

* The challan will be deposited under the Head of Account-“0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examinations-02041-Examiantion Fees”.

- The applicant will fill in the challan **reference ID and date** in the online application.

7(4) The candidate has also the option to deposit the fee through **the conventional mode into the Treasury** under the Head of Account-0051-PSC-104-UPSC/SSC-Examiantion Fees-0047-Fees collected for conducting examination-02041-Examiantion Fees”. In this case the candidate has to mention the Treasury Challan No. and date in the online application.

* **SC, ST & PWD candidates are exempted from paying examination fee.**

8. (i) Plan of Examination.

Plan of Examination for the post of computer operator- cum- store keeper

SL. No	Name of the paper	Time duration	Full marks
1	General Awareness	1hr 30 mins	100
2	Skill Test (Basic Computer Test)	1 hr	50
	Total		150

Candidates 5 times of the vacancy in order of merit category wise of the marks secured in General Awareness paper will be shortlisted for appearing the Basic Computer Test. The candidates twice the vacancy in order of merit (category wise) of the marks secured both in General Awareness and Basic Computer Skill Test taken together will be shortlisted for certificate verification.

9. Syllabus for Written Examination & Skill Test.

(a) General Awareness

The nature and standard of questions of this paper will be such that a well-educated person should be able to answer them without having specialized study of the concerned subjects. The questions shall test general awareness of the candidates of a variety of subjects covering various fields of knowledge as expected from any graduate. The question shall be in English and the candidates shall be required to answer in English. **The questions in this paper will be of objective type with multiple choices of answers to be answered in OMR sheet.**

B. The paper on General Awareness will include questions covering the following fields of knowledge.

(i) **General Science and recent scientific/technological developments;**

Questions will test the candidate's awareness in the field of science and technology, including matters of everyday observations and experience.

(ii) **Current events of National and international importance;**

Questions shall be to test the knowledge of significant National and International events and of the topics of social relevance in the present day India.

(iii) **History of India from ancient times and Indian National Movement:**

Emphasis will be on testing general understanding of social economic and political aspects of the Indian History. Questions on Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of Nationalism, attainment of Independence and role of leading personalities in the freedom movement.

(iv) India and World Geography:

Emphasis will more be on geography of India. The questions will relate to physical and economic geography of the country. It shall cover the main features of Indian agriculture and National resources.

(v) Indian polity and economy;

Questions on Indian polity and economy shall be on political system. Constitution of India, Panchayati Raj Administration, Principal features and characteristics of Indian economy, planning and economic development of India.

(vi) Misc. Matter: The question shall cover any field of knowledge which do not require special studies. Such as Indian Art, Culture, Books, Authors etc.

(vi) Mental ability test of reasoning**(vii) Numerical ability test and Arithmetic of H.S.C. Standard;****(b) Skill Test (Basic Computer Skill)**

The syllabus for the Skill Test of the Computer Operator –cum-Store Keeper shall be as follows.

i. WINDOWS (Operating System)

To test some of the following basic system operations on file/folder(s)

- Create, Rename, Copy/Cut/Paste/Delete.
- Using Clip Board.

ii. MS WORD

A paragraph in MS Word incorporating some of the tool given below to be tested during the examination.

- Editing and Formatting test and Paragraph
- Page and Paragraph Setup.
- Inserting picture and Word Art.

iii. MS Power Point

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination.

- Editing and formatting slides

IV. M.S. Excel

A problem in spreadsheet related to some of the tools given below to be tested during the examination.

- Formatting cells and data.
- Functions and Formulae (Relative, absolute and Mixed reference.)

V. MS Access

A problem in MS Access related to some of the tools given below to be tested during the examination.

- Creating and entering data into a database
- Creating Query & Form using Wizards.

Print out of the document (s) so created should be attached to Answer Sheet.

10. Certificate verification and submission of Detail Application Form (DAF)

The certificate verification of the candidates with relation to Educational qualifications, Age, Caste, Special Category, Computer qualification will be done at the time Certificate Verification. The candidates will be required to produce their Original Academic Certificates, Mark sheets and other documents for verification along with a set of self attested photocopy of the same and OSSC copy of the application duly signed by the applicant & Treasury Challan in Original at the time of certificate verification for which the