

COMPUTER BASED PROFICIENCY/PRACTICAL TEST

(JUNIOR ASSISTANT)

Important Guidelines for Computer Proficiency/Practical Test

1. The computer practical test assesses candidates' proficiency and knowledge in using office suites and databases. Candidates will be required to complete tasks such as typing/reproducing a letter, passage, or paragraph of about 80–120 words in MS Word, creating presentation slides in MS PowerPoint, and preparing a table in MS Excel within the allotted time.
 2. All questions are compulsory and the duration of the test is 30 minutes, carrying a total of 10 marks.
 3. The test will be conducted using MS Office 2010 on the Windows 10 platform.
 4. The marks allotted to each question will be indicated at the end of the question in brackets. There is no negative marking.
 5. In case of a computer malfunction, candidates should remain seated quietly and inform the Invigilator without causing disturbance.
 6. After completing the test, candidates must not re-type the text. If time permits, they should use it to check and correct their work.
 7. Carrying calculators, slide rules, mobile phones, smart watches, or similar electronic devices inside the examination hall is strictly prohibited.
 8. Each file is automatically generated and saved using your **Roll Number**.
 9. **Do not rename the file** under any circumstances.
 10. Your **Roll Number and Name will appear by default in the file header**—do not remove or edit this information.
 11. While answering, **press CTRL + S frequently to save your work**. Do not use "Save As" at any point.
 12. **Complete all questions in a single file** using the designated application (Word, PowerPoint, or Excel), as specified in the question
 13. Candidates shall not be permitted to leave the Examination Hall/Lab until the expiry of the Test.
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COMPUTER BASED PROFICIENCY/PRACTICAL TEST

Candidate User Interface

STEP – 1: Candidate Login Page

SecuCPT 10.5.4 - APRIL 2025

SKILL TEST

Candidate Login

Roll Number

Password

PIN

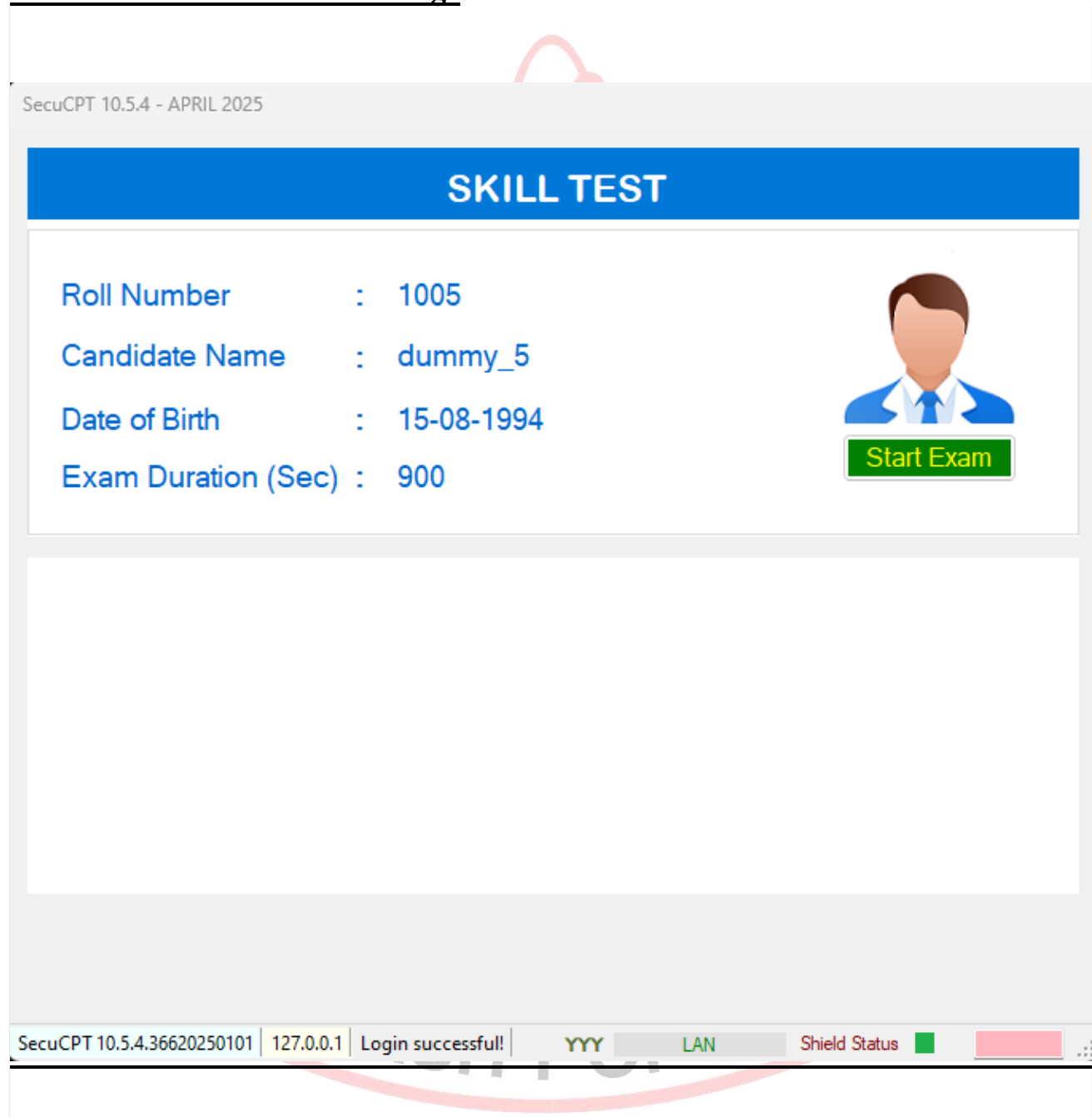
SecuCPT 10.5.4.36620250101 | 127.0.0.1 | Status | YYY | LAN | Shield Status ■ ■

Note: Please ensure you correctly **enter the Roll Number, Password, and PIN**. After filling in all the required details, click on "**Submit**" to begin the examination.

COMPUTER BASED PROFICIENCY/PRACTICAL TEST

Candidate User Interface

STEP – 2: Candidate Profile Page



The screenshot displays the 'SKILL TEST' interface for a candidate. At the top, the version 'SecuCPT 10.5.4 - APRIL 2025' is shown. The main section has a blue header 'SKILL TEST'. Below it, candidate details are listed: Roll Number (1005), Candidate Name (dummy_5), Date of Birth (15-08-1994), and Exam Duration (900 seconds). To the right of these details is a placeholder for a profile picture and a green 'Start Exam' button. The bottom status bar shows system information: 'SecuCPT 10.5.4.36620250101 | 127.0.0.1 | Login successful! | YYY | LAN | Shield Status' with a green indicator.

SKILL TEST	
Roll Number	: 1005
Candidate Name	: dummy_5
Date of Birth	: 15-08-1994
Exam Duration (Sec)	: 900



[Start Exam](#)

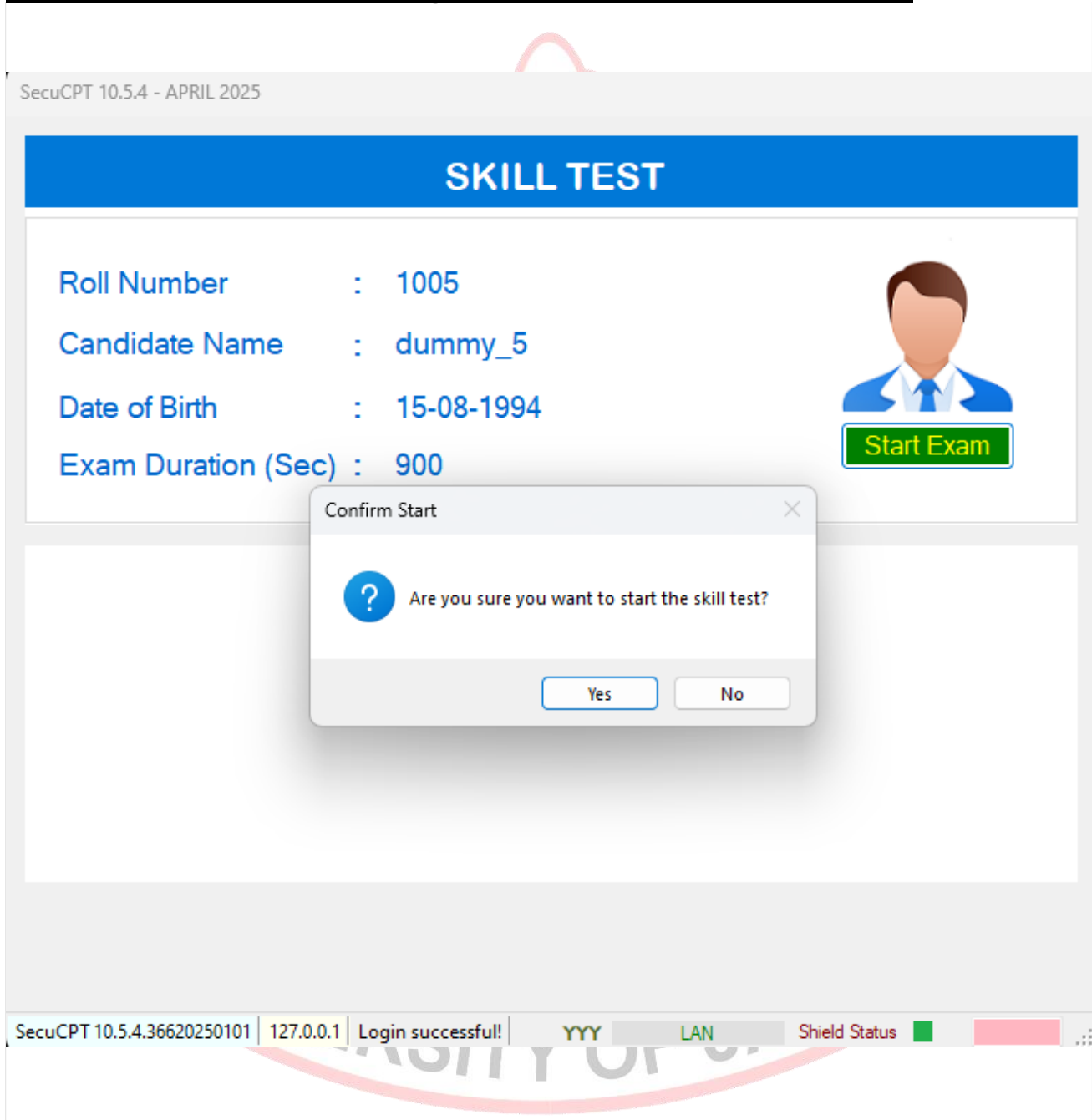
SecuCPT 10.5.4.36620250101 | 127.0.0.1 | Login successful! | YYY | LAN | Shield Status 

Note: The candidate's **profile details** along with the **exam duration** will be displayed. Click on the "**Start Exam**" button to begin the examination.

COMPUTER BASED PROFICIENCY/PRACTICAL TEST

Candidate User Interface

STEP – 3: Candidate Profile Page & While Click on START EXAM

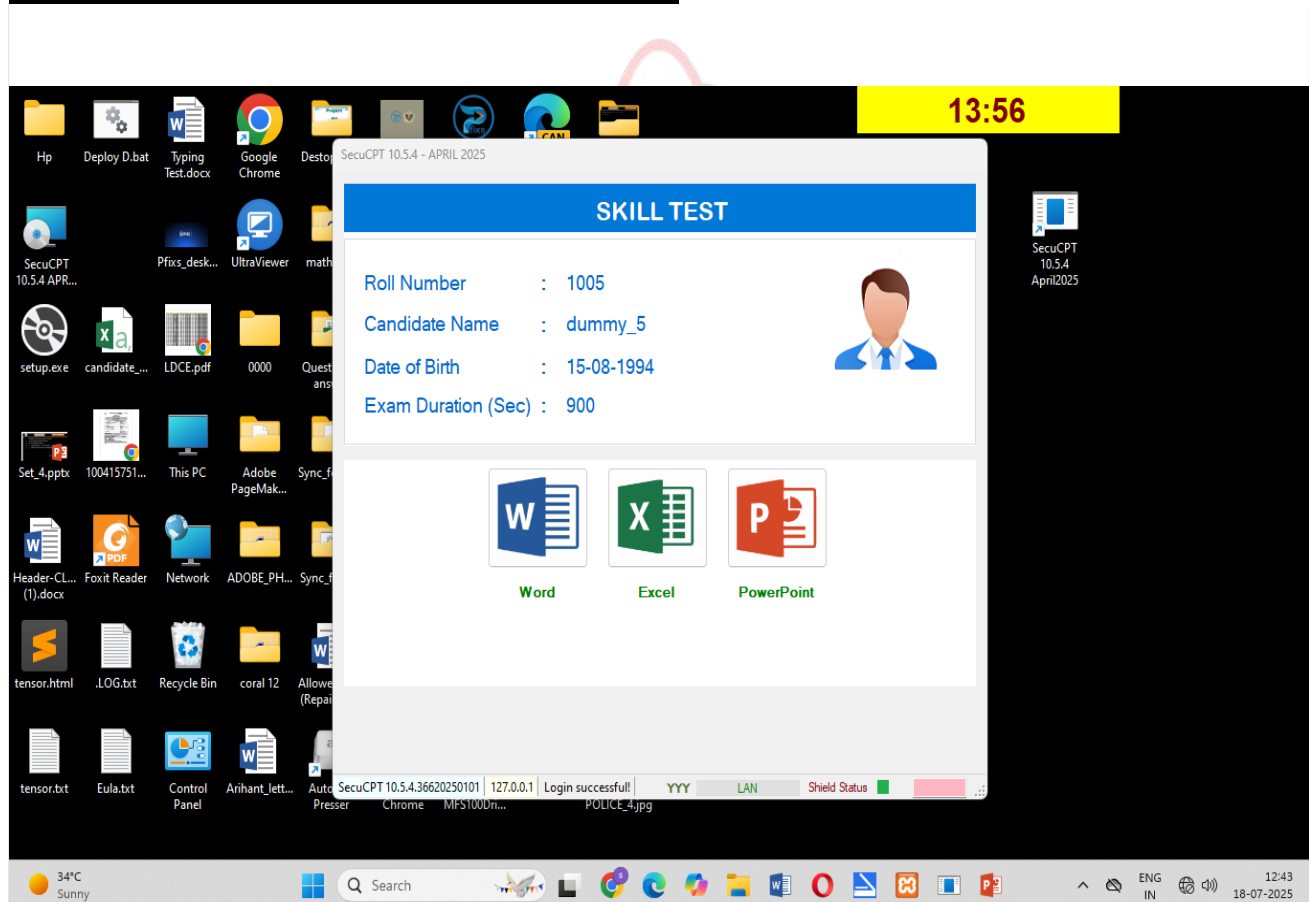


Note: As soon as you click on the "Start Exam" button, your **exam timer will begin**. You will also see buttons to open **Word, Excel, and PowerPoint** files. Click on each to open the respective file and **answer the questions as instructed**. While working, press **Ctrl + S** regularly to save your work.

COMPUTER BASED PROFICIENCY/PRACTICAL TEST

Candidate User Interface

STEP – 4: POST Click on START EXAM

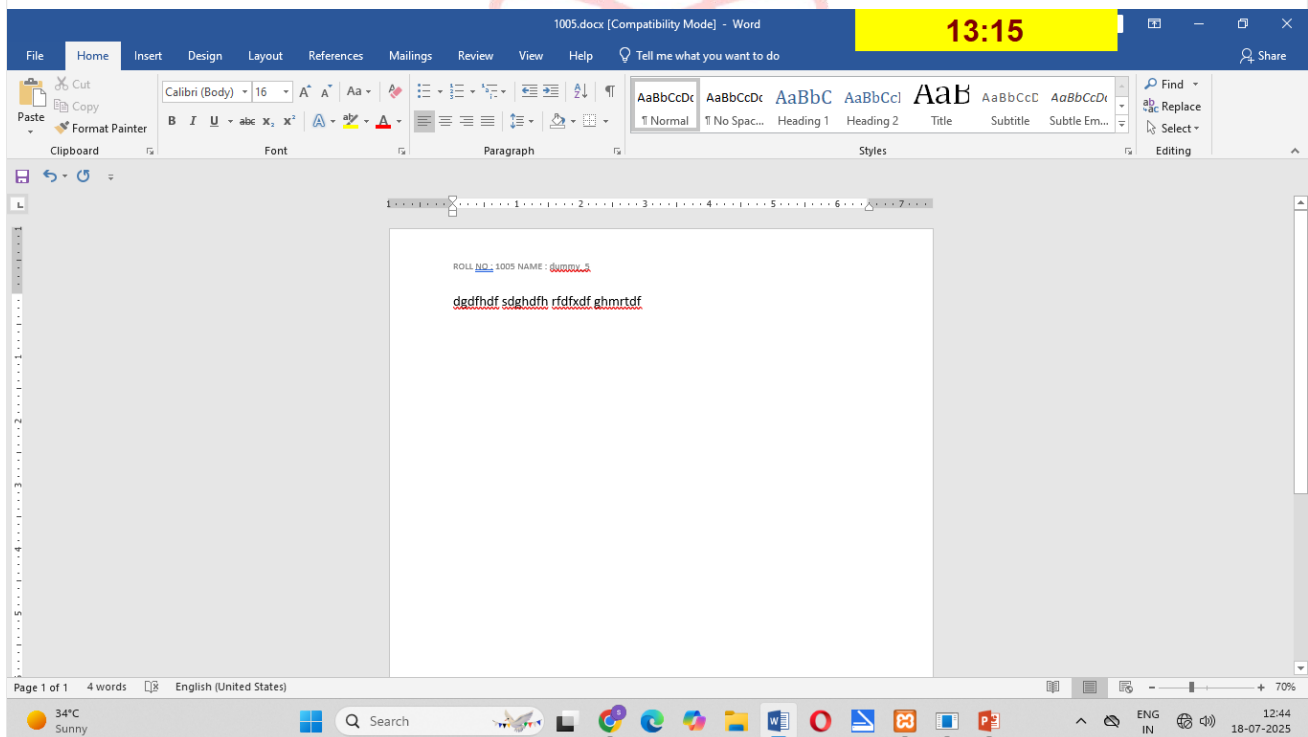


Note: As soon as you click on the "Start Exam" button, your exam timer will begin. You will also see buttons to open **Word, Excel, and PowerPoint** files. Click on each to open the respective file and **answer the questions as instructed**. While working, press **Ctrl + s** regularly to save your work.

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Candidate User Interface

STEP – 5: POST Click on START EXAM – Click on (MS WORD), Its Choice you can start any thing either its MS Word, PowerPoint, or Excel

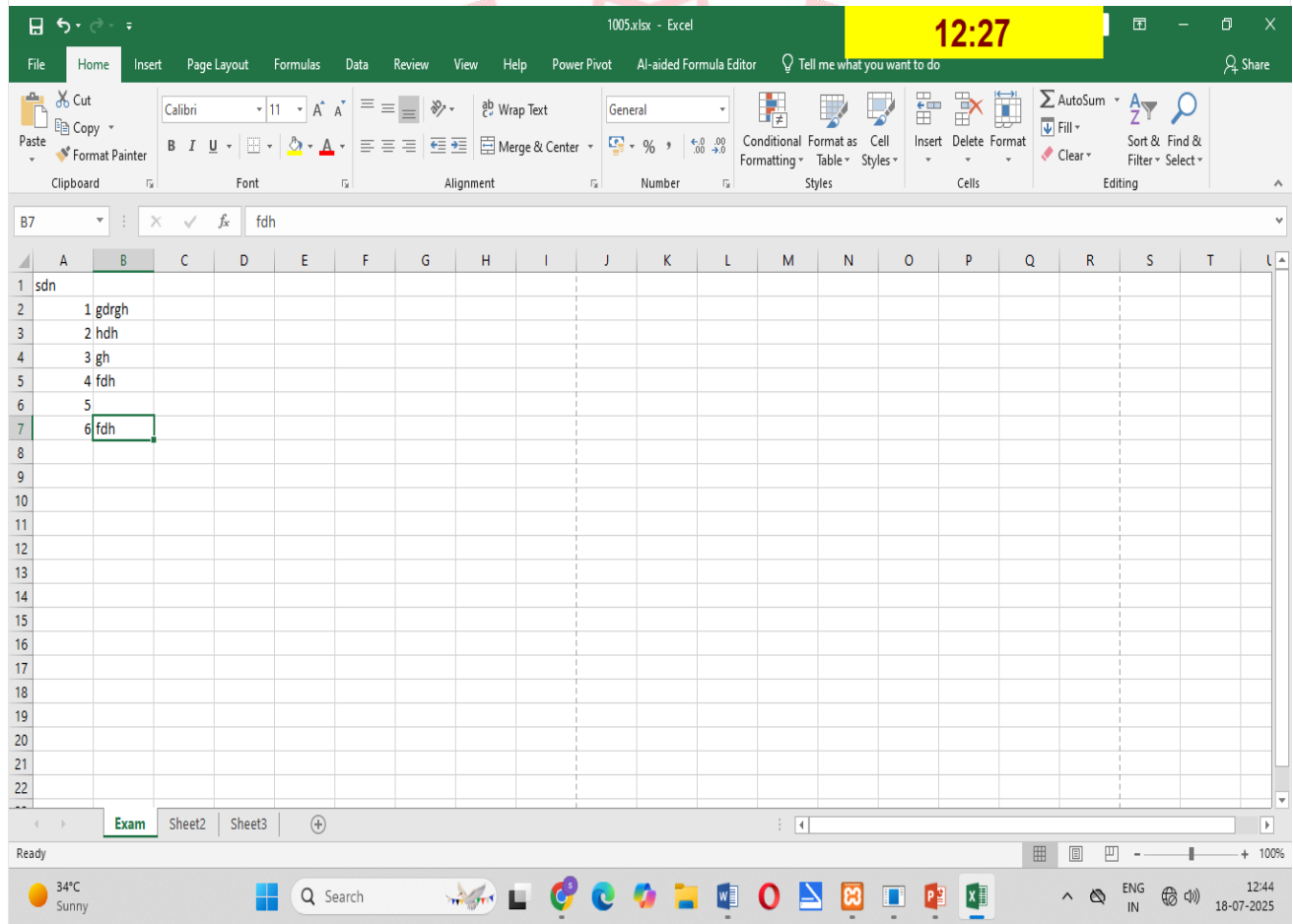


Note: By clicking on the **Word file icon**, your file will open in **2–3 seconds**. You must **answer the questions** in the file and **save your work using Ctrl + S**. Once completed, **close the file** and then **open the next file (Excel)**. Follow the **same process** for Excel and PowerPoint files as well.

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Candidate User Interface

STEP – 5: (Excel)

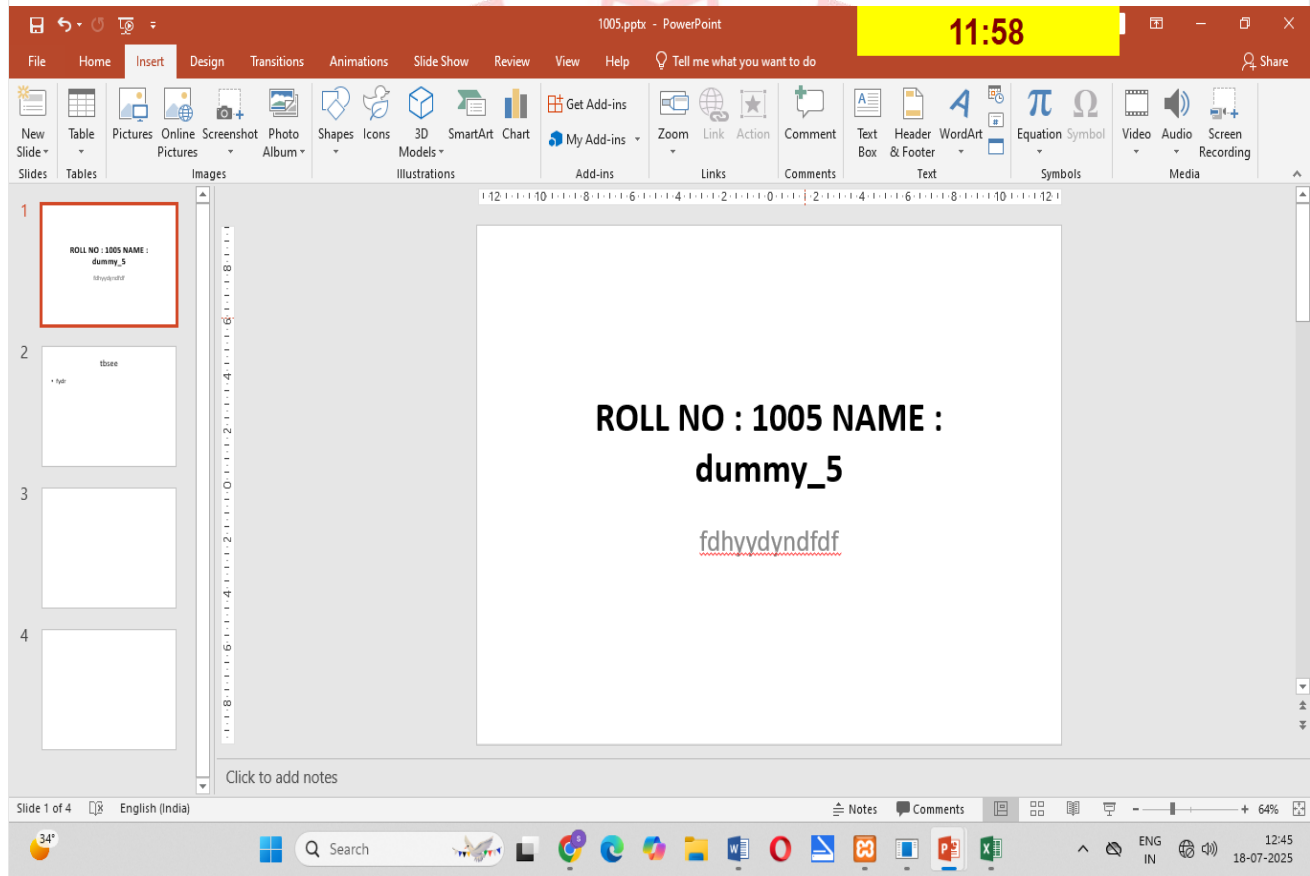


Note: The Excel module exam will begin, and the timer will be displayed in the top-right corner (Total Exam Duration Left) of the screen. While working on the file, make sure to save your progress regularly by pressing **Ctrl + S**.

COMPUTER BASED PROFICIENCY/PRACTICAL TEST

Candidate User Interface

STEP – 5: (PowerPoint)



Note: The PowerPoint module exam has started, and the timer is displayed in the top-right corner (Total Exam Duration Left) of the screen. While working on the file, ensure you save your progress regularly by pressing **Ctrl + S**.

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Candidate User Interface

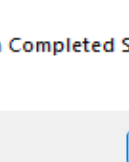
STEP – 5: Submission of Examination

SecuCPT 10.5.4 - APRIL 2025

SKILL TEST

Roll Number	:	1005
Candidate Name	:	dummy_5
Date of Birth	:	15-08-1994
Exam Duration (Sec)	:	900





Word Excel PowerPoint

Success

Exam Completed Successfully

OK

SecuCPT 10.5.4.36620250101 | 127.0.0.1 | Login successful! | YYY | LAN | Shield Status ■

Note: After completing **all modules** of the exam, a message will appear saying "**Exam Completed Successfully.**" Click on the "**OK**" button to confirm and finalize your submission.

THANK YOU

ALL THE BEST FOR YOUR UPCOMING EXAMINATION
