

**Instructions to the Candidates for
Data Entry Test for Tax Assistants/Data Entry Operators**

1. The Commission will provide the Computer for the test. No candidate will be allowed to bring his own key board.
2. The skill test in Data Entry is a qualifying test only. It will consist of one paper on running matter in the following manner:

Post	Skill Test Norms
Tax Assistants Data Entry Operators	Data Entry of approx 2000 Key Depressions (Time Allowed – 15 minutes)

3. Candidates are required to report to the Supervisor half-an-hour before the commencement of the test, or at the reporting time indicated on their Admission Certificate.
4. Candidates are required to bring attested copies of the following certificates/documents along with the originals thereof at the time of typewriting test, failing which they may not be admitted to the test.
 - i) Metric or equivalent certificate in support of date of birth.
 - ii) Education Certificate in support of educational qualification.
 - iii) SC/ST/ExS/OBC certificate in the prescribed format issued by the competent authority.
 - iv) “No Objection” certificate if you are already in service and are claiming age relaxation as a Central Government Civilian Employee.
 - v) A recent passport size photograph (to be pasted on the admission certificate), if the regional office instructs so.
5. Travelling and other expenses must be borne by the candidates themselves.
6. The candidates will be required to take their seat ten minutes before commencement of the Test. If the computer goes out of order, the candidate should not shout or disturb others, but should remain seated quietly and inform the Invigilator.
7. Candidates should type their particulars (Roll No., etc.) in the space provided on the screen, verify his/her personal details on the next screen and press the button ‘CONFIRM’. He should familiarize himself on the Instructions available on Commission’s website <http://ssc.nic.in>.
8. After completing typing of the running passage once, candidates should not re-type the passage. If spare time is available, candidates should utilize the time for checking the typescript and making corrections.
9. Immediately after the test is over, the candidate will have to write in his/her own handwriting one paragraph of about 50-60 words from the Data Entry passage given to him/her on a separate sheet and will have to put his/her name, Roll No. and signature at the end.
10. Candidates should not tear any sheet given to them. When the printout of the passage typed by him is given to him he must write his roll no. and name on each page, sign and hand over to the invigilator.

11. Candidate must return the Question Paper along with their scripts to the Invigilator. They should not take either the Question Paper or script or any blank typing paper out of the Examination Hall.
12. Every candidate will be supplied with a photo bearing attendance Sheet with his/her Roll number. He/she will be required to sign it and put his/her Left Hand Thumb impression before the beginning of the Test.
13. Candidates shall not be permitted to leave the Examination Hall until the expiry of the Test.
14. On completion of the test, they shall remain seated at their desks and wait until their scripts are collected and accounted for. They must not type, write or erase after the expiry of the allotted time.
15. Silence must be observed in the Examination Hall.
16. Smoking/chewing tobacco in the Examination Hall is strictly prohibited.
17. Candidates must abide by further instructions, if any, which may be given to them by the Supervisor. If any candidate fails to do so or indulges in disorderly or improper conduct he/she will render himself/herself liable to expulsion from the Test or such other penalty as the Commission may deem fit.
18. Any request for change in time/date/centre of the Data Entry test will not be entertained by the Commission under any circumstances.
19. Candidates must start typing from the beginning of the question paper and must complete the whole passage.
20. A candidate who claims to be permanently unfit to take the Data Entry test because of a physical disability may **with the prior approval of the Staff Selection Commission** be exempted from the requirement of appearing and qualifying at such test provided such a candidate submits a Certificate in the prescribed format to the Commission from the competent Medical Authority i.e., the Civil Surgeon declaring him/her to be permanently unfit for the Data Entry Test because of a physical disability.
21. In case a PH candidate obtains exemption from the Skill Test as above, he/she will be considered for the post of Tax Assistant in CDBT only. For the post of Tax Assistant in CBEC, skill test is compulsory. Similarly, for the post of DEO skill test is compulsory and no exemption is applicable.
22. A candidate who submits a Medical Certificate from the Medical Board attached to RC for PH persons or from the Medical Board attached to Special Employment Exchange for PH persons his/her claim for exemption from Typewriting Test would be accepted. However, a candidate who submits Medical Certificate from Civil/Orthopaedic Surgeon, his/her case would be referred to a Medical Board in a Government Hospital or Medical Board attached to VRC/Special Employment Exchange for PH persons for clearance.
23. Absence from skill test without obtaining / seeking exemption from the concerned Regional Director will disqualify the candidate, though he/she may be entitled to such exemption.

Combined Graduate Level Examination

Note on Proficiency Test/Skill Test

I. In the Combined Graduate Level Examination, posts of Assistant (CSS) and Tax Assistant for CBEC and CBDT are included. Skill Test in Data Entry (DEST) with speed of 8000 (eight thousand) key depressions per hour on computer for the post of Tax Assistant (Central Excise and Income Tax) is prescribed. For the post of Assistant (CSS), Computer Proficiency Test has been prescribed. DEST and CPT are of qualifying nature. While DEST will be administered using SSC-NIC software, Excel and PowerPoint modules of CPT will be administered in M.S. Office 2007. Word Processing Module of CPT will be administered using SSC-NIC software.

II. Skill Test in Data Entry for Tax Assistants.

3. The skill test will be administered for duration of 15 minutes on passages containing text of 2000 key depressions.

4. The actual skill test will be preceded by a test passage for 5 minutes in order to enable the candidates to adjust to the system and key board provided by the Commission.

5. The candidates are not required to re-enter the text on completion of the passage and, therefore, should utilize the spare time to correct mistakes, if any.

6. Commission will decide at its discretion qualifying standard in entry of the text for different categories of candidates taking into consideration overall performance of the candidates in the skill test and available vacancies, subject to the standards not falling below limits fixed by the Commission.

7. The skill test will be of qualifying nature.

8. The test passage will be in English.

III. Test of Computer Proficiency for Assistants (CSS)

1. The Proficiency Test will consist of the following three components:

- (i) Word Processing
- (ii) Generation and working on Spread Sheets.
- (iii) Generation of and working on PowerPoint slides.

2. The proficiency test in word processing will be identical to the skill test to be administered for Tax Assistants in scope, content and duration.

3. Before commencement of actual test on word processing a test passage of 5 minutes duration will be allowed to enable the candidates to adjust to the system and key board provided by the Commission.

4. The test on spread sheets and PowerPoint (or equivalent) will be administered for duration of 15 minutes each using MS Office 2007. Candidates are advised to familiarize themselves with MS Office 2007. The tests on spread sheet will inter-alia test the ability of the candidates to generate a spread sheet, perform simple computations and effect changes in the spread sheet, besides testing their familiarity with use of spread sheets including generation of charts, graphs etc. The test on Power Point (or equivalent) will test the candidates' familiarity in the software, their ability to generate slides, effect transition / changes in the slides etc.

5. The Commission may prescribe different qualifying standards in each of the tests depending on the overall performance of the candidates and availability of vacancies subject to the standards not falling below limits fixed by the Commission.

6. The Test in Computer Proficiency will be of qualifying nature.

IV. Candidates who have qualified both for the Computer Proficiency Test for Assistant (CSS) And Skill Test for Tax Assistant and have opted for both need to take the Data Entry Skill Test/Word Processing Test. Candidates qualified and opting for the post of Assistant (CSS) will be shortlisted in due course for M.S. Excel and M.S- PowerPoint modules based on their performance in Word Processing and their merit cum option for the post.

