

NCB Official Assistant)	Cadre (Junior Assistant)	CCE-12	<p>Written Test</p> <ul style="list-style-type: none">• General awareness• General intelligence and reasoning• Mathematics• English and Hindi language• Computer and IT awareness• General administration. <p>Skill Test</p> <ul style="list-style-type: none">• Hindi and English Typing• MS Word – General, Formatting, Page Set up, Tables, Drawing, Tools, Printing, Shortcuts. etc.• MS Excel – General, working with spreadsheets, formatting of data, setting formula, printing, shortcuts, etc.• MS Power Point – General, creating and formatting presentation, editing and inserting of tables and graphics, printing, shortcuts etc.• General awareness about computers including Internet, emails, printing, graphics, Audio Visual set up, smart boards, etc.
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