

High Court of Judicature at Allahabad
Personal Assistants Examination-2008

Computer Proficiency Test

Date: Friday December 4, 2009

Venue: Hall No.SH-5, New Extension Building, High Court, Allahabad

Serial Nos.	Roll Nos.	Batch No.	Test Timing	Reporting Time & Place
1 – 30	1 – 71	I	1.00 P.M. – 1.30 P.M.	12:30 P.M. At Hall No.1, New Extension Building, High Court, Allahabad
31 – 60	75 – 169	II	1.30 P.M. – 2.00 P.M.	
61 – 90	170 – 234	III	2.00 P.M. – 2.30 P.M.	
91 – 120	238 – 349	IV	2.30 P.M. – 3.00 P.M.	
121 – 150	352 – 435	V	3.00 P.M. – 3.30 P.M.	
151 – 180	439 – 528	VI	3.30 P.M. – 4.00 P.M.	
181 – 210	529 – 726	VII	4.00 P.M. – 4.30 P.M.	
211 – 228	728 – 805	VIII	4.30 P.M. – 5.00 P.M.	

Instruction for the Candidates

1. Candidates shall enter the Hall at the time indicated against their Roll No. and Batch. Candidates shall in no case be allowed to appear in test if they fail to appear in their own batches.
2. For testing the Computer Proficiency, candidates shall be provided a text matter containing approximately 500 words for typing and formatting in 10 minutes. Candidates shall stop typing after hearing the buzzer after completion of 10 minutes.
3. Final output (Formatting, Font style & Font size) of the typed document must appear similar to the sheet provided for typing. Candidates must take care for accuracy, speed and formatting of the typed document.
4. Candidates shall mention their Roll Number and Names at the top before starting of the typing of the matter provided on the sheet. Candidates must save the file frequently to avoid any loss of matter. File name should be given in the pattern of pa+roll no. For example if roll no. is 25 file name must be pa25. Candidates must save the matter in between also to avoid loss of typed matter due to some mistake.
5. Candidates shall be required to submit the print out after typing is completed and hand it over to the invigilator after putting legible signature on each of their printout sheets.
6. Candidates shall also ensure that copy of the typed matter is stored in media provided or transferred in the folder/directory informed by the invigilator immediately after the allocated time of 10 minutes is over.
7. Word processing software shall be “Open Office Writer” software under Linux Operating System.

Sd/-
Registrar General