

INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM  
LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION

**COMPUTER PROFICIENCY TEST FOR ASSISTANT  
REGISTRAR**

**Q1) Power Point Presentation (Total marks 05)**

Prepare a Power Point Presentation containing following information.

- 1) Brief about IIPE
- 2) Various bodies important in functioning of IIPE
- 3) Courses offered by IIPE
- 4) Industry Partners of IIPE

The PPT should not have more than 05 slides. PPT should strictly adhere to following: -

- 1) The title in PPT should be in Tahoma font of font size 40
- 2) The subtitle/bullet in PPT should be in Tahoma font of font size 32
- 3) Content in PPT should be in Tahoma font of font size 24
- 4) Each slide should have the same background

***Note: - Each slide will carry 01 marks each***

**Q 2) Typing letter in MS Word (Total marks 05)**

A cultural event "FLAIR" is being organised in IIPE. A letter drafted in next page is to be typed. The detail of font type/size and line spacing has been given in bold italics.

No IIPE/2024/12/FLAIR/03

Dated 10/12/2024

*(letter No and date to be typed in Cambria font size 12 and bold)*

To  
The Superintendent of Police,  
Visakhapatnam, Andhra Pradesh

*(To be typed in Cambria font size 10 and bold in 1.15 line spacing)*

Subject: Request for Security Arrangements for the Cultural Event "FLAIR" scheduled from 26-12-2024 to 28-12-2024 *(To be typed in Cambria font size 10 and bold in 1.15 spacing)*

Dear Sir, *(Full letter to be typed in Cambria font size 10 in 1.0 line spacing)*

I am writing to request your esteemed office's support in providing security arrangements for a cultural event, "FLAIR," organised by the students of the Indian Institute of Petroleum and Energy (IIPE), Visakhapatnam. The event will take place from 26th December 2024 to 28th December 2024 at the Police Grounds near the IIPE temporary campus.

This large-scale event is expected to attract approximately 5000 students from various educational institutions in and around Visakhapatnam. Given the size of the gathering and the importance of maintaining a safe and orderly environment, we kindly seek your assistance in ensuring security arrangement.

The specific requirements for the event include:

1. Deployment of police personnel at entry and exit points, the main event venue, and surrounding areas to ensure smooth crowd movement.
2. Regular patrolling in and around the venue to address any potential security concerns.
3. Assistance in managing vehicular traffic near the venue to avoid congestion, particularly during peak hours.

We are committed to adhering to all necessary regulations and guidelines to facilitate seamless coordination with your police team. The presence of a well-coordinated police team will greatly contribute to the success of this event and ensure the safety of all participants. Institute has also nominated Dr Nagesh Kumar, Assistant Professor as the coordinator for the security arrangements from the Institute, his contact no. is 8099089187.

We are looking forward towards your support and assistance in successfully organising the event.

Thank you for your attention and cooperation.

(R P Dwivedi)

Registrar

IIPE, Visakhapatnam *(To be typed in Cambria font size 10 and bold in 1.15 line spacing)*

### Q 3) Excel Proficiency Test- (Total marks 10)

Analyse recruitment exam data for 10 candidates across three stages to determine their overall performance and eligibility for the 02 available posts.

**Data Table**

Candidate Name	Written Test Marks (Out of 100)	Skill Test Marks (Out of 50)	Interview Marks (Out of 50)	Total Marks (Out of 200)
Mr. Lokesh	85	40	45	200
Mr. Krishna	78	23	40	200
Mr. Praveen	88	45	48	200
Mr. Ramesh	90	42	46	200
Mr. Sunil	75	38	35	200
Mr. Abhishek	80	40	44	200
Mr. Pramod	95	50	50	200
Mr. Satish	82	37	42	200
Ms. Riya	88	46	46	200
Mr. Alok	70	24	33	200

#### Question:-

**1. Calculate Total Marks Scored for Each Candidate:( 03 marks)**

- In a new column, calculate the total marks scored by each candidate by summing the Written Test, Skill Test, and Interview Marks using formula.

**2. Determine Pass/Fail Status for Each Candidate: (01 mark)**

- In a new column, write a formula to check if the candidate passed.
  - A candidate is considered "Pass" if:
    - Written Test Marks  $\geq 50$
    - Skill Test Marks  $\geq 25$
    - Interview Marks  $\geq 25$
  - Otherwise, display "Fail."

**3. Rank Candidates by Total Marks Scored: (02 mark)**

- Use a formula to rank the candidates based on their total marks Scored. Assign a rank to each candidate.

**4. Select the Top 2 Candidates for the Posts: (01 mark)**

- In a new column, write the "Selected/Not Selected" status for each candidate using an Excel formula. The top 2 candidates will be marked as "Selected" based on their **Rank** and **Pass** status, while all others will be marked as "Not Selected."

**5. Create a Chart: (03 marks)**

- Create a Clustered Bar Chart comparing the total marks of all candidates across the three evaluation stages (Written Test, Skill Test, Interview).