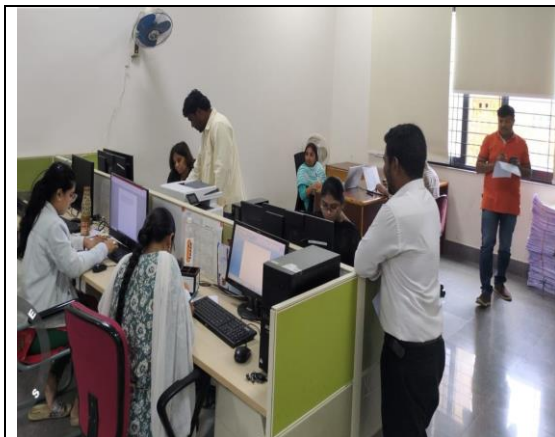


NIC Telangana: Conduct of Proficiency examination held at NIC, Ranga Reddy for 37 Junior Assistants of Medchal-Malkajgiri District - A Report



The District Collectorate of Medchal-Malkajgiri requested NIC to conduct and examine an examination on "**Proficiency in Office Automation in the Use of Computers and Associated Software**" for employees appointed as Junior Assistants across various departments of Medchal-Malkajgiri District under the Compassionate Appointment Scheme. A total of 37 candidates were proposed to appear for the examination



In consultation with the Concerned official, the venue for the examination was decided to be the NIC Ranga-Reddy Centre. Due to limited resources at the centre, the examination was proposed to be held over three days—**23.07.2025, 24.07.2025, and 25.07.2025**. The schedule, examination scheme, and syllabus were communicated to the Medchal-Malkajgiri Collectorate.



L to R: Lingawsamy NFE, P. Rajshekar DIO, Manoj Kumar NFE, Ameer Ali DRM at RangaReddy

About the examination

The examination consisted of Part A and Part B. Part A included multiple-choice questions to test basic computer knowledge, while Part B comprised a computer skills test involving MS Word, MS Excel, MS PowerPoint, sending emails, and assessing typing speed. The overall examination was for a total of 50 marks.

Initial coordination was carried out with the FMS staff of NIC, Medchal-Malkajgiri District, for all communications related to the examination. Later, for conducting the examination, able support was provided by the FMS staff of NIC, Ranga Reddy. With the cooperation and efforts of all the members involved, the examination was conducted smoothly.