COMPUTER PROFICIENCY CERTIFICATION TEST (CPCT)

CPCT is mandatory for data entry/IT Operator/Assistant Grade-3/steno/shorthand/typist and other similar positions in the departments, corporations and agencies under GoMP.
What is CPCT
- Computer Proficiency & Certification Test (CPCT) has been initiated in the State to assess Computer Proficiency and Typing Skills of aspirants of Government jobs.
- Computer Based Online examination assesses the competencies using Multi Choice Questions (MCQ) based assessment and Typing test (English & Hindi Typing)

Why is CPCT important
- Computer Proficiency Certification Test (CPCT) has been recognized as a mandatory qualification by Government of MP, by its order C 3 – 15/ 2014/1/3 dated 26 February 2015 for all positions like data entry operator / IT Operator / Assistant Grade-3 / steno / shorthand / typist and other similar positions in various Government departments where working knowledge of computers and typing skill are basic requirements.
- Aspirants of such Government jobs should appear in CPCT assessment to get their score card.

Exam Details
CPCT consist of two sections:
- MCQ (Multi Choice Question) having 75 questions from specified syllabus.
- Typing Skill Assessment
  - English Typing test
  - Hindi Typing test

Test Duration
- The Test shall be of two hours (130 Minutes) duration distributed as under
  - 75 minutes for 75 Questions in Sections 1 – 6
  - 15 Minutes for English typing test
  - 15 Minutes for reading instructions and switch over between languages in typing tests
  - 10 Minutes Mock test for Hindi typing test to understand
  - 15 Minutes for Hindi typing test

Minimum qualifying Scores
- The minimum qualifying scores in an individual skill is 50%.
- The qualifying score needed for Hindi typing is equivalent to 50% in 30 words per minute.
Syllabus
- Basic knowledge of Computer Operations.
- Familiarity with Computer Hardware and Software
- Proficiency in general IT skills, such as Networking, Internet, Email and so on
- Comprehension Skills
- Mathematical/ Reasoning Skills and General Awareness
- Typing skills in English and Hindi languages

Exam conducting body
- Madhya Pradesh Agency for Promotion of Information Technology (MAP_IT) has been entrusted to conduct CPCT by Government vide its letter F 14-16/2012/56 dated 18 February 2015.

Features of CPCT

For Candidates
- Any Indian over 18 years of age and passed the Higher Secondary exam may appear for the CPCT.
- Online registration and fee payment option through multiple payment gateways.
- Voice and Online Helpdesk support for candidates and their grievance handling.
- Scorecard is valid for the period of two years.
- Live updates on portal about Admit Card, Objection Handling, Score Card etc.

For Employers
- Online Scorecard verification facility on portal.
- Online Candidates verification facility through biometric input.
- Skill Suitability Matrix on Score Card to facilitate selection as per job requirement.
# Skill Suitability Matrix

<table>
<thead>
<tr>
<th>Skill suitability matrix</th>
<th>Qualification(s) Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section 1</td>
</tr>
<tr>
<td></td>
<td>Computer Proficiency</td>
</tr>
<tr>
<td>Computer Proficiency</td>
<td>✓</td>
</tr>
<tr>
<td>Computer Proficiency + Hindi Typing</td>
<td>✓</td>
</tr>
<tr>
<td>Computer Proficiency + English Typing</td>
<td>✓</td>
</tr>
<tr>
<td>Computer Proficiency + English Typing + Hindi Typing</td>
<td>✓</td>
</tr>
</tbody>
</table>

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**CPCT Process Flow**

1. Student Registration
2. Rescheduling Request
3. Admit Card Download
4. Assessment (MCQ, ET, HT)
5. Results Download
6. Node Sanitization
7. QP & Candidate info download
8. Assessment & status update
9. Answer paper upload
10. Question Paper Setting
11. Question Paper Tagging
12. Monitoring(Command Center)
13. Monitoring(Command Center)
14. Objecting Handling Window
15. Objecting Handling Committee Recommendation
16. Results Processing

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**Email:** cpct.mp@mapit.gov.in  
**Website:** https://www.cpct.mp.gov.in

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