

National Institute of Technology Delhi
Proficiency Test for the position of Junior Assistant

TIME: - 1 hr

M.M: 50

Read the following instructions carefully.

- 1). There are five questions in this question paper. All questions are compulsory.
- 2). The marks of all the questions are mentioned against each question.

Q.1. Type the paragraph shown on your screen (English/Hindi). **Marks-10**

Q.2. Use MS-Excel and sort the given data alphabetically by name in a table and filter out all the entries where the age is below 30 in another table: **Marks-10**

Employee ID	Name	Age	Section
100101	Amit Shukla	35	Finance
100102	Namita Kalra	29	Establishment
100103	Sushmita Singh	33	Stores
100104	Birbal Saini	28	Sports
100105	Karan Kumar	27	Estate
100106	Rashmi	31	Academic

Q. 3. Prepare a PPT on any of the following topics- **Marks-10**

- (i) Reservation in Appointments
- (ii) The role of Technology in Academic Administration

Q. 4. A newly recruited staff member has submitted a request for Leave Travel Concession (LTC) to his home town, Lucknow, and for leave encashment of ten days. He currently has **25 Earned Leaves (EL)** in his account. Draft a note for the competent authority's consideration detailing the request for both LTC and leave encashment, along with the relevant rule provisions.

Marks-10

Q. 5. Draft a letter to the Ministry of Education requesting the additional requirement of staff in the Ministerial cadre, providing a proper justification for the same.

Marks-10