
Practical Test (Level 3) for the post of Junior Superintendent (Library)

PART-A

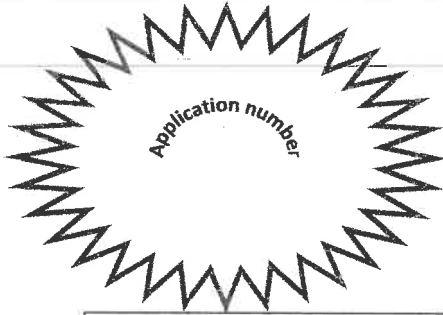
Time: 45 minutes

Maximum Marks: 20

INSTRUCTIONS TO CANDIDATES

1. This question paper has TWO questions. Both questions are compulsory.
 2. Candidates should type their name and application number on all the pages of the Answer sheet, before taking print out. Append your signature on the answer sheet after the print out.
 3. Return the question paper and the answer Sheet to the invigilator after the examination is over.
 4. Mobile, Electronic watch and other Electronic Gadgets are prohibited in the examination.
 5. Use of Unfair Means in Examination will lead to cancellation of candidature.
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Question 1: Prepare an application form exactly as per the attached document in MS word, including the outer frame. Select the Font: Times New Roman, Font size 14. Diagonally typed word "Application" should be in Dark blue colour, Font: Times New Roman and the font size is 66. (10 marks)



Standard Application for Employment	
"Employer"	Position applying for

PERSONAL DATA				
Name: Mr./Mrs. / Dr.				
Last	First	Middle		
Mailing Address		City	State	Zip
Home Telephone Number	Office Telephone Number	Mobile Number		
Date you can start work		Salary Desired: ₹ 35,000		
POSITION INFORMATION				
Hours: Full Time ☐	Part Time ☐	Status: Regular ☐	Temporary ☐	

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that in case of false statements, omissions or misrepresentations may result in the rejection of my application. I authorize the Employer to make an investigation of any of the facts set forth in this application.

Signature with date

List of enclosures:

- i. Matriculation/Higher Secondary/SSLC/10th Marks Card
- ii. Bachelor's Degree Mark Sheet & Certificate
- iii. Master's Degree Mark Sheet & Certificate
- iv. Ph.D Degree Certificate
- v. Category Certificate

2. Prepare a table in **MS-Excel** as given below. Calculate the Sanctioned Strength of Faculty based on the students' strength in the ratio of Faculty: Student as 1:10. Round-off the number to next higher number if the decimal is .5 & above.
From the Sanctioned strength of Faculty, calculate the category-wise sanctioned strength of faculty as follows: SC- 15%, ST – 7.5% & OBC – 27%. Ignore the decimal even if it is .5 & above. After arriving the sanctioned strength of SC, ST & OBC, the remaining sanctioned strength should be brought under UR. Then, calculate the category-wise vacant posts. Create a Bar-chart for Department-wise Students' strength and Sanctioned strength of Faculty. (10 marks)

Depart- ment	Students' strength	Sanctioned Strength of Faculty	Category-wise strength of Faculty												
			Sanctioned				Filled-up				Vacant posts				
			SC - 15%	ST- 7.5%	OBC - 27%	UR	SC	ST	OBC	UR	Total	SC	ST	OBC	UR
CSE	734				6	2	12	30							
ECE	625				5	4	14	28							
HSS	486				3	1	11	19							
ME	782				7	3	17	37							
Physics	577				6	2	10	25							
TOTAL															
