केन्द्रिय शैक्षणिक एवम् तांत्रिक माहिती संशोधन समीती
CENTRAL EDUCATION & INFORMATION TECHNOLOGY RESEARCH COMMITTEE
AN AUTONOMOUS INSTITUTION REGD.BY THE GOVT. OF NCT OF DELHI UNDER ITA 1882 GOVT.OF INDIA
REGD.By NCS-MINISTRY OF LABOUR AND EMPLOYMENT GOVT.OF INDIA
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Computer Proficiency Certificate Test

Computer Proficiency Certification test (CPCT) is a new initiative of Government of Madhya Pradesh to rationalize assessment of computer proficiencies for recruitment on various positions in state government agencies. CPCT is a Computer Based Examination system focused on assessment of skillsets that are required for regular working in various government jobs. CPCT includes assessment of following competencies:

1. Basic knowledge of Computer Operations
2. Familiarity with Computer Hardware and Software.
3. Proficiency in General IT skill like Networking, Internet, Email, etc.
4. Typing skills in English and Hindi languages.
5. Reading Comprehension Skills.
6. Mathematical and Reasoning Skills.
7. General Awareness.

Candidates looking for Government jobs will be required to participate in CPCT Exam and get their score card first. This score card will help recruiters to evaluate computer proficiencies and allied skills of a candidate

Detailed Syllabus for CPCT

1. Familiarity with computer Systems

- Awareness about different aspects regarding computer hardware such as generations and types of computers, printers, input and output devices and hardware components such as Central Processing Unit (CPU) like arithmetic logic unit, control unit, memory unit; Universal Serial Bus (USB), Liquid Crystal Display (LCD), Motherboard, Sound Card, Graphics Card, and related concepts; Input Devices such keyboard, mouse, light pen, touch screens, graphics tablets, joystick, Microphone, Optical Character Reader, MICR, Scanner, digital or web camera, card reader, barcode reader, biometric sensor; Output Devices such as
Monitor or visual display unit, printer (impact or non-impact), speaker, plotter;

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and Secondary Storage Devices such as USB Pen Drives, floppy disks, Compact

Disk (CD), Digital Video Disk (DVD), Blue Ray Disk, Solid State Drive etc.;

- Awareness regarding different aspects about computer software including software categories such as System Software, Application Software, Embedded

  Software, Proprietary Software, Open Source Software; Computer Languages

  such as Machine Level Language, Assembly Level Language, High Level Language,

  Interpreter, Compiler; Operating Systems such as Windows and Linux etc. and

  concepts of Memory Units such as Bit, Byte, Megabyte, Gigabyte, Terabyte etc.

- 2.0 Knowledge of Basic Computer Operations

  2.1 Awareness of generic steps required for setting up a computer, booting and

  shutting down, logging on and off to a network, determining an IP address, verifying physical connectivity to a network, installing and updating software

  packages, disabling applications from running on start-up, uninstalling a software

  from computer, customising desktop background, resizing windows, volume

  controls of computer, setting up a new printer or webcam or scanner or other

  peripheral devices, understanding of steps to protect computers from power

  disturbances and basic troubleshooting including power backups.

  2.2 Awareness of System Administration and Security concepts such as setting

  options and preferences in an Operating System; encryption of data; keeping

  personal data private and secure; creating strong passwords; changing

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passwords; checking a system for bugs, spyware or other malicious application

through virus scanners;

2.3 Awareness of concepts and processes related to file management functions such

as copying files to memory disk, undoing mistakes, using default help modules,

connecting to the Internet and downloading and uploading files, setup and printing of documents Compressing files; identifying and selecting suitable file

formats and using them for transferring data

3.0 Proficiency in general IT skills

3.1 Word processing skills such as creating a document, using spellcheck, creating

tables, working with headers or footers, mail merge, document formatting etc.

and common word processing related keyboard commands;

3.2 Numeric Skills to deal with numbers and digits, using formulas, references,

macros, tables, graphs through spreadsheets and common keyboard commands

for spreadsheets. Presentation skills for sharing and understanding data in form

of charts, graphs and data.

3.3 Internet skills such as using search engine effectively to get the best desired

result within short time; uploading and downloading information from the Internet and usage of Internet applications such as web sites, browsers, blogs,

and Internet services such as Email, video conferencing, Online Collaboration etc.

4.0 Reading Comprehension

4.1 Ability to read and understand passages in English comprising questions regarding locating information, identifying relationships, interpreting ideas,

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moods, characteristics of characters, tone of passage and getting the central

theme

5.0 Mathematical & Reasoning Aptitude

5.1 Mathematical Aptitude comprising concepts from Discount, Compound Interest &

Annuities, Ratio & Proportions, Time, Work & Distance, 2 D & 3D Figures- Areas &

Volumes)

5.2 Reasoning Aptitude focusing on Verbal and Logical Reasoning focusing on

deriving conclusions from logical premises or assess the validity of arguments

based on statement of facts.

6.0 General Awareness

6.1 Indian History & Indian Geography, Indian Economy, Indian Constitution, Science

& Technology, Trends in Current Affairs

7 Keyboard Skills

7.1 Typing in English

7.2 Typing in Hindi

CPCT Assessment Pattern

CPCT consist of two sections:

 MCQ (Multi Choice Question) having 75 questions from specified syllabus.⌉

 Typing Skill Assessment⌉

o English Typing test

o Hindi Typing test

Specifications

1. All Multiple Choice Questions (MCQ) shall have 4 (four) options with one (1) correct option.

2. All MCQ questions shall be available in English and Hindi.

3. Reading Comprehension (RC) shall comprise one (1) passage with 5 MCQ questions.

4. Typing test content will be a passage with possible keystrokes.

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Test Duration

1. The Test shall be of two hours (120 Minutes) duration distributed as under

2. 75 minutes for 75 Questions in Sections 1 – 6

3. 15 Minutes for English typing test

4. 15 Minutes for Hindi typing test

5. 15 Minutes for reading instructions and switchover between languages in typing tests