

Syllabus for Computer Competency Test Examination (with books) –

Marks- 200

Pass Marks- 100

Time- 1 Hrs 30 min

In this paper, the candidates would be invited to the BIPARD Test Centres where his functional knowledge of computers would be tested. In the computer lab, computer would be provided to him/her. This is aimed at examining whether the candidate is capable of discharging official business through the use of computers. The candidate would be asked to do the following:-

1. The ability to send and receive e-mails including group e-mails.
2. The ability to send and receive files through e-mails.
3. The ability to type letters (either Hindi or English) and send it as an attachment through e-mail.
4. The ability to use all the features of MS Word.
5. Ability to create departmental statistics in excel file. The use of excel file will also include:-
 - i. Creation of tables and spreadsheets.
 - ii. Addition, subtraction, multiplication, division etc.
 - iii. Drawing graphs using the excel data.
6. Ability to prepare a Power Point presentation.
7. Ability to do Net Browsing and use search engines like google.
8. Ability to use social media including twitter, facebook, whatsapp etc.