

## मध्यप्रदेश शासन

### सामान्य प्रशासन विभाग, मंत्रालय

क्रमांक एफ-10/3/2006/1/9

भोपाल, दिनांक 06/02/2006

प्रति,

समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव,

समस्त विभागाध्यक्ष

मध्यप्रदेश शासन.

**विषय:-शासन के सभी विभागों में कार्यरत अधिकारियों / कर्मचारियों के लिए कम्प्यूटर प्रशिक्षण अनिवार्य किए जाने बाबत।**

राज्य शासन सभी विभागों में कार्यरत अधिकारियों कर्मचारियों के लिए कम्प्यूटर प्रशिक्षण निम्न शर्तों के साथ अनिवार्य करता है :-

1. संलग्न परिशिष्ट-1 पर दिया गया पाठ्यक्रम कम्प्यूटर प्रशिक्षण के लिए उपयोग में लाया जाएगा।
2. प्रथम चरण में कोष एवं लेखा, वाणिज्यिक कर, परिवहन, राजस्व, महानिरीक्षक, मुद्रांकन एवं पंजीयन विभाग में प्रशिक्षण अनिवार्य होगा। इन विभागों का चयन इस आधार पर किया गया है कि इन सभी में जिला स्तरीय कार्यालयों तक कम्प्यूटराईजेशन हो चुका है।
3. ऐसे विभाग जहां भविष्य में जिला स्तरीय कार्यालयों तक कम्प्यूटराईजेशन किया जाता है, वहां निर्णय लेने की तिथि से प्रशिक्षण अनिवार्य होगा।
4. प्रशिक्षण प्राप्त करने के लिए एजेंसियों का निर्धारण सूचना प्रौद्योगिकी विभाग द्वारा किया जाएगा। कर्मचारी/अधिकारी निर्धारित एजेंसियों में से किसी भी एजेंसी का चयन करने के लिए स्वतंत्र होंगे।
5. प्रशिक्षण उपरान्त शासकीय इंजीनियरिंग कालेज, पालीटेकनिक कालेज एवं आई.टी.आई. जहां कम्प्यूटर उपलब्ध हो, में प्रमाणीकरण परीक्षा समय-समय पर आयोजित करने के लिए संस्थाओं को देय शुल्क का निर्धारण सूचना प्रौद्योगिक विभाग द्वारा किया जाएगा।
6. प्रशिक्षण एवं प्रमाणीकरण पर व्यय की जाने वाली राशि प्रारंभिक तौर पर कर्मचारी/अधिकारी द्वारा वहन की जाएगी। सफलतापूर्वक प्रमाणीकरण होने पर राशि कर्मचारी/अधिकारी से संबंधित विभाग द्वारा कर्मचारी/अधिकारी को प्रतिपूर्ति की जायेगी।
7. अगली पदोन्नति के लिए उपरोक्त प्रमाणीकरण अनिवार्य होगा। नई भर्तियों के लिए भी उपरोक्त प्रमाणीकरण अनिवार्य होगा।

8. तृतीय वर्ग एवं उससे विरष्ट सभी स्तरों के लिए प्रशिक्षण अनिवार्य होगा।
9. ऐसे विभाग जहां कम्प्यूटर उपलब्ध है, में एक वर्ष में सफलतापूर्वक प्रशिक्षण पूरा करने पर एक अग्रिम वेतन वृद्धि एवं जहां कम्प्यूटर नहीं है वहां तीन वर्ष में सफलतापूर्वक प्रमाणीकरण प्राप्त करने पर एक अग्रिम वेतन-वृद्धि स्वीकृत की जाएगी।
10. सभी विभाग सेवा भर्ती नियमों में कम्प्यूटर प्रशिक्षण को अनिवार्य करने एवं पदोन्नति से पूर्व सफलतापूर्वक प्रशिक्षण पूर्ण करने को आवश्यक शर्त के रूप में जोड़ने के लिए संशोधन करेंगे।
11. 55 वर्ष से अधिक उम्र के अधिकारियों/कर्मचारियों को प्रशिक्षण की अनिवार्यता से छूट रहेगी।
12. प्रशिक्षण प्रथम एवं द्वितीय श्रेणी के अधिकारियों के लिए भी अनिवार्य होगा।
13. प्रशिक्षण लेने के लिए कर्मचारि/अधिकारी भोजन अवकाश उपरान्त कार्यालय से जा सकेंगे। प्रशिक्षण की अवधि एक माह होगी।

संलग्न :-उपरोक्तानुसार

मध्यप्रदेश के राज्यपाल के नाम से तथा  
आदेशानुसार

हस्ता/—

(अखिलेश अर्गल)

अपर सचिव, मध्यप्रदेश शासन, सामान्य  
प्रशासन विभाग

परिशिष्ट-1

## **INFORMATION TECHNOLOGY COMPETENCIES FOR EMPLOYEES OF VALLABH BHAVAN**

### **HARDWARE**

Sr	Skills	Sub Skills	Performance Indicators
1	Basic understanding of Hardware	· Capability to identify different hardware types (CPU, Monitor, Keyboard, Mouse, Scanner, Printer)	· The trainee should be able to install a computer properly and boot the system (Unpack and connect all the ports so that the system can

		<ul style="list-style-type: none"> <li>· Capability to understand different drive types (Floppy drive, smart card reader, CD ROM, DVD ROM, CD RW)</li> <li>· Knowledge of ports on the CPU and different cables.</li> <li>· Battery life of UPS in use.</li> </ul>	<ul style="list-style-type: none"> <li>· be booted).</li> <li>· Should be able to remove paper jams from LaserJet / inkjet / dot-matrix printers.</li> <li>· Should be able to differentiate CD ROM / DVD ROM / CD RW</li> <li>· Ability to clean track ball mouse</li> <li>· Ability to change UPS fuse</li> </ul>
2	Ability to report basic hardware problems	<ul style="list-style-type: none"> <li>· Basic understanding of hardware setup and CMOS settings</li> </ul>	<ul style="list-style-type: none"> <li>· Should be able to identify RAM malfunction, crashed hard-disk, SMP malfunction and cooling fan malfunction.</li> </ul>

### **SOFTWARE : OPERATING SYSTEM**

Sr	Skills	Sub Skills	Performance Indicators
1	Basic understanding of operating system	<ul style="list-style-type: none"> <li>· Ability to identify different operating system including Windows 98, Windows Me, Windows XP.</li> <li>· Understanding of file system FAT 32, NTFS.</li> <li>· Ability to download and apply security patches.</li> <li>· Ability to roll back and operate recovery consol.</li> <li>· Ability to run scan disk and defragment drive.</li> </ul>	<ul style="list-style-type: none"> <li>· Capability of identifying operating system from booted computers.</li> <li>· Apply a patch on a provided computer.</li> <li>· Boot systems in safe mode perform system rollback, Run scan disk and disk defragmenter.</li> </ul>
2	Mouse and Keyboard skills	<ul style="list-style-type: none"> <li>· Mouse skills : functions of left, right and central scroll button of mouse.</li> <li>· Keyboard : function buttons, command buttons, Keystroke combination.</li> </ul>	<ul style="list-style-type: none"> <li>· Adjust double clicking speed of the mouse button. Swap left mouse button function with right.</li> <li>· Activate windows task manager (Win XP) by suitable key combination.</li> </ul>

3	Basic Operating system skills	<ul style="list-style-type: none"> <li>· Understanding of explorer, ability to create a folder, understanding a file on the basis of extension / icon, move a file from one folder to another, make a folder read only, format a floppy drive and copy files on it.</li> <li>· Understanding control panel, adjusting display properties, add/ delete a font; differentiate true-type, open type and Unicode font; adding and removing software; adding hardware; adjusting date and time.</li> <li>· Adding Devnagri (Language) key board</li> <li>· Adding printer and scanner, printing test page and altering printer settings.</li> <li>· Searching files and folders.</li> <li>· Refreshing the monitor.</li> <li>· Creating file/folder/application software shortcuts.</li> </ul>	<ul style="list-style-type: none"> <li>· Format a floppy, drag and drop a file on the floppy.</li> <li>· Copy a true type font to the fonts folder.</li> <li>· Adjust date and time on the system.</li> <li>· Enable Hindi in the OS.</li> <li>· Search for a file in one of the drive</li> <li>· Recognize files based on icons.</li> </ul>
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**SOFTWARE : WEB BROWSING AND E-MAIL**

Sr	Skills	Sub Skills	Performance Indicators
1	Ability to configure a modem / LAN card and establish a connection	<ul style="list-style-type: none"> <li>· Create a new connection for dial up network and setting up a modem.</li> <li>· Setting IP address, Proxy Server settings, and subnet mask settings.</li> <li>· Enabling OS fire wall.</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should be able to establish a dial up connection and configure a LAN card for browsing.</li> <li>· Trainee should be able to transfer large files among work group computers.</li> </ul>

		<ul style="list-style-type: none"> <li>· Ability to establish work groups, concept and hazards of sharing drives and folders, giving rights on the workgroup.</li> </ul>	
2	Ability to search web sites and configure browser	<ul style="list-style-type: none"> <li>· Understanding concept of web address (URL) and difference between secure and non-secure site.</li> <li>· Setting font size (text size) on the computer.</li> <li>· Setting in the internet option of the browser. Concept of cookies, security settings, privacy settings, enabling JAVA</li> <li>· Concept of Digital Signature / Certificates.</li> <li>· Working on browser based applications.</li> <li>· Saving a web page and storing favourite web sites in the favourite folder.</li> <li>· Searching internet through search engines.</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should connect to a given website.</li> <li>· Adjust the text size on the basis of the layout of the site.</li> <li>· Disable cookies on the browser.</li> <li>· Apply digital certificate on the machine.</li> </ul>
3	Setting up email client	<ul style="list-style-type: none"> <li>· Configuring an email client for a given address.</li> <li>· Creating an address book for email IDs and telephone address.</li> <li>· Importing already made address books.</li> <li>· Sending and receiving mail, checking for Spam and malicious attachments and removing them.</li> </ul>	<ul style="list-style-type: none"> <li>· An email ID will be provided to the trainee he/she shall configure that on the client machine.</li> <li>· Create an address book with email ID, phone number and address.</li> <li>· Append digital certificate provided.</li> </ul>

		· Appending digital certificate and encrypting mails.	
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**WORD PROCESSING, SPREAD SHEET AND SLIDE PRESENTATION:**

**WORD PROCESSING:**

Sr	Skills	Sub Skills	Performance Indicators
1	Ability to create, modify and save a document	<ul style="list-style-type: none"> <li>· Open an existing file, create a new file, save a new file</li> <li>· Cut, copy and paste features</li> <li>· Insertion of file, picture, symbols etc in the document</li> <li>· Find a word and its replacement in the document</li> <li>· Find a word and its replacement in the document.</li> <li>· Record a new macro, using a macro in a document.</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should be able to perform basic document creating task.</li> <li>· Trainee should be able to create template and use them for repetitive jobs.</li> </ul>
2	Table creation and basic operation on tables.	<ul style="list-style-type: none"> <li>· Insertion of table, addition / deletion of cells, rows and columns.</li> <li>· Split cells and table.</li> <li>· Sorting and converting table to text and vise versa.</li> <li>· Applying formula in the tabular format.</li> <li>· Filling colour to the cells.</li> <li>· Properties of tables.</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should be able to create table and format the table according to task given to them.</li> </ul>
3	Document formatting	<ul style="list-style-type: none"> <li>· Paragraph formatting, font type and size selection</li> <li>· Adding bullets and numbering to a paragraph</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should be able to format a document.</li> </ul>

		<ul style="list-style-type: none"> <li>· Applying colour to the font.</li> <li>· Italics, underline and Bold features application to the text.</li> <li>· Applying outline to the paragraph and to the document.</li> <li>· Indentation and line spacing.</li> </ul>	
4	Basic page features and printing a file	<ul style="list-style-type: none"> <li>· Inserting Header and footer, page number and page break to a document.</li> <li>· File protection - applying password.</li> <li>· Page setup - margins, page / paper selection, landscape and portrait layout.</li> <li>· Preview the document and printing a file.</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should know basic page layout features and printing a portion / complete file.</li> </ul>

**SPREAD SHEET :**

Sr	Skills	Sub Skills	Performance Indicators
1	Data Entry in the spreadsheet	<ul style="list-style-type: none"> <li>· Insertion of text, number and alphanumeric character to a cell.</li> <li>· Applying formula and functions (fx)</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should know basic data entry in the spreadsheet.</li> </ul>
2	Chart creation and modification	<ul style="list-style-type: none"> <li>· Creation / selection of chart and applying formatting to the chart.</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should know basic operation for chart creation and modifying it.</li> </ul>
3	Document formatting.	<ul style="list-style-type: none"> <li>· Cell, row and column - height and width.</li> <li>· Sorting, searching, filter, validation</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should know basic features of document formatting.</li> </ul>
4	File protection	<ul style="list-style-type: none"> <li>· Cell protection and file / worksheet protection by applying password.</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should know file protection feature.</li> </ul>
5	Basic page	<ul style="list-style-type: none"> <li>· Inserting Header and footer,</li> </ul>	<ul style="list-style-type: none"> <li>· Trainee should know basic</li> </ul>

	features and printing a file	<p>page number and page break to a document.</p> <ul style="list-style-type: none"> <li>· File protection - applying password.</li> <li>· Page setup - margins, page / page selection landscape and portrait layout.</li> <li>· Selection of print area.</li> <li>· Repeat header on each page.</li> <li>· Preview the spreadsheet and printing a file.</li> </ul>	page layout features and printing a portion / complete file.
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**SLIDE PRESENTATION:**

Sr	Skills	Sub Skills	Performance Indicators
1	Slide layout	<ul style="list-style-type: none"> <li>· Select a slide layout, adding text, graphics to the slide.</li> <li>· Applying colour scheme and design to individual slide.</li> <li>· Inserting spreadsheet, graphics, picture, symbol etc. to the slide.</li> </ul>	· Trainee should know slide layout
2	Slide Master	<ul style="list-style-type: none"> <li>· Applying design, selection of font and colour scheme to the slide master.</li> <li>· Notes and handout master.</li> </ul>	· Trainee should know universal design applying through masters.
3	Slide formatting.	<ul style="list-style-type: none"> <li>· Applying auto-time and sound to the slide.</li> <li>· Applying slide number, date and time.</li> <li>· Application of action buttons, animation schemes and slide transition.</li> </ul>	· Trainee should know slide formatting.
4.	Slide arrangement and show	<ul style="list-style-type: none"> <li>· Slide sorter and slide show.</li> </ul>	· Trainee should know slide presentation.
5	Save and print a	<ul style="list-style-type: none"> <li>· Printing of slide / handout -</li> </ul>	· Trainee should know printing



	presentation	single slide / multiple slides with / without handout per page with gray scale / colour.	of presentation.
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