Centre for Cultural Resources and Training
15-A, Sector-7, Dwarka, New Delhi-110075

Name of the Post :Data Entry Operator
Tier- 1 Written Test Syllabus (Total : 100 Marks)
(Objective Type Questions)

(A) General Knowledge: (20 Marks)

Indian History, Geography, Culture, Sports, Indian Economy, Indian Polity including Constitution, and Scientific Research, Awards, Current Affairs – India & World.

(B) General English (20 Marks):

Tenses, Verb, Adverb, Articles, Error Correction, Conclusion, Grammar, Vocabulary, Synonyms, Subject-Verb Agreement, Word Formation, Antonyms, Theme detection, Passage Completion, Comprehension, Idioms & Phrases, Fill in the Blanks, Sentence Completion, Unseen Passages, Sentence Rearrangement.

(C) Logical Reasoning (20 Marks) :

Analogies – Semantic Analogy, Symbolic / Number Analogy, Figural Analogy, Similarities and differences, Space visualization, Word building, Relationship concepts, Arithmetic Number series, Semantic Series, Number Series, Problem-solving, Analysis, judgment, Decision making visual memory, Discrimination, Observation, Non-verbal series, Coding - Decoding. Decoding and Classification.

(D) Quantitative Aptitude (20 Marks) :

Number Systems, Boats and Streams, Simplification, Decimal fractions, Average, DataInterpretation, Profit and Loss, Ratio and Proportion, Time, Work, Distance. Problems on Ages, Simple Interest, Compound Interest, Percentages, Simplification, H.C.F. and L.C.M., Discounts, Fundamental Arithmetical operations etc.

(E) Computer Literacy (20 Marks) :

Fundamental of Computer, Computer organization including CPU, RAM, ROM, PROM, Storage Devices etc., Hardware, Software, Network, Operating system, File System, MS. Office, IT Act. Digital Signatures, Internet, Cyber security, Application of IT in Government for E-Governance, GIGW 3.0, ISMS, Web Security, Social Media etc..

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Tier- 2 Skill / Typing Test - (50 MARKS)

Name of the Test : Data Entry Speed Test (DEST)

- There will be an English / Hindi test passage alongwith numeral data.
- The typing test will be carried out in Computer system only
- A test passage lasting 10 minutes will come before the actual skill test to give candidates time to become used to the keyboard and system offered by CCRT.
- The candidates should use the extra time to fix any errors since they are not required to re-enter the text after finishing the paragraph.
- CCRT will choose the qualifying standards for input of the text for various groups of candidates based on their overall performance in the skill test and the available positions
- Orthopedically Handicapped - OH candidates may be exempt from taking the DEST if they provide the Commission with a certificate in the required format (Annexure-XVI) from the appropriate medical authority, i.e., the Civil Surgeon of a Government Health Care Institution, stating that they are physically incapable of taking the typing test on a continuing basis.
- PWD - Candidates for PwBD who qualify for scribes per the terms of the Notice of Examination will receive an additional 5 (five) minutes of compensatory time in Typing Test. Only VH candidates who choose to use scribes during the written exam will be given passage readers at DEST.

Marks will be assessed based on the Accuracy, Speed, Mistakes

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Tier- 3 Presentation Test - (50 MARKS)

For Presentation Test :

The 50 Marks are given based on the Behavior/Attitude, Presentation style, Content and coverage of the presentation, Communication & Audience engagement, Body Language, posture and public attitude.

Candidates are required to make a brief Power-Point Presentation which includes
- Personal profile,
- Past experience,
- extra-curricular activities,
- future plan,
- About the knowledge of CCRT,
- Vision for the Institute,
- Reasons to join in CCRT and the responsibilities of Data Entry Operator Post.

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