

Practical Test Details:

Test Score - 50 Marks.

The practical test is comprising of

1. For Lower Division Assistant - Computer Skill Test with Computer Typing of minimum 40 words per minute
2. For Jr. Accountant / Auditor - Computer Skill Test with Tally Test
3. For Executive Assistant (Jr. Stenographer) - Computer Skill Test with Stenography Test

Note: The Practical Skill test shall be qualifying in nature. A candidate securing minimum 40% marks in it will only be deemed to qualified but this score shall not be added to the total marks of recruitment examination.

There will be 2 (Two) papers for this Examination.

- Paper - I (Computer Skill Test) - 30 Marks - Common for all candidates/posts
- Paper - II (Specialized competency test) - 20 Marks - Post Specific

Test Modules:

SL No.	Post Name	Paper - I (30 Marks)	Paper - II (20 marks)
1	Lower Division Assistant	Computer Skill Test	Typing Test
2	Jr. Accountant	Computer Skill Test	Tally Test
3	Executive Assistant	Computer Skill Test	Stenography Test

Note: Paper - I (Computer Skill Test) will be common for all the post and will be conducted at the same date and time.

Paper - I: Computer Skill Test (30 Marks)

- There will be **20 Multiple Choice Question**
- **Questions will be asked on Microsoft office** (Excel, Word, PowerPoint and Computer Operating skills)
- Duration of Examination is **30 Minutes**
- Each right answer will be awarded **1.5 marks (20 Question * 1.5 Marks each = 30 Marks)**
- There will be **no negative marking**.

Paper - II: (Specialized competency test) - 20 Marks

Typing Test: For the Post of “Lower Division Assistant”.

- The **Computer Based typing test** will be conducted in English

- Candidates will be given a **paragraph of 400 words to read through and type using computer keyboard.**
- **A candidate has to hit 40 words per minute.**
- **Test Duration will be 10 min.**
- **Speed & accuracy will be calculated, and the scores will be awarded based on performance of each candidate.**

Tally Test: For the Post of “Jr. Accountant”

- **Computer Based Test**
- There will be **20 Multiple Choice Questions**
- **Questions will be asked on Tally**
- Test **Duration 30 Minutes**
- Each **right answer will be awarded 1 mark** each
- Question will be **in English.**
- There will be **no negative marking.**

Stenography Test: For the Post of “Executive Assistant”.

- Test will be **conducted in English**
- Candidates will be given **one dictation for 5 minutes at a speed of 80 words per Minutes**
- Candidate **will have to transcribe the matter on computer in 40 minutes**
- The total **tests Duration will be of 45 Minutes**
- The transcribed matter will be evaluated, **and scores will be awarded by the subject matter experts based on the performance of each candidate.**
- There **will be no Negative marking**

Note: The above information is only to providing necessary clarity to the shortlisted candidates before appearing for the test. The OFDC management holds the rights to change or modify the details at any time.