



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA
अनुसूची 'ए' मिनीरत्न -श्रेणी-1 सार्वजनिक क्षेत्र का उपक्रम
(Schedule 'A' Mini Ratna-Category-1 Public Sector Enterprise)
क्षेत्रीय मुख्यालय(उ.पू.क्षे.) लो.गो.ब.अ. हवाई अड्डा गुवाहाटी-781015
REGIONAL HEADQUARTERS, NORTH EASTERN REGION, LGBI AIRPORT
GUWAHATI-781015

विज्ञापन संख्या 01/2025/DR/NER के अंतर्गत
कनिष्ठ सहायक (मानव संसाधन) पद के लिए कंप्यूटर साक्षरता परीक्षा का पाठ्यक्रम

SYLLABUS FOR COMPUTER LITERACY TEST FOR THE POST OF JR. ASSTT. (HR)
UNDER ADVT. NO.01/2025/DR/NER

Sl. No.	Software	Topics
1.	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
2.	MS-Power Point	➤ Create, Format & Manage Presentation using different views. ➤ Insert & format text, shapes, images, tables, charts, Smart Art & Media. ➤ Use of Themes, Transition & Animations.
3.	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 Math's, Logical, Text, statistical, Date Time & Lookup Functions). ➤ Create, Format & Manage charts, shapes & objects. ➤ Create & Manage Pivot Tables & Pivot Charts.

Test duration- 2 hours and Exam. shall be qualifying in nature.

The details regarding Time/Date/Venue etc. for the Computer Literacy Test (CLT) and document verification process will be intimated to the shortlisted candidates as per result declared on 06/05/2026 on their registered e-mail IDs.

General Manager (HR)
Airports Authority of India
North Eastern Region, Guwahati
Date: 07/05/2026