

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

TIME: - 1 hr

M.M: 50

Read the following instructions carefully.

- 1). There are six 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 english paragraph shown on the screen of your computer.

Marks-08

Q.2 OR

Q.2 Type the hindi paragraph shown on the screen of your computer.

Marks-08

+ = 16
Q.2

Q.3 Use MS-Excel to create a table, enter the data as shown below in excel-sheet and calculate the total marks in three subjects and find the average also.

Marks-08

| Sr. No. | Roll No. | Physics | Chemistry | Maths | Total | Average |
|---------|----------|---------|-----------|-------|-------|---------|
| 1 | 200511 | 72 | 81 | 75 | | |
| 2 | 200512 | 59 | 47 | 52 | | |
| 3 | 200513 | 81 | 79 | 86 | | |
| 4 | 200514 | 67 | 75 | 70 | | |

Q.4 Prepare a PPT on any of the following topics (not more than three slides)-

Marks-06

- (i) National Pension System
- (ii) e-Governance
- (iii) Government e-Market Place

Q.5 The National Institute of Technology (NIT) Delhi has received the allocated budget from the Ministry of Education for the Financial Year 2024-25. However, the Institute's financial requirements exceed the funds provided. Draft a letter to the Ministry requesting additional financial support, along with a justification for the increased demand.

Marks-10

Q.6 A new academic department has been established at the Institute, and certain items are required for setting up the office. Draft a note from the Head of the Department seeking approval from the competent authority for these requirements.

Marks-10