

**NATIONAL INSTITUTE OF SIDDHA**  
**Tambaram Sanatorium, Chennai 600 047**

**Recruitment to the posts of**  
**Lower Division Clerk & Stenographer Gr. 'D'**

**September 10<sup>th</sup> 2023**

**Computer Proficiency Test in MS Word, MS Excel, MS PowerPoint**

**Instructions to Candidates:**

1. The candidate has to prepare One (1) letter in MS Word, One (1) Table in MS Excel and One (1) Slide in MS PowerPoint, which shall be exactly the same as per the given samples.
2. The Maximum marks for each file will be as follows:
  - a. MS Word - 5 Marks
  - b. MS excel - 3 Marks
  - c. MS PowerPoint- 2 Marks
3. The candidate has to type their Registration Number in the top right corner of the Page before starting to prepare the files.
4. The maximum time allowed is 30 Minutes
5. The Candidate may start preparing any of the files at first as per his/her choice. He/She has to complete all the three files (MS Word, MS Excel & MS PowerPoint) within the above stipulated time.
6. Spelling and Grammar Check facility is disabled in the system. Hence the candidate need not try to use the facility to make corrections in the typed matter.
7. The preparation time does not include the time for taking printout. Printouts can be taken after completing the preparation of the files for which the Invigilators and other staff members deputed in the examination hall will extend their help and support.

Q No. 1 : Type the following letter in MS-Word

**NATIONAL INSTITUTE OF SIDDHA  
MINISTRY OF AYUSH  
GOVERNMENT OF INDIA  
TAMBARAM SANATORIUM  
CHENNAI -600 047**

Tele : 044-22411611  
E-mail: nischennaisiddha@yahoo.co.in

Fax : 044-22381314  
Web: www.nischennai.org

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File No. / NIS/1-20/ Int.Pgm/2020-21

Date: 03.10.2021

To

The Principal  
Government Siddha College  
Palayamkottai  
Tamil Nadu

Sub: Internship programme—conduct of—request—reg.

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Sir,

This Institute proposes to conduct Internship Programme of 45 days duration for the fresh BSMS Graduates who have been registered with the Siddha Medical Council. The Internship programme is intended to give them exposure and hands on experience in patient care in the actual scenarios. It may also be noted that Internship programme is a compulsory part of their studies, the completion of which is mandatory before these students start their actual medical practice.

It is therefore, requested to kindly intimate this to all the prospective students of your college and motivate them to take part in this Internship programme as per the terms and conditions attached herewith.

Yours faithfully,

Director

Question No.2

Prepare the following Table using Microsoft Excel

Font to be used - Times New Roman  
Font size - 12

**NATIONAL INSTITUTE OF SIDDHA**

**BUDGET HEADS & ALLOCATION**

| <i>Sl. No.</i> | <i>Item</i> | <i>Section/ Office concerned</i> | <i>Head of Account</i> | <i>Budgetary Grant</i> | <i>Amount Spent</i> | <i>Balance</i>  | <i>Proposed Expenditure</i> |
|----------------|-------------|----------------------------------|------------------------|------------------------|---------------------|-----------------|-----------------------------|
| 1              | Furniture   | Purchase                         | 2-01-Q-2-203           | 50,00,000.00           | 28,00,000.00        | 22,00,000.00    | 19,00,000.00                |
| 3              | Medicines   | Hospital                         | 1-01-P-2-101           | 10,00,00,000.00        | 6,80,00,000.00      | 3,20,00,000.00  | 2,70,00,000.00              |
| 4              | Salaries    | Administration                   | 1-01-P-1-100           | 40,00,00,000.00        | 29,00,00,000.00     | 11,00,00,000.00 | 80,00,00,000.00             |

Q.N.O.3: Prepare Power Point Presentation.

## **PROTECTIVE**

### **VITAMINS & MINERALS**

- ❖ **Boosts the Immune System**
- ❖ **Supports Growth and Development**
- ❖ **Helps in Resisting Diseases**