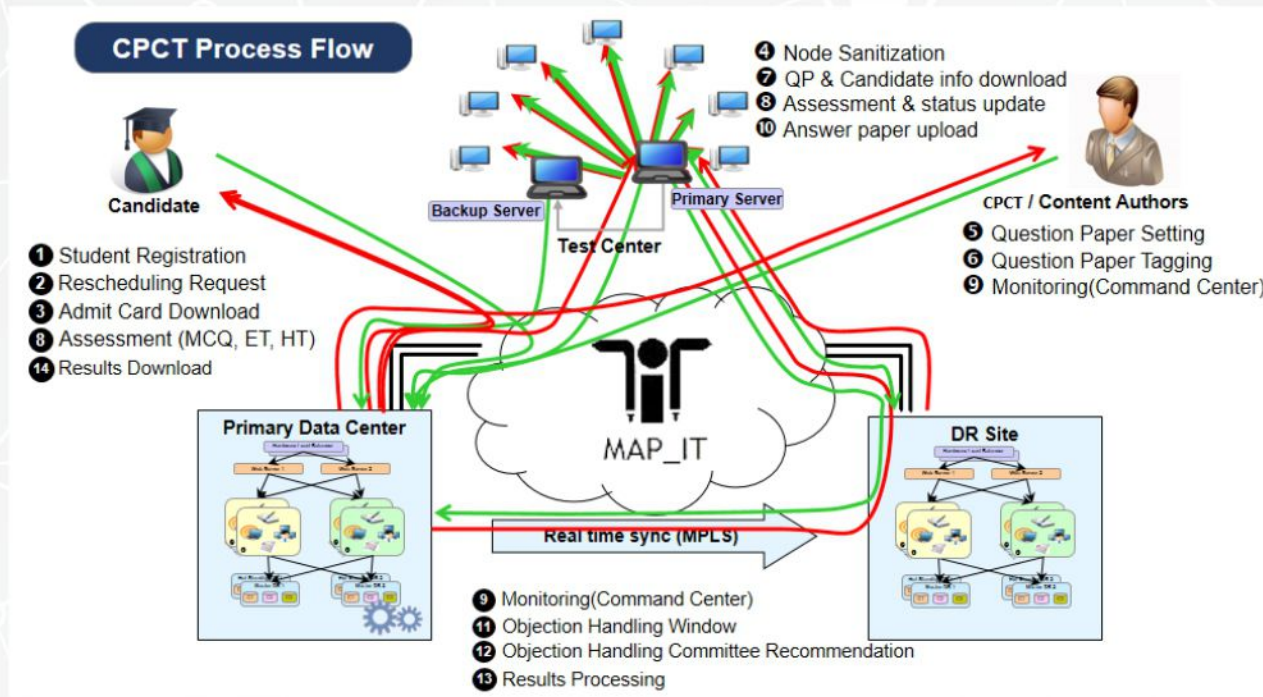


## Skill Suitability Matrix

Skill suitability matrix	Qualification(s) Essential		
	Section 1	Section 2	
	Computer Proficiency	English Typing	Hindi Typing
Computer Proficiency	✓	✗	✗
Computer Proficiency + Hindi Typing	✓	✗	✓
Computer Proficiency + English Typing	✓	✓	✗
Computer Proficiency + English Typing + Hindi Typing	✓	✓	✓



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Government of Madhya Pradesh  
Department of Science & Technology



# COMPUTER PROFICIENCY CERTIFICATION TEST (CPCT)

CPCT is mandatory for  
data entry/IT Operator/Assistant Grade-3/steno/shorthand/typist  
and other similar positions in the departments,  
corporations and agencies under GoMP



## What is CPCT

- Computer Proficiency & Certification Test (CPCT) has been initiated in the State to assess Computer Proficiency and Typing Skills of aspirants of Government jobs.
- Computer Based Online examination assesses the competencies using Multi Choice Questions (MCQ) based assessment and Typing test (English & Hindi Typing)

## Why is CPCT important

- Computer Proficiency Certification Test (CPCT) has been recognized as a mandatory qualification by Government of MP, by its order C 3 – 15/ 2014/1/3 dated 26 February 2015 for all positions like data entry operator / IT Operator / Assistant Grade-3 / steno / shorthand / typist and other similar positions in various Government departments where working knowledge of computers and typing skill are basic requirements.
- Aspirants of such Government jobs should appear in CPCT assessment to get their score card.

## Exam Details

### CPCT consist of two sections:

- MCQ (Multi Choice Question) having 75 questions from specified syllabus.
- Typing Skill Assessment
  - English Typing test
  - Hindi Typing test

### Test Duration

- The Test shall be of two hours (120 Minutes) duration distributed as under
  - 75 minutes for 75 Questions in Sections 1 – 6
  - 5 minutes mock test for English typing test to understand
  - 15 Minutes for English typing test
  - 10 Minutes Mock test for Hindi typing test to understand
  - 15 Minutes for Hindi typing test

### Minimum qualifying Scores

- The minimum qualifying scores in an individual skill is 50%.
- The qualifying net speed for Hindi typing equivalent to 50% is 20 words per minute (NWPM).
- The qualifying net speed for English typing equivalent to 50% is 30 words per minute (NWPM).

## How to appear in the Exam

- Select the appropriate Exam date from already available dates on portal.
- Register Online at portal with Candidate data and qualification details.
- Select your preferred exam location from any 3 city priorities.
- Pay an online fee of Rs 660/- only.

## Syllabus

- Basic knowledge of Computer Operations.
- Familiarity with Computer Hardware and Software
- Proficiency in general IT skills, such as Networking, Internet, Email and so on
- Comprehension Skills
- Mathematical/ Reasoning Skills and General Awareness
- Typing skills in English and Hindi languages

## Exam conducting body

- Madhya Pradesh Agency for Promotion of Information Technology (MAP\_IT) has been entrusted to conduct CPCT by Government vide its letter F 14- 16/2012/56 dated 18 February 2015.

## Features of CPCT

### For Candidates

- Any Indian over 18 years of age and passed the Higher Secondary exam may appear for the CPCT.
- Online registration and fee payment option through multiple payment gateways.
- Voice and Online Helpdesk support for candidates and their grievance handling.
- Scorecard is valid for the period of two years.
- Live updates on portal about Admit Card, Objection Handling, Score Card etc.

### For Employers

- Online Scorecard verification facility on portal.
- Online Candidates verification facility through biometric input.
- Skill Suitability Matrix on Score Card to facilitate selection as per job requirement.

