

**GOVERNMENT OF NAGALAND
NAGALAND STAFF SELECTION BOARD
KOHIMA : NAGALAND**

NSSB/EXAM-4/CSRE/36/2025

Dated Kohima the February 2026

NOTICE

General Instructions for Computer Proficiency Test for Combined Staff Recruitment Examination 2025 (CSRE 2025)

As per Sl. No 5 of the ADVERTISEMENT NO. NSSB- 2/CSRE 2025, CPT will be the mandatory qualifying criterion for all clerical and allied posts. Marks secured in the CPT will not be added to the final total marks.

The total marks for CPT will be 50 marks. The qualifying benchmark for the CPT shall be 30% of the total marks allocated for CPT.

1. The Board shall provide the Computer for the test.
2. The CPT will consist of three Modules in the following manner:
 - i) *Word Processing Test (200 key depression) : 5 mins (20 marks)*
 - ii) *Letter writing : 3 mins (10 marks)*
 - iii) *Test in spread sheets on Microsoft Excel: :7 mins (20 marks)*
3. The on-screen computer clock counter of every candidate will be set at the server. The countdown timer on the top of the computer screen will display the time remaining (in minute) for the candidates to keep a track of time left.
4. Candidates can increase/decrease text font size options.
A+ Zoom In : Increase the font size
A-Zoom Out : Decrease the font size
5. In case the computer/mouse allotted to any candidate malfunctions anytime during the test, the candidate will be immediately allotted another computer system, during change/restart of computer system, timer is frozen to give the candidate the full allotted time. There would be no loss of time for the candidate and the test will resume from where it was interrupted i.e. candidates will be directly redirected to the typing window.
6. Before login, candidates are advised to check all keys of the keyboard along with mouse, monitor and display. And if any part is found to be faulty, candidates are directed to report to the invigilators to change the system.
7. If any candidate is found copying/ helping, the candidate will be immediately disqualified.
8. Mobile phones or any other Electronic/ Bluetooth device are not allowed inside the exam room
9. Candidates are advised to follow the Keys and Functions as given below:
Put a single SPACE between two words.
10. Before start of Computer Proficiency Test, Practice Window for 5 minutes will be provided, during which candidate can write the sample text.

11. Following keys in the computer will be disabled in the test environment:

- ENTER KEY
- ESC KEY
- All Function Keys (F1 to F12)
- Drag-Drop
- Copy-Paste
- Windows Key (Left & Right)
- CTRL Key (Ctrl + C & Ctrl+V)
- Alt + F4
- Insert Key
- Delete Key
- Home Key
- End key
- Page Up key
- Page Down key

12. Additionally, the following features will also be disabled/inaccessible:

- The Menu bar in Internet Explorer will not be accessible.
- The Secure Browser window will not be allowed to be closed.
- The Secure Browser Navigation buttons will be disabled

13. Candidates are required to click on the “I am ready to begin” button to start typing at the stipulated time.

14. The “SUBMIT” button will remain activated during the entire duration of the test. If any candidate wants to submit the test, he/she can click on the said button and submit the exam. Else test will get auto-submitted at the time when the duration of the test expires. However, after submission he/she will not be able to leave the Exam Centre. He/she has to remain seated in his/her allotted desk until the invigilator directs to do so.

(T LANUSENLA LONGKUMER) NCS
Secretary

Nagaland Staff Selection Board