

INDIAN INSTITUTE OF TECHNOLOGY MANDI

Skill/Trade Test for the Selection of Junior Assistant

Date of Test: 30 June, 2025

Total Marks: 50
Total Time: 1 Hour

Question 1 (Total 20 Marks)

Reproduce the content given below using spreadsheet. Keep the formatting and alignment same as shown in the table and do the calculations:-

Estimate for Purchase of Stationary for the Institute

| Name of Item | Rate (Rs.) | Quantity | Taxable Value (Rate X Quantity) | GST @ 12% | Total Amount in Rs. (Taxable Value + GST) |
|---|------------|----------|---------------------------------|-----------|---|
| A4 Paper Rim 90 gsm ISO 216 standard | 310 | 500 | | | |
| Printer Cartridge HP2612A | 666 | 10 | | | |
| Printer Cartridge HP Laserjet 1020 | 558 | 15 | | | |
| Pilot HiTec Point V5 pen | 72 | 100 | | | |
| Dot pen | 10 | 200 | | | |
| Gross Budgetary Requirement in Rs. | | | | | |

(Marks Distribution- 5 marks for correctly copying the table and its contents, 5 marks for finding the taxable value by using formula for each item, 5 marks for finding the GST using formula for each item, 3 marks for finding the total amount in each case using the formula and 2 marks for finding the Gross Budgetary Requirement using the formula.)

Question 2 (Total 15 Marks)

Write an ORDER in text document issued by the District Magistrate-Cum-Chairman, DDMA, Mandi specifying that due to heavy rain and the Red Alert issued by the India Metrological Department, the educational institutes within the District Mandi shall remain closed on 1 July, 2025. Make the designations in Bold and office names in italics. Also, highlight and underline the Red Alert.

Question 3 (Total 15 Marks)

Prepare a presentation of maximum 4 slides:

- (i) There are three departments (i) Management offering PhD degree, (ii) Engineering offering BTech degree and (iii) Sciences offering MSc degree. (10 Marks)

Each department has 20 registered students. In the semester end exam 15 students passed and 5 failed in PhD, 19 students passed and 1 failed in BTech and 17 students failed and remaining passed in MSc. Present the result in tabular form.

Present the result in tabular form.

- (ii) Depict the presentation with suitable bar chart. (5 Marks)