

## Modalities of Test for selection of candidates for Recruitment- 2013

Name of the Post : Civil Works Manager

Post Code : CWM

<b><u>For the Post of Civil Works Manager candidates will be subjected to following tests:</u></b>	
<b>Computer Proficiency Test :</b> <b>Full marks- 60 marks</b> <b>Duration- 30 Mins.</b>	<b>Interview :</b> <b>Full marks-40 marks</b>
Date of Exam: <b>04/08/2013</b> Venue : <b>Informatics Computer Education Centre, House No. 201, Road No. 01, Behind Laddoo Gopal Sweets, Patliputra Colony, Patna- 13.</b>	Date of Exam: <b>04/08/2013</b> Venue : <b>Informatics Computer Education Centre, House No. 201, Road No. 01, Behind Laddoo Gopal Sweets, Patliputra Colony, Patna- 13.</b>
<p>Computer proficiency test will be conducted on pre-devised exercises on MS Word and MS Excel as per the requirement of the post with the requisite level of the qualification of respective post.</p> <p>Computer proficiency test will work as qualifying test. Out of full marks of 60, qualifying marks will be 50% i.e. 30 marks. Only those getting qualifying marks will be subjected to interview. The final merit list will be prepared on the basis of the marks obtained in interview only and no marks of Computer Proficiency Test will be taken into account for the preparation of final merit list.</p> <p>Computer Rooms should be equipped with the facility of either Desktops or Laptops with Keyboard, printers, required software with power backup support. Candidates will be provided with independent computer system/laptop and they will directly write/operate on the given subject/question in MS Word/MS Excel etc. as per the nature of the post within the duration of 15 minutes fixed for the test. Candidates will be required to get a print out of their solution/write up and submit it after signing below on the print out. They will also be required to write their Name, Roll No. and name of the post before getting on to the assigned subject on the worksheet. Assignments will be evaluated by the member of the board on the measurement scale of 60 marks.</p>	<p>Candidates who will secure 50% marks in Computer Proficiency Test will undergo interview. Interview Board will interact candidates on one to one basis to assess on following parameters:</p> <ul style="list-style-type: none"><li>• Communication skill-ability to clearly communicate ideas</li><li>• Basic Knowledge of subject</li><li>• Overall Personality</li><li>• Knowledge and experience in planning, budgeting, implementation and monitoring in education programmes.</li><li>• Co-ordination skills based on previous experience candidate's ability to work in a team with diverse people/departments,</li></ul> <p>All above parameters have equal weightage i.e. of 08 marks aggregating to total of 40 marks.</p>