

Date of Examination:	<b>09<sup>th</sup> July 2023</b>	Time:	2 Hrs
Name of the Post:	<b>Junior Assistant - Level 3 Skill Test</b>		

<b>Name of the Candidate:</b>										
<b>Email id:</b>										
<b>Application No:</b>										

\_\_\_\_\_  
**Candidate's Signature**

\_\_\_\_\_  
**Invigilator's Signature**

**Instructions to the Candidate:**

1. *This booklet consists of two-parts Part A and Part B. Part A carries 90 marks. There are 5 questions in this part. Each question in PART A carries 18 marks.*
2. *Part B consists of one Question and carries 10 marks.*
3. *Strictly adhere to appropriate discipline during examination and you are not permitted to leave the Examination Hall until the end of the test.*
4. *Return the Question Paper, Answer booklet and signed copies of printouts of your solutions duly signed on each page to the Invigilator after completion of examination.*
5. *You are not allowed to use any other application other than MS Office.*
6. *Once you finish single pdf for Question no Q6 of Part B, consult the system administrator within the stipulated time of 2 hours.*
7. *No electronic gadget is allowed inside the examination hall.*
8. *After taking print out, i) it is your responsibility to collect the printout from system administrator, ii) sign on every page of the hard copy of the printout iii) attach to your answer script and iv) handover the booklet, question paper to the invigilator.*

### Level 3: Skill Test for Junior Assistant Post

Total Marks – 100

Time: 100 minutes

Part A: There are five Questions. Each question carries 18 marks.

Part B: There is only one question with 10 marks.

Q1. Create a form with the given fields with the following features.

Emp Id	Name	Date of joining	Level	Designation	Basic pay
1	Arun b	5 <sup>th</sup> august 88	12	Deputy Registrar	110000
2	S Akshaya	24 sep 96	10	Assistant Registrar	78800
3	Kavya M	05 jan 2003	4	Senior Assistant	44000
4	P K Reddy	14 feb 12	5	Junior Superintendent	23000
5	B K Choudhary	18 nov 2016	10	Technical Officer	97800
6	M K Singh	02 <sup>nd</sup> oct 2008	8	Security Officer	86000

- Name of the file – IIITDM\_Kurnool
- Name of the fields to be included serially in the form are
  1. Employee Id No.
  2. First name, Initials
  3. Designation
  4. Basic pay
  5. Date of Joining
  6. Gender

Directions to create the form:

- Margin – Top 1.4cm, Bottom 1.5 cm , Right 2.1 cm and Left 1.8 cm
- All field names should be in the following format
  - a. Font – “Book man old style”
  - b. Font Size -14
  - c. Font weight 2 pts.
  - d. Case- Title
  - e. Character – Bold
  - f. Justification - Left
- Include water mark IIITDM (Layout Diagonal, Font Times New roman, size 24, colour RED) .
- Insert Active x control to obtain date in dd/mm/yyyy format only.
- Restrict editing of the file.

Q2 : Create Excel file with file name – Salary

The following are the details of employees and their salary

Emp Id	Name	Level	Basic pay
1	Raman VK	10	95000
2	Priya	11	101000
3	Kritika	10	44000
4	P K Rao	5	55000
5	Pavithra	9	62000
6	RD Verma	8	77500

Calculate the following by using MS EXCEL formula for the above table for drawing the monthly salary of employees.

- HRA @ 24% of basic pay for Level 10 and above.
- HRA @ 16 % for others
- DA at the rate of 38% for all employees
- TA @ Rs.7200 for level 10 and above and Rs.3600 for others.
- TDS recovery on total salary @ 20% of Rs.1.50 lakh and above and @10% for others
- All allowances should have separate fields.
- Reflect the data in table by sorting from highest net salary to lowest net salary.

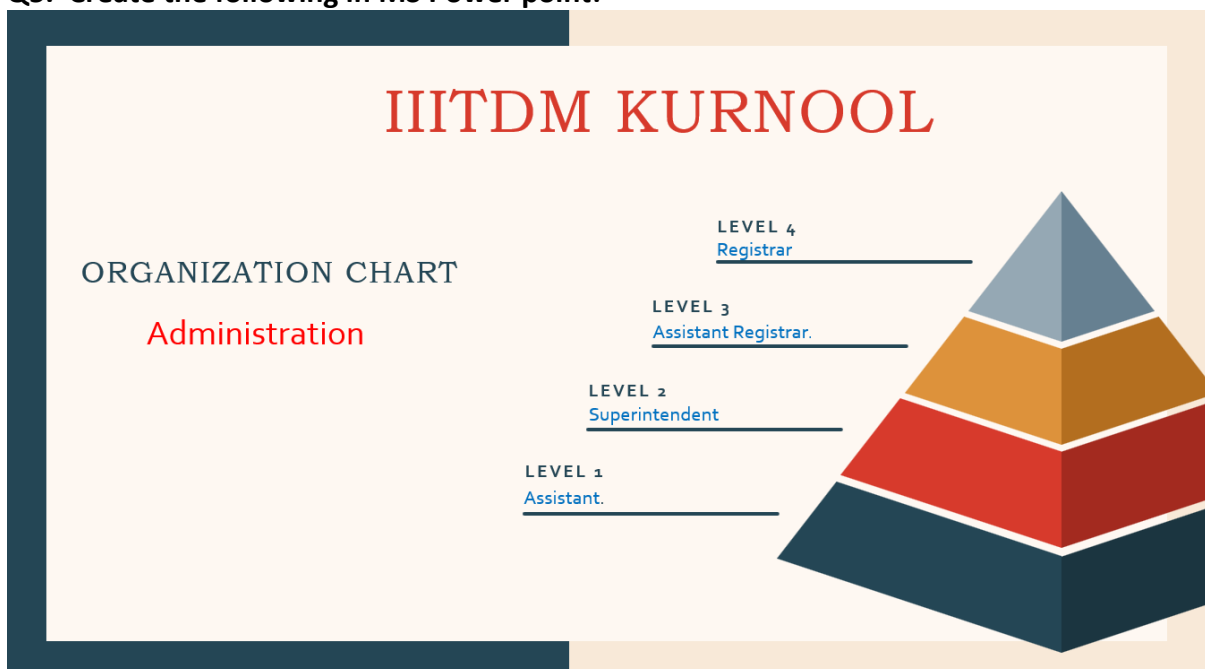
**Q3. Using the data in the question Q2, prepare charts to:**

- Reflect the share of **percentage of each level** as a pie chart on the total salary of all employees.
- Prepare a bar chart showing the total salary and income tax recovered for **each employee with Id**

**Q4. Type the following equations in MS Word**

- $\frac{\partial y}{\partial x} = x^2 + yx^2$
- $(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$
- $\cos \alpha + \cos \beta = 2 \cos \frac{1}{2}(\alpha + \beta) \cos \frac{1}{2}(\alpha - \beta)$
- $(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$

**Q5. Create the following in MS Power point:**



**PART B (10 Marks)**

**Time: 20 Minutes**

**Q6. Prepare Single PDF with the following format along with**

- a) First line of the Header heading as "Level 3 Skill Test for the Post of Junior Assistant" ;  
Second line of the header heading as " \_\_\_\_\_ " (fill the blank spaces with your application number.
- b) Enter the following data in the Footer with the following data: i) Date of Examination, ii) Question number.
- c) Answer for each question as body of the text
- d) Save the final PDF file name Application Number.
- e) Submit the soft copy to Administrator

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