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

Part-I : **Administrative Proficiency Test (25 marks)**

Date of Test   : 12th January 2025 (Sunday)
Duration of Test   : 1 hour (60 minutes)

- Preparation of appropriate note and noting on given administrative / financial / academic case / legal matter, etc.
- Typing / usage of MS-Word in English / Hindi

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

Date of Test   : 12th January 2025 (Sunday)
Duration of Test   : 1 hour (60 minutes)

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

1. Arranging data in appropriate rows and columns with proper alignment, row height, and column width.
2. Data Formatting in detail
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. Use of Macros
9. Application of header and footer and page layout tab options for setting margins
10. Applying sort and filter option, cell referencing to same and different sheets in the same workbook.
11. Application of appropriate formulas and functions for data analysis, and transferring data to same and different sheets in the same workbook.
12. Margin setting and taking printout of the worksheet on single page

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

1. Use and editing of Professional Design Template / background
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, layout in the slides, image border, background, and types of alignment
6. Incorporating multimedia elements for making the presentation more engaging
7. Highlighting key points
8. Use of transition and slide animation on different objects between slides using mouse click / timer
9. Application of header and footer and page layout tab options for setting margins

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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