

INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
भारतीय प्रौद्योगिकी संस्थान तिरुपति
Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

COMPUTER PROFICIENCY TEST – JUNIOR SUPERINTENDENT

DATE: 15-02-2020 : DURATION 90 MINUTES

MAXIMUM MARKS : 60. TOTAL FILES TO BE SUBMITTED: 6

Instructions: Create a folder in your Desktop with name as your_application_number and save all your files here.

1) (30 Minutes, 20 Marks) Create an MS Word file with name as your_application_number_q1. Once completed this task, save your Word file, and export and save the completed file as pdf.

Type the following passage with justified alignment and paragraphs wherever indicated in the passage. Also please follow the guidelines given at the bottom of the question. Please correct the spellings wherever required.

The following procedure shall be followed while formulating the guidelines for the

Committees making urgent Purchases: //para//a) the committee should invariably

include Finance Officer or his representative.// b) approval of the Director of the institute

should be obtained after clearly indicating (i) non-availability of the items in the stores to

meet the emergent requirement, (ii) justification to make the urgent purchases (iii)

approximate value of the items proposed to be purchased urgently.// c) emergent

purchase should not be considered for office equipment and furniture.// stores purchased

on emergent basis should be utilised within a reasonable time after the receipt. // e)

the right source of supply from the vendors list should be contacted/visited by the

committee members for ascertaining availability

of materials for immediate requirements.//f) enquiries incorporating the terms and

conditions of supply

should be issued under acknowledgement to at least five firms subject to availability under vendors list, specifying the time as needed within which the quotations should be submitted in sealed envelopes. All the quotations should be opened on the prescribed date and time by the committee. In case the number of firms to whom the enquiries are issued is less than five, reasons for the same should be recorded on the file. Purchase of proprietary/specific brand/preferred source goods be made by obtaining the single quotation provided the requisite approval has been obtained.//g) where the lowest technically suitable offer is rejected on considerations of delivery period, the question of imposing penalty for the delivery after the prescribed date and or risk purchase clause should be considered.//inspectin of the materials should be carried out as speedily as possible.h) recommendations/decisions of the committee made on the spot shall be submitted to the Director for *post-facto* approval.

Note to the candidates: In the above passage, last para shall be in bold, italics and underlined. The symbol "/" denotes change of para. Spellings shall be corrected without using spellcheck.

2. (30 Minutes, 20 Marks) Create an MS Excel file with filename as your_application_number_q2. Once completed save the excel file, and export and save the completed excel file as pdf.

From the following table and instructions given below please prepare the salary bill for the month of July, 2017 in respect of the following faculty.

S.No.	Name	Designation	B.Pay
1	K.N.Satyanarayana	Director	225000

2	K.Krishnaiah	Professor	200000
3	N.N.Kishore	Professor	200000
4	P.C.Deshmukh	Professor	200000
5	V.Raghavendra	Professor	200000
6	N.Venkaiah	Asso.Professor	150000
7	N.Nithyadharan	Asst.Professor	104000
8	A.Madan Mohan	Asst.Professor	104000
9	P.V.Sampath	Asst.Professor	104000
10	A.V.V.Prasad	Registrar	140200

By extending the columns for deductions please prepare the salary bill for Feb.2020.

DA shall be 21% of B.Pay HRA is 8% of the Basic Pay.

Under deductions the following deductions may be made :

- 1) Profession Tax Rs.200 for all the Officers
 - 2) Income Tax at 20% of the Basic pay.
 - 3) For Sl.No.1 to 5 Provident Fund to be deducted at 10% of Basic Pay
 - 4) for Sl.No. 6 to 10, NPS @ 10% of Basic Pay + DA has to be recovered
- Arrive at the gross salary and by deducting the total deductions from the Gross Salary arrive at the net salary for the above officers.

3. (30 Minutes, 20 Marks) Perform the following using MS powerpoint, with file name as your_application_number_q3, and export and save the completed file as pdf.

Except title slide, all slides to have slide number on bottom right corner, and central aligned footer mentioning 'IIT Tirupati lab proposal'.

a) Slide 1: Title slide - create two text boxes with the following specifications:

i) Textbox-1:

Specification: Placed in the center of the slide, using Times New Roman font, and font size of 35, with the text centrally aligned.

Content: Physics Lab proposal

ii) Textbox-2:

Specification: Just below the Textbox-1 using Times New Roman font and font size of 25, with "Justify Text" alignment.

Content: IIT Tirupati - 2020

b) Slide 2: Slide title: Physics Lab layout. Title specification: in Times New Roman font with size 25, with following content and specifications:

i) Draw a rectangular box representing the lab floor layout (top view) with length and breadth in meters, shown using appropriate arrows such as |<- x metres ->|. Center of the lab, has a pillar represented by small square box filled with black color.

ii) Upon a mouse click, the length and breadth in meters to be shown using appropriate arrows such as |<- x meters ->| with "Fly in" animation effect.

iii) Use a rectangular box filled with brown color representing table (to keep lab equipments). Keep 3 tables along each sides of the wall (total 12 tables), except on the corners. Each table should have text mentioning 'Equipment-1',.... , 'Equipment-12'

iv) Upon another mouse click, the tables represented as rectangles filled with brown colors to keep lab equipment appears with "Peek-in" animation effect.

v) Place two 'small' tables on either side of the pillar, with one named in text as staff table, and another named as instructor table.

vi) Upon another mouse click, the staff and instructor tables should appear with 'Shape' animation effect.

d) Slide 3: Slide title: Terms and Conditions. Title specification: in Times New Roman font with size 25, with following contents and specifications:

i) Write a few applicable terms and conditions (at least 3) in bullet items.

e) Slide 4: Slide title: Vendors price comparison sheet, in Times New Roman with font size 25.

i) Consider that you had received quotations from three vendors for the given items. Draw an appropriate table to summarize the cost comparisons of three vendors quoted prices with total amount, and total amount with 18% tax included. And show the L1 (least quoted) vendor with in bold text.

ii) Draw a bar graph to show different vendor names along x-axis, and total cost (including GST) along y-axis. The top of each vertical bar should show the price value.

f) Slide 5: Last Slide: Showing 'Thank You' in Times New Roman font with with size 35, centrally aligned. With text effects showing 'Outer Bottom shadow preset', shown with 'Checkerboard' animation.

--End of the Question Paper--