

Maharaja Ranjit Singh Punjab Technical University, Dabwali Road Bathinda.

(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015)

SYLLABUS FOR COMPUTER PROFICIENCY TEST

Though the tentative syllabus of computer proficiency is well known. However as some candidates insist on the possible syllabus. Therefore the syllabus of the computer proficiency test will be as follows:

Computer Awareness: Introduction of Computer and History, Operating Systems, PC and System Software, Computer Network, Computer Devices, Windows, MS Word: MS Excel, MS Power Point, Security Aspects for PC, E world, Various uses of computers

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INSTRUCTION FOR COMPUTER PROFICIENCY TEST ON 15/11/2016 AT 03:00

PM

1. Test will be conducted offline but it will be of multiple choice. Candidates has to encircle the correct answer options (a), (b), (c), (d) with blue ink only. (Pencil is not allowed)
2. If the candidate does not want to attempt the questions, he/she will have to fill the option (e). [that is, not attempted]
3. There will be 45 questions
4. There will be negative marking. For wrong questions attempted $1/4^{\text{th}}$ of marks will be deducted.
5. If no option is encircled (selected) it will be treated as wrong answer. So it advised that if a candidate does not want to attempt the question, he/she should encircle the option (e).
6. A candidate cannot give more than one answer (options), if a candidate give (encircle) more than one option, it will be treated as wrong answer.
7. Candidate will not be allowed to carry any electronic device, wallet etc in the examination hall.

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The computer proficiency test will be held as
scheduled on 15/11/2016 at 03:00 PM candidate
has to report at 02:30 P