SCHEME FOR DOMAIN SKILL TEST
(for the post of Senior Secretariat Assistant)

Dated : 5th Sept. 2024

Part-I : MS-Excel and MS-PowerPoint Proficiency Test

Date of Test   : 22nd September 2024 (Sunday)

Duration of Test   : 1 hour (60 minutes)

For the domain skill test, questions on **MS-Excel** (25 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. Applying sort and filter option, cell referencing, to same and different sheets in the same workbook
5. Creation of charts with description and labels
6. Application of header and footer and page layout tab options for setting margins for printing purpose
7. Application of appropriate formulas and functions for data analysis

For the domain skill test, questions on **MS-PowerPoint** (25 marks) will be based on the following content :

1. Use of Professional Design Template
2. Use of bullet points and paragraphs
3. Use of Visuals / charts / icons for enhancing understanding
4. Use of picture / hyperlink
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

Part-II : Computer Typing Speed Test

Date of Test   : 22nd September 2024 (Sunday)

Duration of Test   : 10 minutes

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.*

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INSTRUCTIONS FOR DOMAIN SKILL TEST
(for the post of Senior Secretariat Assistant)

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.

3. The domain skill test comprises of two Parts : **Part I** – MS-Excel and MS-PowerPoint Proficiency Test and **Part II** – Computer Typing Speed 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 MS-Excel and MS-PowerPoint Proficiency Test (**Part I**) comprises of using MS-Excel and MS-PowerPoint and Computer Typing Speed Test (**Part II**) will be held on **22.09.2024** on the same day.

5. In the MS-Excel and MS-PowerPoint Proficiency Test, a question paper will be given and the candidate will be required to answer those questions using MS-Excel and MS-PowerPoint in one hour duration. Allocation of marks will be indicated at the end of each question.

6. After completion of MS-Excel and MS-PowerPoint Proficiency 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.

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. For Computer Typing Speed Test (duration 10 minutes), the displayed text on desktop computer is to be typed in English only as opted by the candidate in the online application form.

9. Candidates opting for **English medium** should have minimum typing speed of 40 w.p.m. which corresponds to 12000 key depressions per hour. Candidates who have opted for **Hindi medium** should have minimum typing speed of 30 w.p.m. which corresponds to 9000 key depressions per hour.

10. After the candidate logs into the system, mock typing test has to be started and completed in 2 minutes wherein candidate will check keyboard and key operation. There will be break time of 10 minutes after the mock test. If any candidates' system keys are not working, it has to be immediately reported to the invigilator during the break and get it rectified. The actual typing test will begin after the break time. The break time can be extended beyond the prescribed duration till all issues of hardware system are resolved.

11. Typing Test keyboard layout of English will be available in English (US) only and font will be Times New Roman with font size of 12.
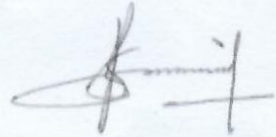
12. Do not use any special key or any other key at the time of the examination, which shall not be necessary for the typing of words given in the displayed text. Do not type any special character / symbol except those mentioned in the displayed text.

13. Type word / words mentioned in the displayed text without any errors. When typing a word, use Backspace key and arrow keys to fix that word within typed text.

14. 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. Browser crash
    v. Artificially expiring session

15. 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.

16. Clock has been installed on the server to indicate the remaining time for the exam expiry in the countdown timer of your computer screen.

17. Typing test will be submitted automatically as per the given time.

18. 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.

19. Candidates will not be allowed to leave the Examination Hall till the end of the examination.

20. The candidate may note that there is no provision of re-test or re-evaluation in the domain skill test.

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

22. Every candidate will be supplied with a photo bearing attendance Sheet with his / her Roll number. He / She will be required to sign it before the beginning of the Test.

23. **Candidate digital photograph and thumb impression shall be captured at the examination centre.**

24. Frisking at the examination venues will be carried out by the security personnel. You must reach the examination centre well in time.

25. 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.

26. 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.

27. The examination centres will be under surveillance of CCTV.

Don'ts

1. Don't use any other key or key combination apart from those that is required to type the given text.

2. Don't enter any special character / symbol other than mentioned in the provided text. (This could skip words, lead to typing error, could be evaluated as typing mistake).

3. Don't press back space or any other key once the test is submitted and summary is displayed.

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COMPUTER TYPING SPEED TEST INSTRUCTIONS
(for the post of Senior Secretariat Assistant)

Dated : 5th Sept. 2024

1. The duration of the Hindi and English typing test will be of 10 minutes.

2. The Hindi and English typing test will be conducted on the computer using typing software. The English typing test will be evaluated by the software and result will be displayed instantly, including all the typing errors.

3. The Candidates are supposed to type the text exactly as provided in the given chunks of text.

4. To clear the test, the candidate must have a minimum **Net typing Speed** of **40** words per minute. Maximum **8%** mistakes would be permissible to pass the test, meaning thereby that at least **92%** accuracy is required in addition to the typing speed.

5. Proper care has to be taken for spaces while typing punctuation marks. Wrong spacing of punctuation marks will be treated as space error.

6. Some of the keys of the keyboard, which are not relevant to the typing test software, would remain non functional during the typing test.

7. The typing software records all key combinations pressed by the candidate during typing test. Candidate is strongly advised not to press any illegal combinations such as Microsoft Windows Key combinations like Windows + L, Ctrl + Alt + Del, etc. In such cases candidate will be responsible for the loss of time or any other inconvenience caused. No extra time or chance will be given in such case.

Typing speed related instructions :

1. Definition of a "word" has been standardized to five characters, including spaces and punctuation.

2. The passage given for typing will be displayed on the screen in chunks of 3 lines of text, and the candidate has to type the matter **exactly**. Extra words (not found in the text) and characters typed by the candidate will be considered as mistakes. Omission of any punctuation mark will also be treated as a mistake.

3. Each chunk of text will contain approximately **42-44** words and after typing **80% of text** in current chunk, candidate can use the Enter key or down arrow key to move to next chunk of text. There is penalty for skipping the words, so candidate should take care that all the words given in the chunk are typed. For editing the text, Up arrow key can be used to move to previous line while PgUp and PgDn keys can be used to move to previous or next chunks of text.

4. Spaces, numbers, letters, punctuation and enter key are all counted as characters for calculating gross speed, **but extra spaces, extra enter keys and any function keys such as Shift, Alt or Backspace will not be counted.**

5. **Calculation of Errors**

   i) Full mistakes:
   - Omission of any word
   - Substitution of any wrong word
   - Addition of any wrong / Extra word not found in the passage

   (ii) Half mistakes:

   - Spacing errors: Where no space is provided between two correctly typed words or a correctly typed word is split into two words due to space.

6. **Typing speed and accuracy percentage are calculated as follows:**
   - Gross characters = total number of characters typed
   - Error characters = number of mistakes x word length (i.e. 5)
   - Net characters = Gross characters – Error characters
   - Gross speed (in words per minute) = Gross characters / (word length × test duration) (in minutes)
   - Net speed (in words per minute) = Net characters / (word length × test duration) (in minutes)
   - Accuracy Percentage = (100 × Net characters) /Gross characters.
   - **Note** :– Gross speed / Net Speed is always in integer, the decimal part is truncated. So for example, if the Gross characters typed in 10 minutes are 298, then the Gross Speed = 29 and **not 29.8**

7. For incorrect words, the extra characters typed, which are more than the length of the reference word, are ignored for determining the gross speed.

8. For extra words typed, irrespective of the characters typed in the word, the characters to be considered for gross speed are 5.

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