

No.3829 /OMC/2021

Date: 12 /03/ 2021

## **NOTICE**

Pursuant to Advertisement No.46/OMC dtd.26.02.2020 and Computer Based Test (CBT) conducted on 09.12.2020, 10.12.2020, 11.12.2020 & 21.12.2020 for the post of Jr. Executive Assistant, **the Computer Proficiency Test (CPT)** shall be conducted on **25.03.2021** in respect of the provisionally shortlisted candidates (The list is available in OMC Website).

The Computer Proficiency Test (CPT) is only qualifying in nature & the marks obtained in the test shall not be added to the mark obtained by the candidate in the Computer Based Test (CBT).

The details regarding Computer Proficiency Test (CPT) centre, test duration, reporting time etc. shall be communicated through e-Admit card, which shall be sent shortly to the registered e-mail IDs of the provisionally shortlisted candidates.

The Instructions along with sample question pattern for the Computer Proficiency Test (CPT) is enclosed as **Annexure-I** for reference of the provisionally shortlisted candidates.

Sd/-

**GENERAL MANAGER (P& A)**

**NB:** Candidates are advised to check the OMC website (<https://omcltd.in>) regularly for further updates.

## **ANNEXURE-I**

### **Instructions about the Computer Proficiency TEST (CPT) for the post of Jr. Executive. Assistant**

1. The Computer Proficiency Test (CPT) examines the computer proficiency and knowledge of computer including usage of Microsoft Office and database for which questions pertaining to a letter/passage/ paragraph of about 150-200 words in **MS Word**,
2. Power Point Presentation slides in **MS-Power Point** and Table in **MS Excel** will have to be answered within the stipulated time limits.
3. **The CPT will be of 60 minutes duration of total marks of 100.**
4. **The Qualifying Marks in the Computer ProficiencyTest shall be 30 irrespective of marks obtained in each section.**
5. **After the CPT is over the candidate must put his/her signatureat the end of the typed matter in each page typed by him/her.**
6. The Power point file created by the candidate should be saved with filename as **"Roll. No.-question-no." (For Example: 11xx36-A.ppt).**
7. The Word file created by the candidate should be saved with file name as**"Roll. No.-question- no." (For Example: 11xx36-B.doc).**
8. The Excel sheet file created by the candidate should be saved with filename as **"Roll. No.-question-no." (For Example: 11xx36-C.xls).**

# SAMPLE QUESTION PAPER FOR COMPUTER PROFICIENCY TEST (CPT) FOR THE POST OF Jr. Executive. Assistant.

**Time: 60 minutes**

**Max. Marks- 100**

Part	Category	Full Marks	Time
A	MS-Word	35	No time limit
B	MS-Power Point	35	No time limit
C	MS-Excel	30	No time limit
<b>Total</b>		<b>100</b>	<b>60 minutes</b>

<b>Part-A</b>	<b>MS-Word</b>	<b>Marks-35</b>
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**Reproduce the official letter using MS Word with the font type “Calibri” as per the format and guidelines given below, run the spell check and correct the spelling mistakes (if any) and save the file in correct format.**

Instructions for formatting	The following text would be provided to you
Bold, Right alignment	Date: 19 <sup>th</sup> November, 2011
Line spacing	To,
Address in bold 14 point, Capital font	The General Manager (HR),
	OMC
	Unit- 8
	Bhubaneswar
Subject in bold, center-aligned, 12 point font, and body of the subject italicized.	Subject: Submission of the Candidature for the advertised post in the news daily, The Samaj, dated 20 <sup>th</sup> January 2021
Reference of advertisement in bold, underlined, Arial font.	Respected Madam/Sir,
	This is with reference to the “ADVERTISEMENT” published in the Samaj on 20 <sup>th</sup> January, 2021 for the recruitment of upper division clerk under Group “C” Category post.
Body of the letter in single line spacing, Calibri 12 point font, justified. 8 point space after each paragraph.	I would like to submit my candidature for the same as per the prescribed format of the application form.
	Further, I have read and understood the eligibility criteria and process involved in the recruitment and at any stage during the recruitment process, any of the information

Name of the candidate to be entered in bold, Arial 12 point font and double spacing on last two lines.	declared by myself found incorrect my candidature would stand canceled and there would be no claim from my side whatsoever. Thanking you with warm regards, Yours sincerely Name of the candidate
Contact address in 13 point Arial bold	Contact address: 2/8, residential enclave, near plaza corner, Delhi-110023.
Double spacing, Calibri 12 point font. "Enclosure : " in bold and underline	Enclosure: Copy of the application form with certificates for verification.

<b>Part-B</b>	<b>MS- Power Point</b>	<b>Marks-35</b>
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**Create a power point presentation with 4 slides with the text and instructions provided as under:  
You can copy the text for the slide, no need to type**

Slide No.	Text for Slide	Instructions
1	Title : OMC at a glance  Sub-title : Serving people of Odisha	Title in Arial Black 54 point center aligned.  Sub-title in Arial 36 point center aligned.
2	A Gold Category State PSU, Odisha Mining Corporation Limited was set up in 1956 as a joint venture between the Govt. of India and the Govt. of Odisha to harness the mineral wealth of the state. In 1961, the company became wholly owned by the Govt. of Odisha.	24 point, Verdana font, justified. Highlight the years in the text with bold and font colour in red.
3	The major minerals mined by OMC are chrome, iron and manganese ore which cater to the requirement of mineral based industries such as steel, sponge iron, pig iron, Ferro-manganese, Ferro-chrome, etc.  OMC has been growing steadily over	The two separate paragraphs are to be on bullet points, with 16 point, Verdana font, left aligned.

	these years and today it stands as the largest State PSU in the mining sector of the country. It recorded the highest ever turnover of Rs.2850 Cr. in FY2017-18.	
4	Thank You!	Centre aligned, 50 point, Times New Roman font.

Part-C	MS- Excel	Marks-30
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**Put the following figures in an excel table with proper formatting as instructed, and necessary calculations as indicated.**

No. of boys and girls respectively in Class 1 to 6 of OMC Colony School is given as under:

Class 1 : 20 and 30

Class 2 : 30 and 25

Class 3 : 40 and 20

Class 4 : 50 and 65

Class 5: 60 and 40

Class 6 : 45 and 35 respectively

You are required to (a) prepare a table in excel indicating the above

(b) Find the total strength of each class in a separate column, using a formula

(c) In the same table, find the total number of boys and girls separately in the school, using a formula

(d) Find average number of boys and girls in each class using a formula

(e) Find the strength of each class as a percentage of the total strength of the school.

(f) All headings would be in bold and centered

(g) The data under each column would be center-aligned.

(h) Percentage and average figures would be with 2 decimal points.

Best of Luck!!!