be carried out by the security personnel. You must reach the examination centre well in time.
20. The mere fact that appearing in the domain skill test does not imply that the entries made by you in your application for the appointment in NITTTR, Chandigarh have been accepted as true and correct.
21. Impersonation (to assume the identity of another with intent to deceive) is forbidden. Such persons will be handed over to local police for further action.
22. The examination centers will be under surveillance of CCTV.

