

**INSTRUCTIONS FOR DOMAIN SKILL TEST FOR THE POST OF ASSISTANT SECTION OFFICER (Advt.No. 256/2025), ON 24.04.2026 (FRIDAY) AT NITTTR, SECTOR 26, CHANDIGARH**

**Reporting Time:**

All the shortlisted candidates are requested to report in the Auditorium at NITTTR, Chandigarh on **24.04.2026 at 8.30am** for Documents Verification and Domain Skill test.

1. Carefully read the instructions given in order to avoid disqualification.
2. The domain skill test for the post of Assistant Section Officer comprises of two parts: **Part I** – Administrative Test (25 marks) and **Part II** – MS-Excel and MS-PowerPoint Proficiency Test (25 marks). The domain skill test will be of 50 marks and candidate must score a minimum of 20 marks to qualify. Both the tests are qualifying in nature and it is mandatory for the candidate to appear and qualify both the tests. Both the tests (Part-I and Part-II) will be held on the same day and in one sitting. MS Office 2016 version will be used.
3. **The Domain Skill Test** will be held in **Two Parts** for all 30 candidates as detailed below:

Test	Time
<b>Part I</b> – Administrative Test (Drafting a letter/Noting, Circular etc., typing/usage of MS Word in English)	10.00am – 11.00am
<b>Part II</b> – MS-Excel and MS-PowerPoint Proficiency Test	11.00am – 12.00noon

4. **The Domain Skill Test will start by 10.00am for ALL candidates, hence ALL candidates are requested to report on time (8.30am) and finish the Document Verification before the test. No candidate will be allowed after 9.30am.**
5. Candidate must bring the copy of e-Admit Card downloaded at the time of Written Test held on 22.02.2026 (Sunday) and he/she must carry one Govt. approved Photo Identity Proof (in original) during the Domain skill Test.
6. Candidate shall put his/her signature on the Attendance Sheet for Document Verification and Domain Skill Test separately. He/she will hand over the e-Admit Card to the invigilator during the Domain Skill Test. Biometrics of candidates will be recorded and shall be compared with already recorded during written test.
7. Candidates will be provided with paper, pencil/pen and a computer system (computer, monitor, keyboard and mouse).
8. Pin-drop silence is required at the time of the test.
9. Candidates shall test the computer system (computer, keyboard and mouse) for its use before transcription of the para and give an undertaking that he/she is satisfied with the computer system.

10. Test keyboard layout of English will be available in English (US) only.
11. No internet access will be provided to the candidate during the test. Any candidate found using internet will be disqualified by the Competent Authority.
12. Be patient during test and keep calm. You can contact the invigilator for any problem, such as:-
  - i. Key-board error
  - ii. Computer System automatic shutdown
  - iii. Power interruption
  - iv. Browser crash
  - v. Artificially expiring session
13. Your candidature can be revoked if you disturb the peace or in some way disrupt the test or adopt wrong methods / using restricted electronic gadgets such as Bluetooth device, mobile phone, electronic watch, camera, etc. for which legal action may be taken.
14. The **Administrative Test (Part-I)** comprises of **letter drafting, note preparation, issuing circular/office order, etc.** A question paper will be given and the candidate will be required to answer those questions **using MS-Word** in one hour duration. Allocation of marks will be indicated at the end of each question.
15. For **MS-Excel and MS-PowerPoint Proficiency Test (Part-II)**, a question paper will be given at the end of the first hour (Part-I) and the candidate will be required to answer those questions using MS-Excel and MS-PowerPoint in next one hour duration. Allocation of marks will be indicated at the end of each question.
16. The questions on **MS-Excel** (12½ marks) will be based on the following contents:
  - i. Arranging data in appropriate rows and columns
  - ii. Numeric data formatting
  - iii. Application of different text formats like coloring, font, styles, alignment (wrap text, merge & center) etc.
  - iv. Creation of charts with description and labels
  - v. File Protection (workbook, sheet, cell)
  - vi. Export and Import of different file formats
  - vii. Creation of csv file
  - viii. Application of header & footer and page layout tab options for setting margins for printing purpose
  - ix. Applying sort & filter option, cell referencing, to same and different sheets in the same workbook.
  - x. Application of appropriate formulas and functions for data analysis, and transferring data to same and different sheets in the same workbook.
17. The questions on **MS-PowerPoint** (12½ marks) will be based on the following contents:
  - i. Use of Professional Design Templates
  - ii. Use of bullet points and paragraphs
  - iii. Use of picture / hyperlink
  - iv. Use of visuals / charts / icons for enhancing understanding

- v. Use of font, color scheme, and layout in the slides
  - vi. Incorporating multimedia elements for making the presentation more engaging
  - vii. Highlighting key points
  - viii. Use of simple transition and slide animation on different objects between slides using mouse click / timer
18. The candidate will save the files in Word/Excel/Power Point with file name as his/her Roll Number.
19. Periodically use Save Option so that the work/file should not be lost. One can switch from Word/Excel/Power Point anytime during the test.
20. After completion of the test, the soft copies and print outs of the work/files in Word/Excel/Power Point will be taken, which the candidate will sign and submit to the invigilator/evaluator.

  
22/3/26  
Dean (Administration & Finance)

