DIRECT RECRUITMENT OF AAI – SOUTHERN REGION
ADVT NO. SR/01/2023

SYLLABUS FOR COMPUTER LITERACY TEST FOR THE FOLLOWING POSTS

(a) JUNIOR ASSISTANT (OFFICE) - POST CODE - 02
(b) SENIOR ASSISTANT (ACCOUNTS) - POST CODE - 04

1. The Computer Literacy test will be conducted based on the following syllabus and the duration of the test shall be for **Two Hours.**

Software	Topics
MS-Word	• Create & Manage Documents (Templates, page setup, Designs, header, footers, background, hyperlinks, bookmark, printing options). • Format Text, Paragraph & Sections. • Creating Tables & Lists. • Insert & Format Graphic Elements. • Manage Document Changes & Security. • Mail Merge Operations.
MS-PowerPoint	• Create, Format & Manage Presentation using different views. • Insert & format text, shapes, images, tables, charts, SmartArt & Media. • Use of Themes, Transition & Animations.
MS-Excel	• Create, Format & Manage Worksheets & Workbooks options & settings. • Apply Custom Data Formats & Validations. • Apply Conditional Formatting & Filtering. • Create & Manage Tables Styles, Sort & Filter. • Perform operations with Formulas & Functions (Basics of Maths, Logical, Text, Statistical, Date, Time & Lookup Functions) • Create, Format & Manage Charts, Shapes & Objects. • Create & Manage Pivot Tables & Pivot Charts.

2. The evaluation of the test in respect of the candidates shall be done as per the following qualifying criteria.

Topic	Weightage	Qualifying Marks
MS-Word	20	10
MS-Excel	20	10
MS-PowerPoint	10	5
Total	**50**	**25**