

**HIGH COURT OF MANIPUR**  
**SKILL TEST FOR ENGAGEMENT OF 1(ONE) COMPUTER OPERATOR**

Date: 1<sup>st</sup> February, 2020

Time Allowed: 20 (twenty) Minutes

Full Mark: 15 (fifteen)

**INSTRUCTIONS**

- You have to create a Folder at the Desktop of your Computer and its name should be same as your name.
- You have to save all your Ms. Word, Ms. Excel and PDF files inside the folder.

Q. 1. (A) Create a Folder at the Desktop of your Computer and its name should be same as your name.

**1 mark**

(B) Browse internet, find the Notification dated 16<sup>th</sup> January, 2020 regarding engagement of 1(one) Computer Operator (on contract basis) from the official website of the High Court of Manipur. Download the PDF file/document and save it inside the above mentioned folder. **2 marks**

Q. 2. (A) Using Ms. Word, retype the Notification at **Annexure 1** in the same format, replicating the same font style, indents, margins and spacing etc. **5 marks**

(B) A copy of the Notification is to be marked to you also, so insert your name in the relevant part of this Notification. **1 mark**

Q. 3. (A) Using Ms. Excel, prepare a Worksheet to calculate **Gross Salary** of Regular Computer Operator in the following manner.

Pay = Rs. 5200, Grade Pay = Rs. 2400, Basic Pay = Pay + Grade Pay, DA = 131% of Basic Pay,  
HRA = 15% of Basic Pay, MA = Rs. 600, **Gross Salary** = Basic Pay + DA + HRA + MA

Assume yourself, Ms. AAA and Mr. BBB as Regular Computer Operators and find the total sum of Gross Salaries of these three Computer Operators. **6 marks**

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