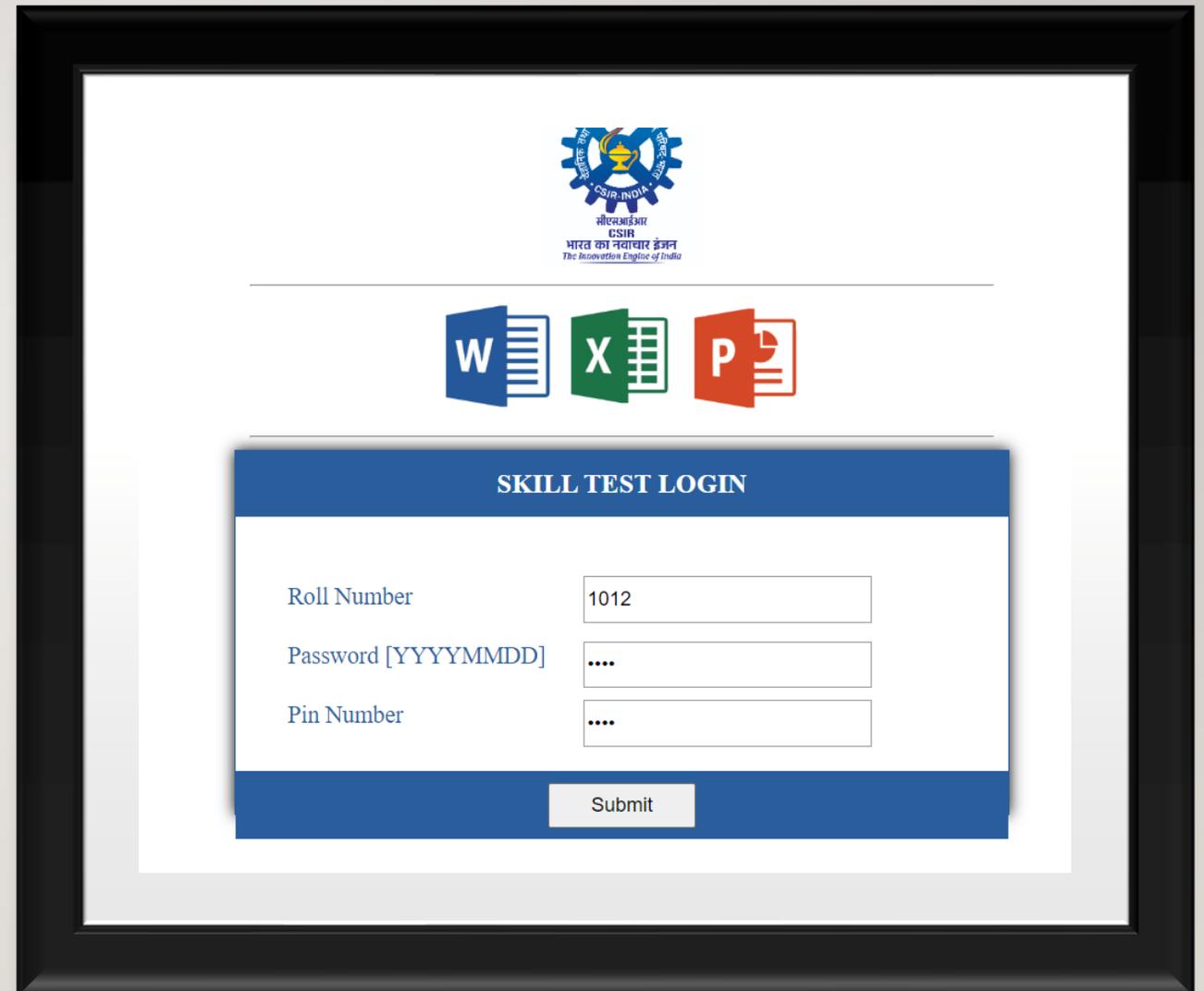


STEP 1:- CANDIDATE LOGIN SCREEN

- Candidate will put his/her Roll Number & Date of Birth as Password.
- Pin Number will be announced at 09:10 AM for shift 1 & 02:10 PM for Shift 2



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W X P

SKILL TEST LOGIN

Roll Number

Password [YYYYMMDD]

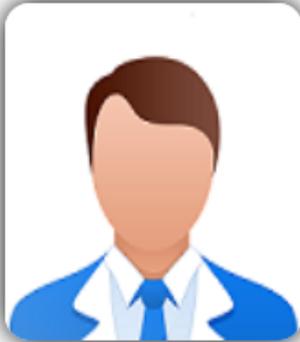
Pin Number

Submit

Step 2: - Candidate Profile

Candidate will verify his/her details and will click on “I confirm to Proceed”

CANDIDATE PROFILE DETAILS	
Roll No	: 1014
Candidate Name	: Dummy_14
Father's Name	: Dummy_Father_14
Date of Birth	: 15-08-1994



I Confirm To Proceed

Step 3: -

After Confirming the Profile Candidate will land on “General Instruction to Candidate”

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The computer practical test examines the computer proficiency and knowledge of computer including usage of office suites and databases for which questions pertaining to a letter/passage/ paragraph in MS-Word, Power Point Presentation slides in MS-Power Point and Table in MS Excel will have to be answered/reproduced within the time limits.
2. The computer practical test will be of 60 minutes duration.
3. Marking of question is given at the end of question in bracket form. There is no negative marking.
4. As soon as you start the exam, you will see three buttons to download the file, which will be Word Excel and Power Point files respectively, the file should be save in download folder, after downloading you will open each file and answer it and save it with CTRL + S, then have to upload that file.

How to Download

- Step 1 - Click on Download File --> Save --> Save.
- Step 2 - Open Folder --->Open file.
- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the file.

How to Upload

- Step 1 - Click "Choose File" --> Select File -->Click Open.
- Step 2 - Click "Upload File" button To upload.
- Step 3 - Don't Change or Rename the file.

- Candidate must read the instructions carefully for 5 minutes.
- Click on the “Check Box”.
- Click on “I am ready to begin the Mock”

I confirm that, I have read and understood the instructions.

I am ready to begin the Mock

Step 4:-

- Mock timer will Start for 15 Minutes time.
- Candidate can download and upload the Mock files and check the functionality



Skill Test - Microsoft Office (Mock Window Only)

Roll Number : 1014
Candidate Name : dummy_14
Father's Name : Dummy_Father_14

Time Left 00:14:56



1014_mock.docx

Download



1014_mock.xlsx

Download



1014_mock.pptx

Download

- Step 1 - Click on Download File --> Save --> Save.
- Step 2 - Open Folder --->Open file.
- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the file.

Select File to Upload Your Response:

Choose file No file chosen

Upload File

- Step 1 - Click "Choose File" --> Select File -->Click Open.
- Step 2 - Click "Upload File" button To upload.
- Step 3 - Don't Change or Rename the file.
- Step 4 - Upload the file same.

Note - This is Mock Window Only.

Step 5:-

After Click on the “Download” button, File Download popup window will open up.

Click on the “Save” button



Skill Test - Microsoft Office (Mock Window Only)

Roll Number : 421105416
Candidate Name : MITHUN G
Father's Name : GANGAPPA GM

Time Left 00:13:30



421105416_mock.docx
[Download](#)



421105416_mock.xlsx
[Download](#)

File Download

Do you want to open or save this file?

 Name: 421105416_mock.docx
Type: Microsoft Word Document, 14.0 KB
From: 10.1.0.201

[Open](#) [Save](#) [Cancel](#)

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

File to Upload Your Response:
[Browse...](#)
[Upload File](#)

- Step 1 - Click on Download File --> Save -->
- Step 2 - Open Folder --->Open file.
- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the file.

- Step 4 - Upload the file same.

Note - This is Mock Window Only.

STEP 6:- 1. CLICK ON “**SAVE**” AGAIN 2. DO NOT CHANGE/EDIT THE FILE NAME



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Skill Test - Microsoft Office (Mock Window Only)

Time Left 00:12:30

Roll Number : 421105416
Candidate Name : MITHUNG
Father's Name



421105416_mock.docx
[Download](#)



421105416_mock.xlsx
[Download](#)

- Step 1 - Click on Download File --> Save -->
- Step 2 - Open Folder --->Open file.
- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the

Save As

This PC > Downloads

Organise New folder

Name	Date modified	Type
No items match your search.		

File name: 421105416_mock

Save as type: Microsoft Word Document

[Save](#) [Cancel](#)

-->Click Open.
d.

ow Only.

STEP 7:-

1. CLICK ON THE “CLOSE”.AND DOWNLOAD EXCEL & PPT FILE.

2. Now click on “Open Folder” to access the downloaded files.

Skill Test - Microsoft Office (Mock Window Only)

Roll Number : 421105416
Candidate Name : MITHUN G
Father's Name

Time Left 00:11:43

File to Upload Your Response:

Browse...
Upload File

Use File" --> Select File --> Click Open.

- Step 1 - Click on Download File --> Save --> Save.
- Step 2 - Open Folder ---> Open file.
- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the file.

- Step 2 - Click "Upload File" button To upload.
- Step 3 - Don't Change or Rename the file.
- Step 4 - Upload the file same.

Note - This is Mock Window Only.

STEP 8:-

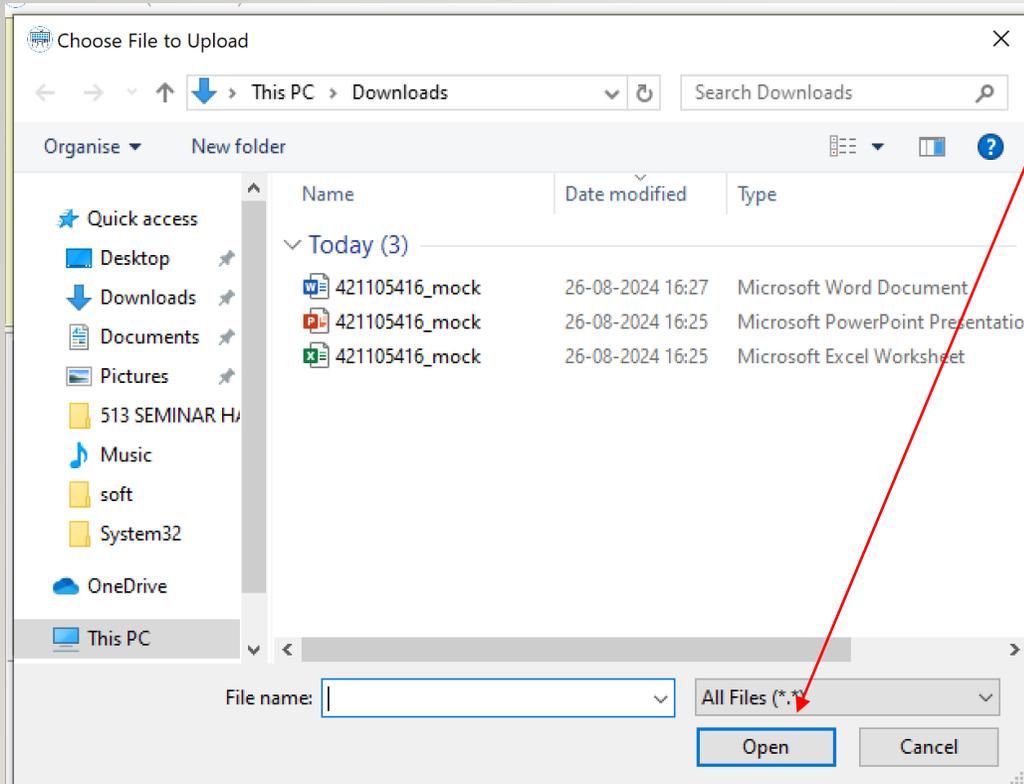
FILES ARE DOWNLOADED IN “**DOWNLOAD FOLDER**”.
OPEN THE FILE AND START WORKING.

The image shows a composite screenshot. On the left, a web portal for CSIR-INDIA is visible, featuring the organization's logo and text in Hindi: 'सौरभभारतं कुरु' (Saurabh Bharatam Kuru), 'CSIR-INDIA', 'भारत का नवाचार इंजन' (Bharat ka Navaachar Engine), and 'The Innovation Engine of India'. Below the logo are two download buttons for files named '421105416_mock.docx'. To the right, a Windows File Explorer window is open to the 'Downloads' folder. The address bar shows 'This PC > Downloads'. The left sidebar lists various locations, with 'This PC' selected. The main pane shows a single file named '421105416_mock' with a checked selection box. The status bar at the bottom of the File Explorer indicates '1 item | 1 item selected | 14.0 KB'. The background of the web portal includes a 'Skill T Window' header and fields for 'Roll Number', 'Candidate', and 'Father's Name'. A large red number '46' is visible on the right side of the web portal, and the word 'Open.' is partially visible below it.

- Step 1 - Click on Download File -->
- Step 2 - Open Folder --->Open file
- Step 3 - Solved the Question Paper
- Step 4 - Save by pressing **CTRL+S**

STEP 9:-

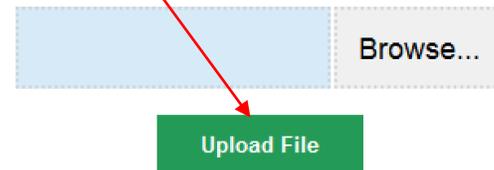
1. AFTER COMPLETING EXERCISE, CLICK ON THE “**BROWSE..**” BUTTON.
2. SELECT THE FILE AND CLICK ON “**OPEN**”.
3. CLICK ON THE “**UPLOAD FILE**”, REPEAT THE SAME FOR ALL FILE.



- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the file.



Select File to Upload Your Response:



- Step 1 - Click "Choose File" --> Select File --> Click Open.
- Step 2 - Click "Upload File" button To upload.
- Step 3 - Don't Change or Rename the file.
- Step 4 - Upload the file same.

Note - This is Mock Window Only.

STEP 10:-

CHECK THE STATUS, IF ANY BLANK FILE GET UPLOADED, THEN IT WILL INDICATE AS “**BLANK FILE UPLOADED**”.

			Skill Test - Microsoft Office (Mock Window Only)	Time Left 00:06:06
Roll Number : 421105416			Candidate Name : MITHUN G	Father's Name : GANGAPPA GM
 421105416_mock.docx Download Uploaded ✓	 421105416_mock.xlsx Download Uploaded ✓ Blank File Uploaded	 421105416_mock.pptx Download Uploaded ✓ Blank File Uploaded	Select File to Upload Your Response: <input type="text"/> Browse... Upload File	
<ul style="list-style-type: none">Step 1 - Click on Download File --> Save --> Save.Step 2 - Open Folder --->Open file.Step 3 - Solved the Question Paper.Step 4 - Save by pressing CTRL+S close the file.			<ul style="list-style-type: none">Step 1 - Click "Choose File" --> Select File -->Click Open.Step 2 - Click "Upload File" button To upload.Step 3 - Don't Change or Rename the file.Step 4 - Upload the file same. <p>File uploaded successfully.</p> <p>Note - This is Mock Window Only.</p>	

STEP 10.1:-

A).CORRECT FILE INDICATED AS “**UPLOADED**” ONLY.

B).TRY AGAIN TO UPLOAD THE SOLVED FILE.

	Skill Test - Microsoft Office (Mock Window Only)	Time Left 00:06:06	
	Roll Number : 421105416 Candidate Name : MITHUN G Father's Name : GANGAPPA GM		
			Select File to Upload Your Response:
421105416_mock.docx	421105416_mock.xlsx	421105416_mock.pptx	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Download"/>	<input type="button" value="Download"/>	<input type="button" value="Download"/>	<input type="button" value="Upload File"/>
<input type="button" value="Uploaded ✓"/>	<input type="button" value="Uploaded ✓"/> Blank File Uploaded	<input type="button" value="Uploaded ✓"/> Blank File Uploaded	<ul style="list-style-type: none">• Step 1 - Click "Choose File" --> Select File -->Click Open.• Step 2 - Click "Upload File" button To upload.• Step 3 - Don't Change or Rename the file.• Step 4 - Upload the file same.
<ul style="list-style-type: none">• Step 1 - Click on Download File --> Save --> Save.• Step 2 - Open Folder --->Open file.• Step 3 - Solved the Question Paper.• Step 4 - Save by pressing CTRL+S close the file.			File uploaded successfully.
Note - This is Mock Window Only.			

STEP 10.2 :-

IF A FILE IS RENAMED AND THEN ATTEMPTED TO BE UPLOADED, AN ERROR MESSAGE STATING "INVALID ROLL NUMBER OR FILE MISMATCH" WILL APPEAR."

			Skill Test - Microsoft Office (Mock Window Only)	Time Left 00:04:11
Roll Number : 421105416			Candidate Name : MITHUN G	Father's Name : GANGAPPA GM
 421105416_mock.docx Download Uploaded ✓	 421105416_mock.xlsx Download Uploaded ✓ Blank File Uploaded	 421105416_mock.pptx Download Uploaded ✓ Blank File Uploaded	Select File to Upload Your Response: <input type="text"/> Browse... Upload File	
<ul style="list-style-type: none">Step 1 - Click on Download File --> Save --> Save.Step 2 - Open Folder --->Open file.Step 3 - Solved the Question Paper.Step 4 - Save by pressing CTRL+S close the file.			<ul style="list-style-type: none">Step 1 - Click "Choose File" --> Select File -->Click Open.Step 2 - Click "Upload File" button To upload.Step 3 - Don't Change or Rename the file.Step 4 - Upload the file same.	
			Invalid Roll Number or File Mis-Matched.	
			Note - This is Mock Window Only.	

STEP 11:-

- A). ONCE THE MOCK TIME GET OVER, A DECLARATION CHECK BOX WILL APPEAR.
B). CLICK ON THE CHECK BOX AND “PROCEED”.



421105416_mock.docx

Download

Uploaded ✓



421105416_mock.xlsx

Download

Uploaded ✓

Blank File Uploaded



421105416_mock.pptx

Download

Uploaded ✓

Blank File Uploaded

- Step 1 - Click on Download File --> Save --> Save.
- Step 2 - Open Folder --->Open file.
- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the file.

Select File to Upload Your Response:

Upload File

- Step 1 - Click "Choose File" --> Select File -->Click Open.
- Step 2 - Click "Upload File" button To upload.
- Step 3 - Don't Change or Rename the file.
- Step 4 - Upload the file same.

Invalid Roll Number or File Mis-Matched.

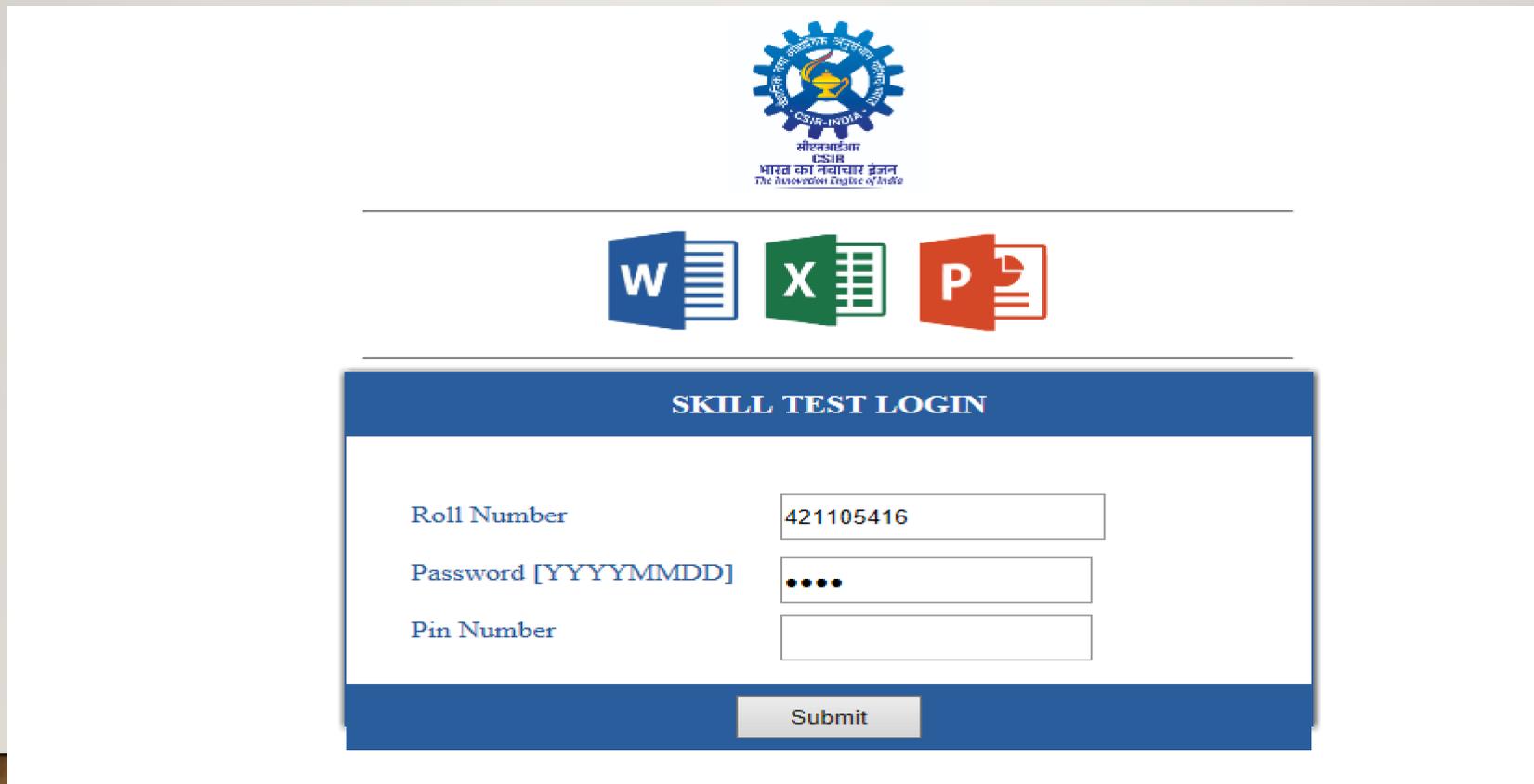
Note - This is Mock Window Only.

I have participated in the CPT mock examination, and I hereby confirm that my system is operating correctly.

Proceed

STEP 12:-

- A). ROLL NO.AND PASSWORD ARE AUTO FILLED.
- B). PIN NUMBER WILL ANNOUNCE BY THE EXAM OFFICIALS TO SUBMIT.




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The Association of Digital of India

SKILL TEST LOGIN

Roll Number

Password [YYYYMMDD]

Pin Number

STEP 13: -

A).AFTER SUBMIT THE PIN NUMBER, GENERAL INSTRUCTION WILL APPEAR.

B). CLICK ON THE CHECK BOX AND “I AM READY TO BEGIN” .

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The computer practical test examines the computer proficiency and knowledge of computer including usage of office suites and databases for which questions pertaining to a letter/passage/ paragraph in MS-Word, Power Point Presentation slides in MS-Power Point and Table in MS Excel will have to be answered/reproduced within the time limits.
2. The computer practical test will be of 60 minutes duration.
3. Marking of question is given at the end of question in bracket form. There is no negative marking.
4. As soon as you start the exam, you will see three buttons to download the file, which will be Word Excel and Power Point files respectively, the file should be save in download folder, after downloading you will open each file and answer it and save it with CTRL + S, then have to upload that file.

How to Download

- Step 1 - Click on Download File --> Save --> Save.
- Step 2 - Open Folder --->Open file.
- Step 3 - Solved the Question Paper.
- Step 4 - Save by pressing **CTRL+S** close the file.

How to Upload

I confirm that, I have read and understood the instructions.

I am ready to begin

STEP 14:-

- A). ACTUAL EXAM TIMER(60 MINUTE) WILL START NOW.
- B). REPEAT THE SAME PROCESS AS INSTRUCTED DURING MOCK TEST.

			Skill Test - Microsoft Office	Time Left 00:59:47
Roll Number		:	4 2 1 1 0 5 4 1 6	
Candidate Name		:	MITHUN G	
Father's Name		:	GANGAPPA GM	
 421105416.docx Download	 421105416.xlsx Download	 421105416.pptx Download	Select File to Upload Your Response: <input type="text"/> Browse... Upload File	
<ul style="list-style-type: none">• Step 1 - Click on Download File --> Save --> Save.• Step 2 - Open Folder --->Open file.• Step 3 - Solved the Question Paper.• Step 4 - Save by pressing CTRL+S close the file.			<ul style="list-style-type: none">• Step 1 - Click "Choose File" --> Select File -->Click Open.• Step 2 - Click "Upload File" button To upload.• Step 3 - Don't Change or Rename the file.• Step 4 - Upload the file same.	

STEP 15:-

- A). AFTER CORRECTLY UPLOADING ALL THE SOLVED FILES, **“UPLOADED”** STATUS WILL APPEAR AS INDICATED BELOW.
- B). COMPLETE THIS ACTIVITY WITHIN THE TIME LIMIT.

 <p>भारत का नवाचार इंजन CSIR The Innovation Engine of India</p>	Skill Test - Microsoft Office Roll Number : 421105416 Candidate Name : MITHUN G Father's Name : GANGAPPA GM	Time Left 00:36:43	
 <p>421105416.docx Download Uploaded ✓</p>	 <p>421105416.xlsx Download Uploaded ✓</p>	 <p>421105416.pptx Download Uploaded ✓</p>	Select File to Upload Your Response: <input type="text"/> Browse... Upload File <ul style="list-style-type: none">• Step 1 - Click "Choose File" --> Select File --> Click Open.• Step 2 - Click "Upload File" button To upload.• Step 3 - Don't Change or Rename the file.• Step 4 - Upload the file same.
<ul style="list-style-type: none">• Step 1 - Click on Download File --> Save --> Save.• Step 2 - Open Folder ---> Open file.• Step 3 - Solved the Question Paper.• Step 4 - Save by pressing CTRL+S close the file.			
File uploaded successfully.			

AFTER “TIME OVER” STATUS OF UPLOADED FILE WILL APPEAR.



Skill Test - Microsoft Office

Roll Number : 421105416

Candidate Name : MITHUN G

Father's Name : GANGAPPA GM

Exam Time Completed

Ms-Word	Uploaded
Ms-Excel	Uploaded
Ms-Power Point	Uploaded

THANK YOU

