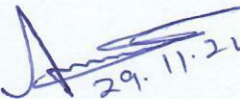**DOMAIN SKILL TEST FOR THE POST OF SECTION OFFICER Gr-II (Advt. No. 232/2024)**

| Topics | Total Marks: 50 |
|---|---|
| The candidate should be able to demonstrate proficiency in : <br> 1. Preparation of appropriate note and noting on given administrative / financial / academic case/legal matters, etc. <br> 2. Typing / usage of MS-Word in English / Hindi. <br> 3. Usage of MS-Excel sheets for data managements / calculations. <br> 4. Preparation of presentation using MS-PowerPoint. | Domain skill test is qualifying in nature, and candidate must score a minimum of 40% marks. |

****

29.11.24

Dean (A & F)