



ગાંધીનગર મ્યુનિસિપલ કોર્પોરેશન

બહુમાળી ભવન, પ્રથમમાળ, સેક્ટર-૧૧, ગાંધીનગર, ૩૮૨૦૧૧

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ગાંધીનગર મહાનગરપાલિકાની સીધી ભરતીના જહેરાત ક્રમાંક:૧૨/૨૦૧૭-૧૮

‘સબ ઓડીટર/સબ એકાઉન્ટન્ટ’

Syllabus for Computer Proficiency test

TOTAL 100 MARKS

Duration 1 hour 30 Minutes

1.	Gujarati Typing Test	20 Marks
2.	English Typing Test	20 Marks
3.	Computer Practical Test in Reference to the basic knowledge of computer applications as prescribed in Appendix-F	60 Marks
TOTAL		100 MARKS

Note:- The speed of typing shall not be less than 5000 key depressions with accuracy per hour.

Appendix-F

Practical Test		
(i)	Preparing a note in word file	10 Marks
(ii)	Preparing a Power Point slide for presentation based on data provided	15 Marks
(iii)	Preparing an excel spreadsheet and answering an arithmetic problem	15 Marks
(iv)	Error check and spelling correction in given ward document - Comment remove - Spelling check - Bold- Remove (Rewriting of paragraph)	10 Marks
(v)	E-mail (With attachment)	10 Marks
TOTAL		60 MARKS