

**Instruction to the Candidates for Computer Proficiency Test for Assistant in CSS**

1. The Commission will provide the Computer for the test
2. The Skill test in Computer Proficiency is a qualifying test only. It will consist of three Modules in the following manner:
  - (I) **Word Processing Test** : **2000 Key Depressions**
  - (II) **Test in spread Sheets on Microsoft Excel** : **15 Minutes**
  - (III) **Test in Power Point (Microsoft Power Point)** : **15 Minutes**
3. Candidates are required to report to the Supervisor half-an-hour before the commencement of the test; or at the reporting time indicated on their Admission Certificate.
4. Candidates are required to bring attested copies of the following certificate/documents along with the originals thereof at the time of typewriting test along with such other documents as may be prescribed by the regional office, failing which they may not be admitted to the test.
  - i) Matric of equivalent certificate in support of date of birth,
  - ii) Education Certificate in support of educational qualification.
  - iii) SC/ST/Exs/OBC certificate in the prescribed format issued by the competent authority.
  - iv) “No Objection” certificate if you are already in service.
  - v) A recent passport size photograph.
  - vi) Photo bearing identification.
5. Traveling and other expenses must be borne by the candidates themselves.
6. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
7. Candidates should type their particular (Roll No., etc.) in the space provided on the screen, verify his/her personal details on the next screen and press the button “CONFIRM”. He should familiarize himself on the instructions available on Commission’s website <http://ssc.nic.in> .
8. After completing typing of the running passage given for Module-I once, candidates should not re-type the passage. If spare time is available candidates should utilize the time for checking the typescript and making corrections.
9. When the printout of the passage typed by him is given to him he must write his roll no. and name on each page, sign and handover to the invigilator.

10. Immediately after the Module-I test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the Data Entry passage given to him/her on a separate sheet and will have to put his /her name, Roll No. and signature at the end.
11. After the test of Module-I is over, candidate will be given the exercise sheet of Module-II (spreadsheet) which has to be completed in 15 minutes. The invigilator will announce the start and stop time of the test. The candidate has to prepare spreadsheet as per the exercise given and then save it with file name as prescribed in the exercise sheet. Printout of the saved files should be taken thereafter and signed by the candidate on each page with Roll number and Name clearly written on each page.
12. After the test of Module II is over, candidate will be given the exercise sheet of Module III (Power Point) which has to be completed in 15 minutes. The invigilator will announce the start and stop time of the test. The candidate has to prepare presentation slides as per the exercise given and then save it as instructed above as well as print the same.
13. Exercise sheets for Module-II and Module III contain instructions for typing Roll number and Name as part of the Excel Sheet and Power Point slide. Exercise sheet print outs without correct and clear roll number, name and signature will not be evaluated and awarded zero mark.
14. When the printout of the spreadsheet/slides prepared and printed by him is given to him he must write his roll no. and name on each page, sign and handover to the invigilator. Print outs without hand written roll number, name and signature will be rejected outright and awarded zero mark.
15. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall. Candidates should not tear any sheet given to them.
16. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thump impression before the beginning of the Test.
17. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
18. On completion of test, they shall remain seated at their desks and with until their scripts are collected and accounted for. They must not type, write or erase after the expiry of allotted time.
19. Silence must be observed in the Examination Hall.
20. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
21. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Commission may deem fit.
22. Any request for change in time/date/centre of the Computer Proficiency test will not be entertained by the Commission under any circumstance.

23. Exemption from proficiency test, if applicable, will need to be obtained from the Regional Director concerned. Absence from skill test without obtaining / seeking exemption will disqualify the candidate, though he / she may be entitled to such exemption.

**Instructions to the Candidates for**

**Data Entry Test for Tax Assistants/Data Entry Operators**

1. The Commission will provide the Computer for the test. No candidate will be allowed to bring his own key board.
2. The skill test in Data Entry is a qualifying test only. It will consist of one paper on running matter in the following manner:

<b>Post</b>	<b>Skill Test Norms</b>
<b>Tax Assistants</b>	<b>Data Entry of approx 8000 Key Depressions  (Time Allowed – 15 minutes)</b>
<b>Data Entry Operators</b>	

3. Candidates are required to report to the Supervisor half-an-hour before the commencement of the test, or at the reporting time indicated on their Admission Certificate.
4. Candidates are required to bring attested copies of the following certificates/documents along with the originals thereof at the time of the skill test along with other documents, if any, prescribed by the Regional Offices, failing which they may not be admitted to the test.
  - a. Matriculation or equivalent certificate in support of date of birth.
  - b. Education (Degree) Certificate in support of educational qualification.
  - c. SC/ST/ExS/OBC certificate in the prescribed format issued by the competent authority.
  - d. “No Objection” certificate if you are already in service and are claiming age relaxation as a Central Government Civilian Employee. NOC will not be required if no age relaxation is sought.
  - e. A recent passport size photograph (to be pasted on the admission certificate), if the regional office instructs so.

5. Travelling and other expenses must be borne by the candidates themselves.
6. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
7. Candidates should type their particulars (Roll No., etc.) in the space provided on the screen, verify his/her personal details on the next screen and press the button 'CONFIRM'. He should familiarize himself on the Instructions available on Commission's website <http://ssc.nic.in>.
8. After completing typing of the running passage once, candidates should not re-type the passage. If spare time is available, candidates should utilize the time for checking the typescript and making corrections.
9. Immediately after the test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the Data Entry passage given to him/her on a separate sheet and will have to put his/her name, Roll No. and signature at the end.
10. Candidates should not tear any sheet given to them. When the printout of the passage typed by him is given to him he must write his roll no. and name on each page, sign and hand over to the invigilator.
11. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.
12. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
13. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
14. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
15. Silence must be observed in the Examination Hall.
16. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.

17. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Commission may deem fit.
18. Any request for change in time/date/centre of the Data Entry test will not be entertained by the Commission under any circumstances.
19. Candidates must start typing from the beginning of the question paper and must complete the whole passage.
20. A candidate including to Orthopedically Handicapped category who claims to be permanently unfit to take the Data Entry test because of his/her physical disability may **with the prior approval of the Staff Selection Commission** be exempted from the requirement of appearing and qualifying at such test provided such a candidate submits a Certificate in the prescribed format to the Commission from the competent Medical Authority i.e., the Civil Surgeon declaring him/her to be permanently unfit for the Data Entry Test because of a physical disability. No exemption is available from CPT.
21. In case a PH candidate obtains exemption from the Skill Test as above, he/she will be considered for the post of Tax Assistant in CBDT only. For the post of Tax Assistant in CBEC, skill test is compulsory. Similarly, for the post of DEO skill test is compulsory and no exemption is applicable.
22. A candidate who submits a Medical Certificate from the Medical Board attached to RC for OH persons or from the Medical Board attached to Special Employment Exchange for PH persons his/her claim for exemption from Typewriting Test would be accepted. However, a candidate who submits Medical Certificate from Civil/Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.
23. Absence from skill test without obtaining / seeking exemption from the concerned Regional Director will disqualify the candidate, though he/she may be entitled to such exemption.