

**COMPUTER PROFICIENCY CERTIFICATION TEST**  
**RULE BOOK FOR EXAMINEES**



**Madhya Pradesh Agency for Promotion of  
Information Technology  
State IT Centre, 47-A Arera Hills, Bhopal**

**Note: The intention of this rulebook is to familiarize candidates about the conduct of  
Computer Proficiency Certification Test (CPCT).**

**Version 2.0**

**Dated 14.09.2015**

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## 1 Background

### **1.1 ABOUT COMPUTER PROFICIENCY CERTIFICATION TEST (CPCT)**

Computer proficiency is of the critical requirements for various clerical/ office support positions in the departments, corporations and agencies under Government of MP.

The skills required are often assessed on the basis of computer training certificates provided by various agencies and sometimes through personal interview. Many a times computer proficiency appeared in such certification process does not reflect in real time performance of human resources appointed. As of now, there are no fixed and widely accepted standards for computer proficiency and no such global/ national certification is available.

Government of MP has decided to introduce Computer Proficiency & Certification Test (CPCT) in the State to assess computer proficiencies including key board proficiency and other allied skills of candidates applying for Job in various Government Departments and Agencies. It is also decided by state government that CPCT assessment will be done using Computer Based Test (CBT) methodology to ensure fair and transparent assessment of candidates.

### **1.2 MANDATE FOR CPCT**

Government of MP, by its order C 3 – 15/ 2014/1/3 dated 26 February 2015 has recognized Computer Proficiency & Certification Test (CPCT) as mandatory eligibility criteria for positions in various Government departments, where working knowledge of computers and typing skill are basic job requirements.

Candidates wishing to get employed in such government Jobs will be required to participate in the CPCT and get their score card first. This score card will help recruiters to evaluate computer proficiencies and allied skills of a candidate. CPCT score card shall be referred in recruitments for such positions in State Government and agencies.

CPCT is a Computer Based examination that assesses the following competencies through a Multi Choice Questions based Assessment and Typing test:

1. Basic knowledge of Computer Operations
2. Familiarity with Computer Hardware and Software
3. Proficiency in general IT skills, such as Networking, Internet, Email and so on
4. Typing skills in English and Hindi languages
5. Comprehension Skills

## 6. Mathematical/ Reasoning Skills and General Awareness

Madhya Pradesh Agency for Promotion of Information Technology (MAP\_IT) has been entrusted to conduct CPCT assessment in the Madhya Pradesh by Government vide its letter F 14-16/2012/56 dated 18 February 2015. MAP\_IT is an autonomous agency under Department of Science and Technology, Govt. of MP. MAP\_IT is nodal agency to propel use of IT in delivery of Govt services and enabling e Governance in the state by providing capacity building, consulting, project management and policy level support and environment to various government departments and agencies.

**Disclaimer:** CPCT is only a certification test to assess and certify a candidate's relative proficiency in computer operations and typing skills for that may be required to work efficiently in government set up. CPCT, by its mandate, neither verify applicant's educational qualification nor validate any other eligibility for a government job.

Certified Candidates would have to apply separately and fulfill the other required eligibility criteria for a particular position that a Government department / organization has invited application for.

### 1.3 OBJECTIVES OF CONDUCTING CPCT

1. Setting-up a common uniform system for assessment of basic computer proficiency and eliminating the need of different procedures and certifications.
2. Develop and sustain computer proficient talent pool certified against acceptable standards for computer and key board proficiency.
3. To facilitate all the govt. departments and agencies for their relevant human resource requirements at various levels.
4. To develop a transparent, fair, object oriented and scientifically designed system to assess' relevant capabilities of Candidate to refer during recruitments in various government departments and agencies.

## 2. CPCT Protocol

### 2.1 VALIDITY OF CPCT SCORE CARD

The score card for CPCT will be valid for 2 years from date of issue of score card.

### 2.2 ELIGIBILITY CRITERIA FOR CANDIDATES

The minimum eligibility criteria in order to appear for the CPCT are

- a) Higher Secondary (XII Board) Test Passed from any recognized board Should have completed 18 years as on the date of registration.

## 2.3 PROCESS OF REGISTRATION ON THE CPCT PORTAL

For appearing in the CPCT, the Candidate needs to register them on the CPCT Portal ([www.cpct.mp.gov.in](http://www.cpct.mp.gov.in)). The Registration facility would be available in Hindi and English for the Candidates.

The Portal can be accessed through commonly and currently used browsers. The Portal provides a dedicated section for candidate registration. Candidates have to provide their basic detail like Name of applicant, Applicants fathers name, Applicant mothers name, gender, category, date of birth, mobile number, email ID, Job Type, permanent address , photo and signature, Higher Secondary mark sheet, Aadhaar number, educational qualification and experience to register themselves. The candidates should refer to the user guide and carefully read the instructions given on the application form for the related specification to be observed while filling up the desired information.

Candidate registration will also create profile of candidate on the portal through which they can download Admit Card, pay fees and download Score Card. Login details of CPCT Portal would be sent on email and messaged on to the registered mobile number and email ID.

After successful registration and payment, candidate will be allotted the available test date at an available test center. In case of non availability of test dates candidate will be scheduled for the immediate next available test date.

## 2.4 TEST FEE

Fee for appearing in CPCT is Rs. 660/- (Rs. Six Hundred Sixty only). The scheduled date will be communicated on registered mobile (through SMS) and e Mail.

The test fee can be paid through -

- 1) Online payment through payment gateways available on CPCT Portal (Net banking / Credit / Debit Cards). In such cases the payment gateway / net banking charges of respective bank/ payment gateway would be charged extra.
- 2) MP Online Kiosk - Facility to pay in Cash is at available MP-Online Kiosks by paying approved kiosk fee (refer CPCT portal) in addition to the prescribed test fee.
- 3) The fees once paid shall not be refunded in any circumstances.

Candidates are advised to pay the prescribed fees and approved facilitation charges only. In case of any clarification/ discrepancy observed in this regard, candidates should reach to the CPCT Help Desk.

## 3. TEST APPEARANCE GUIDELINES

- 1) A Candidate can apply and appear for the CPCT any number of times to improve his / her score / performance after a period of 180 days from the date of an immediate prior test taken by that candidate, if any.

- 2) If a Candidate is not able to attend the Test after successful registration for whatsoever reason can re register by paying prescribed test fee to reappear in the test.

### 3.1 SCHEDULE OF EXAMINATION

The CPCT Test shall be conducted on a prescribed day of the month. The scheduled test dates shall be displayed on portal. If the number of registrations exceeds the available seats, CPCT may increase the number of Test days / slots.

Candidates will be informed about such scheduled date and time by Email and SMS.

### 3.2 HELP DESK SUPPORT

The Help Desk would be operational between 7.00 am to 11.00 pm on all weekdays (including Sundays) except as mentioned in the CPCT portal as holidays . If the CPCT is held on the day of Nationalized Bank holiday the Help desk would be operational. Help desk support by the executives would be provided in English and Hindi language. The helpdesk number is displayed on the CPCT portal.

### 3.3 ADMIT CARD

Once the payment is successfully done and candidate is scheduled for the test, the Admit Card would be generated online and the link will also be send to their registered email to download the admit card. A print out can be taken to be produced to the allotted Test Center to appear in the test.

The candidate should carry **an original photo ID card, preferably the Aadhaar card, displaying the same name as it is in the Admit card** along with the **Admit Card** on the day of the Test.

### 3.4 TEST CENTRE ALLOCATION

The Candidate would be given the facility of choosing 3 city preferences to appear in the test out of the given list. The Test Centers will be available in below mentioned cities of Madhya Pradesh, however the final allocation shall be done on the basis on numbers of candidates registered for the test on a particular day and city and availability of test centre's thereof. The as of now available Test Cities are:

1. Bhopal
2. Indore
3. Gwalior
4. Jabalpur
5. Ujjain
6. Rewa
7. Sagar
8. Satna

However, the test Center would be allotted only on the basis of availability. In case no vacancies are available in the city of choice, the test Center would be allotted randomly against the preference filled by the candidate.

### 3.5 REPORTING TIME

Candidates are required to report at the respective test center at least 60 (sixty) minutes before the time specified for the commencement of test. In their own interest, candidate should ensure to reach the test center on time to avoid losing the allotted test duration of 120 minutes. **No candidate shall be allowed to enter the test centre after commencement of exam.**

This is to be noted that No candidate shall be permitted to leave the test terminal until the expiry of 120 minutes of the commencement of the examination.

### 3.6 RE – SCHEDULING OF TEST DATES

There may be a chance where, for his/ her inability to attend test on that particular day, a candidate may be required to re-schedule date. On CPCT Portal, the candidate will be having 2 additional chances (without re-payment of Fees) to re-schedule the test prior to 10 days of test date (24 hours Clock date) allotted to them.

#### **For Example-**

If “X” has registered for CPCT and scheduled on 30<sup>th</sup> August but due to any emergency he is not able to attend the CPCT on 30<sup>th</sup> August. In such scenario “X” can re-schedule his exam on or before 20<sup>th</sup> August (before mid night). Candidate will be given only 2 chances to do so.

### 3.7 TEST PATTERN

The test will have 75 Multiple Choice Questions (MCQs) and 15 minute typing Test for Hindi and 15 minutes typing test for English language (Both the tests are mandatory).

Total duration of Test would be 120 Minutes. Candidates will take Typing Test in last 45 minutes (30 minutes for Typing test and 15 minutes for reading the instructions and switch over).

The Test paper will be available in both Hindi and English languages and candidate have to choose his/ her preference at the start of test. There will be no negative marking in the Test.

The indicative Syllabus can be referred at CPCT Portal.

### 3.8 CPCT SCORE CARD

- 1) The minimum passing score is 50%. In order to get certify as “ CPCT Qualified” an candidate has to secure minimum 50% marks, each in both, typing and Computer proficiency.
- 2) The typing speed would be assessed in Words per Minute (WPM) scaled to an equivalent score for the certification purpose.
- 3) Though it is mandatory for a candidate to take up both Hindi and English typing test, the score card will record scores for Computer proficiency and for each of the typing test separately and would be declared ‘ CPCT Qualified’ for the skill where he/ she has secured 50 % marks.

- 4) Based on the performance in test, a candidate may be certify ' CPCT Qualified' for
  - a. Computer Proficiency only
  - b. Computer Proficiency + Hindi Typing
  - c. Computer Proficiency + English Typing
  - d. Typing (Hindi & English) and Computer Proficiency

### 3.9 DECLARATION OF RESULTS

The test result and final score card will be available on CPCT portal [www.cpct.mp.gov.in](http://www.cpct.mp.gov.in). The score card will record total marks scored and candidates assessed typing speed for both Hindi and English Language.

### 3.10 MOCK TEST (SAMPLE TEST)

Mock Test facility will be available on the CPCT portal to familiarize candidates with the CPCT pattern, Test screen interfaces, typing test interface, etc. This will also enable them to practice for typing test.

The pattern of Mock Test interface would be a replica of the test screen the candidates would see in the Test centers. The purpose of mock test is to only provide an opportunity to the candidate to make him/ herself familiar with actual Test interface that they are going to see in test.

## 4. INSTRUCTIONS TO EXAMINEES

### 4.1 GENERAL INSTRUCTIONS

1. Mobile phones or any other electronic gadgets such as watches, calculators and stationary items like pen, pencil, and paper are NOT ALLOWED inside the examination hall. There is no facility for safekeeping of your personal belongings outside the test hall and we are not responsible for its loss.
2. Only Admit Card & Photo ID Card only will be allowed inside the test hall.
3. Candidates should carry with them (i) Admit Card; and (ii) Original Identity Card (iii) Copy of Mark Sheet of Higher Secondary to the test Center for establishing their identity and securing admission to the test, failing which they will not be allowed to enter the Examination Hall.
4. The question papers will be displayed on the computer Screen both in English and Hindi language. In case of any doubt or discrepancy in Hindi language, the English version of the questions shall prevail.
5. The test observer/invigilator is authorized to expel a candidate from the test Hall/Room if in his/her opinion, the candidate has resorted to unfair means for the



purpose of answering the questions or behaved in a disorderly manner in and around the test Hall or obstructed the observer or invigilating staff in carrying out his/her duties or attempted to offer illegal gratification or attempted to apply undue influence or threatened or blackmail any person connected with conduct of examination or attempted to copy examination questions and/ or examination responses (in any format) from the test Centre, etc.

## 4.2 OPERATING INSTRUCTIONS

1. Finally, wait for the invigilator to signal start of test at the designated time. The “I am ready to begin” link will be enabled. Click the link to proceed to take the test. At no point during the test, the candidate should touch the keyboard. Doing so will lock the terminal. All answer choices should be made using the mouse.
  2. Candidates may attempt any section first. And the candidate can toggle between the two sections and attempt questions. An on-screen timer will mark remaining minutes for the test. If you do not understand a question on the test, you should answer the question to the best of your ability. Details on negative marking and penalty for unanswered questions will be shared closer to the test day.
  3. Each question is followed by four alternative answers marked as A, B, C and D. The candidate shall choose the most appropriate answer to each question and mark the same through click of mouse against the appropriate answer. Chosen answer will be highlighted and has to be saved by the Candidate. The questions may be answered in any order within the stipulated examination time.
  4. Post marking your selected option while answering a question; click one of the following to proceed:
    - Save & Next:** Saves your answer and moves to the next question.
    - Clear Response:** Clears the already selected answer option for the given question only.
    - Mark for Review & Next:** Marks your question in Violet for review so that you can return later to confirm your answer selection. You will also be prompted at the time of submitting the test, those questions that are marked for review.
- Countdown clock will start on commencement of examination and the same will be displayed on the top right hand corner of the test window for the remaining time available to a candidate for the Examination.
  - Candidates can make changes in their answer already chosen/marked by simply clicking the other answer option of their choice at any time before conclusion of examination or before clicking “FINISH” Button.

- Before conclusion of examination, the candidates can use the “REVIEW” option by clicking on “REVIEW” button, if they wish to review or revisit the question later.
- In case of restarting / shut down of computer due to technical reasons, immediately report the same to the Invigilator on duty. Answers already marked and time of the examination will be saved, and the candidate will be able to resume the examination from the exact point that last appeared before him/her.
- If any candidate wishes to take a bio break, they can do so after 30 minutes of commencement of the test. However, the timer on the Test Computer would continue to tick and the candidate would not be given any additional time to compensate for the time loss during the bio break. It is in their own interest that the candidates may limit their bio breaks to the minimum to avoid any loss of time.

### 4.3 WORKING ON EXAMINATION WINDOW

1. Only one question will be displayed on the test Window at a time.
2. Candidates can mark their choice of answers by placing cursor on any one of four alternative answers to each question and clicking through mouse thereat. Chosen answer option will be highlighted.
3. Candidates can change their answer to any question by clicking at the new answer option (Radio Button) before “SUBMIT” of the examination.
4. Candidates can answer questions in any order and can navigate between questions either by clicking on “Previous”/ “Next” button or by directly clicking on the question numbers which are displayed in the Section-wise Summary panel available on the Test Window.
5. The Question Palette panel on the right-hand side will display the status of your questions in four colors that indicate the following:
  - Green - Answered question
  - Red - Unanswered question
  - White - Question not viewed
  - Violet – Question marked for review

### 4.4 EXAMINATION SUBMISSION

1. When you click on the Submit button, the system will prompt you to confirm if you indeed want to submit your paper. The system will also display a summary of the status of the questions attempted by you.

2. Once you have submitted your paper, the system will present you with a candidate feedback form. It is mandatory for all candidates to respond to this survey to ensure improvement in candidate experience in the future.
3. A “Thank you” message will appear confirming the completion, finishing and submission of the test.

#### 4.5 USE OF ROUGH SHEET

1. Rough Sheet will be provided to the candidates for carrying out rough work, calculations, etc. during the test. Candidates are required to mention their Name, Roll Number, Registration Number, Test Date and Batch Time on the Rough Sheet.
2. Rough Sheet needs to be returned to the Invigilator before leaving the test Hall/Room/Lab. The candidate shall not be permitted to carry the rough sheets used/unused while they leave the Examination Hall/Room/Lab.

#### 4.6 MAINTENANCE OF DISCIPLINE IN THE EXAMINATION HALL/ROOM /LAB

Candidates should strictly follow the various written/ verbal instructions and maintain discipline in the test Hall/ Room/ Lab. Candidates should not:

1. Attempt to take the examination on behalf of someone else, i.e. Impersonation;
2. Give or receive assistance of any kind during the examination or communicating in any manner with other candidates or with outsiders.
3. Tamper / attempt to tamper with computer system or posing hindrance in the smooth conduct of the examination.
4. Leave the examination center without the permission of the invigilator.
5. Use prohibited aids or carrying banned items in the test premises/room/hall/lab, etc. such as mobile phones, I-pad, palmtop, books, study material, printed or handwritten paper, blank pieces of paper, electronic diaries, calculators, watch alarms, listening devices and recording or photographic devices etc.
6. Attempt to copy examination questions and /or examination responses (in any format) from the fellow student/ examination centre.

***The Observer/Invigilator is fully authorized to expel a candidate from the examination centre for any misconduct by the candidates.***

Infringement of any of these instructions may render the candidates liable for disciplinary action which could lead to cancellation of result of the test.

**SMOKING, CHEWING OF TOBACCO, BETEL, INTOXICANT, CARRYING/USE OF MOBILE PHONE, ETC., IS TOTALLY BANNED INSIDE THE TEST HALL/ROOM/LAB/CENTRE PREMISES.**