



ગાંધીનગર મ્યુનિસિપલ કોર્પોરેશન

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

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ગાંધીનગર મહાનગરપાલિકાની સીધી ભરતીના જહેરાત ક્રમાંક:૦૭/૨૦૧૭-૧૮

‘ક્લાર્ક’

Syllabus for Computer Proficiency test

TOTAL 100 MARKS

Duration 1.30 hours

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 tender notice in word file	30 Marks
(ii)	Preparing a slide for presentation based on data provided	10 Marks
(iii)	Preparing an excel spreadsheet and answering an arithmetic problem	10 Marks
(iv)	Error check and spelling correction in given ward document and other functions. - Comment remove - Spelling check - Bold- Remove (Rewriting of paragraph), etc...,	10 Marks
TOTAL		60 MARKS