

STAFF SELECTION COMMISSION (MPR),RAIPUR

Tax Assistant (Income-Tax & Central Excise) Examination, 2008

DATA ENTRY SPEED TEST IN COMPUTER

“Instructions to Candidates”

Warning / Caution / Note:

- I. In all correspondence with the Commission in respect of this Test you should invariably indicate your Roll Number, and superscribe the envelope containing the communication with the name of Examination, failing which your communication may not be attended to. Any change in your address must be promptly communicated to the Commission.
- II. Canvassing in any form will disqualify the candidate.
- III. Carrying / taking mobile phones or pagers or any other electronic device into the examination hall is not allowed.
- IV. Smoking in the examination hall is strictly prohibited.
- V. If any candidate indulges in disorderly or improper conduct, or fails to abide by the Instructions herein or any further instructions which may be given to him by the Supervisor / Officer in-charge in the Exam. Hall, he / she will render himself / herself liable to expulsion from the Test and / or such other penalty as the Commission may deem fit to impose.
- VI. **You must report at the Examination Centre on the date and time given in your Admission Certificate / Call Letter, failing which, you may not be admitted to the Test.**
- VII. **No request for change in time / date / Centre of the Test will be entertained under any circumstances.**

P A R T - I

1. The **Data Entry Speed Test in computer is compulsory for all candidates, without any exception or exemption whatsoever**, and only those qualified eligible candidates who qualify in the written examination as well as in the said Data Entry Speed Test would be considered for final selection on the basis of the Tax Assistant (Income-Tax & Central Excise) Examination, 2008. VH candidates for post of TA in CBDT, are exempted from such test.
2. For the Data Entry Speed Test, Computer will be provided to you in the Examination hall.
3. Traveling and other expenses must be borne by the candidate himself / herself. The Commission does not make any arrangement for the lodging and boarding for the candidates.
4. The Data Entry Speed Test is a qualifying test only, at the given norm of ‘data entry speed of 8000 key depressions per hour in computer’.

5. The duration of the actual Data Entry Speed Test (DEST) will be 15 (fifteen) minutes for which a test passage containing about 2050-2100 strokes / key depressions would be given to each candidate who would enter the same in the computer.
6. The DEST will be given on a running text matter in English.
7. The 'data entry speed of 8000 key depressions' will be worked out on the basis of the actual test for 15 minutes and will be adjudged on the basis of the correct entry of the key depressions in computer as per the given test passage.
8. **The Computer will stop accepting data entry as soon as you commit an error in data entry and will start accepting further data entry only after the error has been corrected by you.**

P A R T- II

1. Silence must be observed in the Examination hall.
2. Before the commencement of the actual Test, candidates will be allowed 2 minutes as trial / familiarization test time. Candidate will return the 'Trial' passage (which will be given to him in the Test room) to the Invigilator / Official in the Test room immediately after the trial time is over.
3. If the Computer of a candidates goes out of order during the course of the actual Test, the candidates should not shout or disturb others, but should remain seated quietly and inform the Invigilator / Supervisor / Officer in-charge in the Exam. Hall. Whether the computer went out of order due to any mechanical fault or due to the candidate's mistake or faulty handling of the Computer by the candidates would be determined by the Technical Officer present on the spot and his/her decision would be final. The Officer in-charge in the Test Room will take appropriate remedial measure / action in such kind of situation.
4. Candidates must return the Test passage to the Invigilator / official on duty in the Test Room immediately after the expiry of Test.
5. No candidate shall be permitted to leave the Examination Hall until the expiry of the Test and such signal / permission will be given by the Centre Supervisor/Officer in-charge in the Test Room.
6. When you sit at the Computer, you will see a screen depicting space / column for Roll No. and Name. You will enter your Roll No. as well as name in the prescribed space and click on the 'Submit' button with the Mouse. Then another screen will appear requiring you to verify and confirm your above mentioned particulars. Thereafter, screens for on-line review of instructions, for 2 minute practice test, for starting the actual Test, and for Test completion will appear. **Candidates are advised that they must, in their own interest, follow the instructions appearing on the Computer very carefully and meticulously.** Copy of a set of instructions covering all these steps will be provided to you at the Test centre.

P A R T- III

You are required to bring attested copies of the following Certificates/documents, **along with the originals thereof**, at the time of the Data Entry Speed Test, failing which, you shall not be admitted to the Test:

- a. Matric or equivalent Certificate in support of date of birth;**
 - b. Education Certificate in support of educational qualifications;**
 - c. SC / ST / OBC / Ex-S / PH certificate in the prescribed format issued by the competent authority issued before the closing date, in case you belong to any such category;**
 - d. “No-Objection” Certificate if you are already in service; and**
 - e. A recent passport size photograph.**
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TAX ASSISTANT EXAMINATION 2008- SCHEDULED OF SKILL TEST**BATCH-I TIME:-9.00 AM TO 9.35 AM**

SL NO.	ROLL NO.	NAME	CAT	SEX	SIGNATURE
1	2210132	SANDEEP KUMAR SAINI	6	2	
2	2210198	KALPNA ARSIA	1	1	
3	2210312	DEEPA	1	1	
4	2210511	PRAFULL BANSAL		2	
5	2210701	RAHUL KUMAR	6	2	
6	2210788	GAURAV KUMAR VERMA	6	2	
7	2210955	KANCHAN BALA AMBEDKAR	1	1	
8	2211112	AKHIL CHANDRA	7	2	
9	2211146	SANJAY SARANKAR	1	2	
10	2211300	DEVENDRA KUMAR VERMA	6	2	
11	2211320	KRISHNA KUMAR DUBEY		2	
12	2211630	PRIYANKA SONI	6	1	
13	2212249	SHIVAM NAMDEO	6	2	
14	2212423	NADIM BEG		2	
15	2212469	MAHENDRA BHAI THAKUR	6	2	
16	2212521	ROSHAN KUMAR		2	

BATCH-II TIME:-9.35 AM TO 10.10 AM

SL NO.	ROLL NO	NAME	CAT	SEX	SIGNATURE
1	2212690	SUMIT SHARMA		2	
2	2212784	NEERAJ SHARMA	6	2	
3	2212793	UTKARSH BUNDELA		2	
4	2212857	LALIT RAJPUT		2	
5	2260024	VIVEK KUMAR DIXIT		2	
6	2260238	SACHIN KUMAR JHA		2	
7	2260297	MOHAMMAD IRSHAD ANSARI	6	2	
8	2260587	KAPIL KAMBLEY	1	2	
9	2260651	MOHIT KUMAR JHARIYA	1	2	
10	2260764	MANOJ KUMAR	6 7	2	
11	2260772	VIKASH KUMAR	6	2	
12	2260820	NITIN SWAMI		2	
13	2261078	SURAJ KUMAR	6	2	
14	2261534	JASMEET KAUR CHANDOK		1	
15	2261709	NEHA KHARE		1	
16	2261714	SUNIL KUMAR CHOUDHARY	1	2	

BATCH-III **TIME:-10.10 AM TO 10.45 AM**

SL NO.	ROLL NO.	NAME	CAT	SEX	SIGNATURE
1	2261220	JACOB VARUGHESE		2	
2	2261820	ARVIND KUMAR MALIK	1	2	
3	2290370	DEEPTI SINGH		1	
4	2290421	AJAY KUMAR	6	2	
5	2290471	MANOHAR KERKETTA	2	2	
6	2290753	JITENDRA KUMAR VERMA	6	2	
7	2290836	SUMIT AGRAWAL		2	
8	2290841	ABHISHEK KUMAR SHONIT	6	2	
9	2291018	UPENDRA KUMAR SAHU		2	
10	2291052	SEWA RAM VERMA	6 4	2	
11	2291112	RAJESH CHANDA		2	
12	2291234	BINAY KUMAR	1	2	
13	2291253	GYAN PRAKASH	6	2	
14	2291299	AKANKSHA SHARMA		1	
15	2291307	VINITA SHARMA		1	
16	2291418	RAUSHAN KUMAR		2	

BATCH-IV **TIME:-10.45 AM TO 11.20 AM**

SL NO.	ROLL NO.	NAME	CAT	SEX	SIGNATURE
1	2291429	RAJEEV KUMAR		2	
2	2291501	SUDHAKAR BODELE	1	2	
3	2291705	SHANKARA NAND JHA		2	
4	2291738	SANTOSH KUMAR SAXENA	6	2	
5	2291791	AMIT KUMAR GUPTA	6	2	
6	2292041	RANDHIR KUMAR		2	
7	2292099	RAVI SHANKAR		2	
8	2292313	DEVENDRA KUMAR	6	2	
9	2292389	ANUBRATA SAHU	6 7	2	
10	2292518	YASIN RAZA		2	
11	2300078	BHUSHAN SARALKAR		2	
12	2300244	ARCHANA		1	
13	2300274	MANISH SONI	6	2	
14	2300301	ADITI GUPTA		1	
15	2300351	DEEPAK OJHA		2	

BATCH- V **TIME:-11.20 AM TO 11.55 AM**

SL NO.	ROLL NO	NAME	CAT	SEX	SIGNATURE
1	2300427	GOURAV MANDAL		2	
2	2300923	AMIT MANDOWRA	6	2	
3	2300940	MOHIT KUMAR MANDOWRA	6	2	
4	2301031	BINOD KUMAR	6	2	
5	2301215	PUNIT PANT		2	
6	2320100	RAKESH KUMAR OJHA	6	2	
7	2320124	SANTOSH SINGH RATHORE		2	
8	2320181	VIJAY JAISWANI		2	
9	2320212	RUBI SHIVHARE	6	1	
10	2320249	NAND KISHOR DIXIT	4	2	
11	2320311	SHAILENDRA SHARMA		2	
12	2320363	AJAYENDRA SINGH CHAUHAN		2	
13	2320374	AMIT SINGHAL		2	
14	2320423	KAJAL JAIN		1	
15	2320527	MANISH GUPTA		2	
16	2320575	PANKAJ KUMAR		2	

BATCH-VI **TIME:-11.55 AM TO 12.30 PM**

SL NO.	ROLL NO	NAME	CAT	SEX	SIGNATURE
1	2320577	SACHIN RAI	6	2	
2	2320586	SHYAM SUNDER GOSWAMI		2	
3	2320748	MITHILESH YADAV		1	
4	2320858	BHARTI AGARWAL		1	
5	2320864	GAURAV SAXENA	4	2	
6	2320933	NOOR ALI		2	
7	2320954	SHIV DAYAL DHAKAR	6	2	
8	2320976	SATINDER SINGH	1	2	
9	2321031	SERVESH MISHRA		2	
10	2321068	SATISH KUSHWAHA	6 4	2	
11	2321083	MANOJ KUMAR MISHRA	3	2	
12	2321132	SURENDRA SINGH	6	2	
13	2321189	SREERAM BUDDHARAJU	3	2	
14	2321205	SUNIL KUMAR	1	2	
15	2321292	SAKET KUMAR BAGHEL	6	2	
16	2321497	BHARAT BHUSHAN MAHOUR	1	2	

BATCH-VII **TIME:-12.30 PM TO 01.05 PM**

SL NO.	NAME	NAME	CAT	SEX	SIGNATURE
1	2321633	ADITYA KUMAR SRIVASTAVA		2	
2	2321811	AMIT VAJPAYEE		2	
3	2340222	VARSHA CHANDRAWAT		1	
4	7560089	MD FAIYAZ UDDIN	6 5	2	
5	7560101	MUKESH KUMAR	6	2	
6	7560200	UMESH KUMAR VERMA	6	2	
7	7560243	POOJA BOTHRA		1	
8	7560263	GOURAV KUMAR		2	
9	7560266	PRADIP KUMAR SAHU	6	2	
10	7560328	CHINMAY BHATT		2	
11	7560367	MUKESH KUMAR ROY		2	
12	7560372	SAGAR KUMAR		2	
13	7560445	DEEPAK KUMAR	4	2	
14	7560499	DIGAMBAR NAYAK	6	2	
15	7560691	OM PRAKASH RAJORIYA		2	
16	7560697	RABINDRA KUMAR MAHTO		2	

BATCH-VIII **TIME:-01.05 PM TO 01.40 AM**

SL NO.	ROLL NO.	NAME	CAT	SEX	SIGNATURE
1	7560795	MRITUNJAY KUMAR KASHYAP	6		2
2	7560887	SANJAY PANDEY			2
3	7560907	PAWAN KUMAR	6		2
4	7560920	SADANAND KUMAR	6		2
5	7560993	DEO NARAYAN NAYAK	6 7		2