INSTRUCTIONS FOR DOMAIN SKILL TEST
(For the post of Section Officer Grade-II vide Advt. No. 232/2024)

1. Any request for change in time/date/centre/medium of the test will not be entertained under any circumstances.

2. Carefully read the following instructions in order to avoid disqualification.

3. The domain skill test comprises of two parts : **Part-I** – Administrative Proficiency 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 tests. **MS-Office 2013 version will be used.**

4. The Administrative Proficiency Test **(Part-I)** shall comprise of letter drafting, note preparation, drafting circular / office order, etc. and MS-Excel and MS-PowerPoint Proficiency Test **(Part-II)** shall comprise of testing use of MS-Excel and MS-PowerPoint and test will be held on **12.01.2025** on the same day and in one sitting.

5. For Administrative Proficiency Test **(Part-I)**, a question paper will be given and the candidates will be required to answer questions using MS-Word in one hour duration. Allocation of marks will be indicated at the end of each question only.

6. For MS-Excel and MS-PowerPoint Proficiency Test **(Part-II)**, a question paper will be given along with the question paper of **Part-I** and the candidates will be required to answer the questions of MS-Excel and MS-PowerPoint in one hour duration. Allocation of marks will be indicated at the end of each question.

7. Images / Data / File required to be used for MS-Excel and MS-PowerPoint will be made available in a folder on the candidate's desktop.

8. Periodically use Save Option with file name as Roll No. in Word / Excel / PowerPoint. One can switch from (Word / Excel /PowerPoint) anytime during Examination Time.

9. After completion of the test, the soft copy and print out of the candidate work / file will be taken, on which the candidates will be required to sign and submit to the invigilator.

10. The candidate should check the computer before the start of the test for any problem related to keyboard, mouse etc.

11. Test keyboard layout of English will be available in English (US) only.

12. Be patient during examination 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

13. Your candidature can be revoked if you disturb the peace or in any 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 can also be initiated.

14. No internet access will be provided to the candidate during the examination. Any candidate found using internet will be disqualified by the Examination Conducting Committee.

15. Candidates will not be allowed to leave the Examination Hall till the completion of the examination.

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

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

18. 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.

19. **Digital photograph and thumb impression of the candidate shall be captured at the examination centre.**

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

21. The mere fact of 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.

22. 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.

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

Note: MS Office 2013 version will be used.

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