SCREENING TEST – LECTURERS

Short listing of Applicants for Interview – By Screening Test of Multiple Choice Questions (MCQs) Type Exam. There will be one correct answer and three distracters.

Total Number of Questions to be asked – 100

Duration of Test – 90 Minutes

Proposed Scheme of Number of Questions from different Sections -

S. No.	Subject	Number of Questions
1.	Concerned Subject *	75
2.	Research Methodology *	15
3.	Computer (Annexure I)	10
	Total	**100**

*Questions will be of Post graduation level as per CCIM Syllabus

Note: - Ratio of Ayurveda and Modern questions will be approximately 75:25 wherever applicable.

COMPUTER

Knowing Computer: What is computer; Basic applications of computer; Components of computer system; Central processing unit (CPU); VDU; Keyboard and mouse, other input/output devices; Computer memory; Concepts of hardware and software; Concept of computing, data and information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

Operating Computer Using GUI Based Operating System: What is an operating system; Basics of popular operating systems; The User Interface; Using mouse; Using right button of the mouse and moving icons on the screen; Use of common icons; Status bar; Using menu and menu selection; Running an application; Viewing of file, folders and directories; Creating and renaming of files and folders; Opening and closing of different windows; Using help; Creating short cuts; Basics of O.S. setup; Common utilities;

Understanding Word Processing and M. S. Office: Word processing basics; Opening and closing of documents; Text creation and manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document; Understanding of components of M.S. Office; M.S. word; M.S. excel sheets; M.S. power point etc;

Using Spread Sheet: Basics of spreadsheet; Manipulation of cells; Formulas and Functions; Editing of spread sheet; Printing of spread sheet;

Introduction to Internet, WWW And Web Browsers: Basics of computer networks; LAN; WAN; Concept of internet; Applications of internet; Connecting to internet; What is ISP; Knowing the internet; Basics of internet connectivity related troubleshooting; World Wide Web; Web browsing softwares; Search engines; Understanding URL; Domain name; IP address; Using e-governance website;

Communications and Collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using emails; Document collaboration; Instant messaging; Netiquettes;

Making Presentation: Basics of presentation software; Creating presentation; Preparation and presentation of slides; Slide show; Taking printouts of presentation/handouts