CPCT

Computer Proficiency Certification Test

WHY IS IT SO IMPORTANT ?

- Unique Certification Test for Your Computer and Typing Skills.

- Mandatory for various computer operations and typing skills related jobs in state government organizations.

CPCT

म. प्र. शासन का कोर्स जो सभी सरकारी नौकरियों में अनिवार्य है।

COURSE DETAILS

- COACHING DURATION - **3 MONTHS**
- TOTAL FEE – **2,500/-**
- INSTALLMENTS – **1,000/- (1ˢᵗ Month)**
  1,500/- (2ⁿᵈ Month)
- VALIDITY – **7 YEARS**

COURSE CONTENT

- Basic knowledge of Computer Operations

- Familiarity with Computer Hardware and Software.

- Proficiency in General IT skills like Networking, Internet, Email, etc.

- Typing English(30-40 WPM)

- Hindi (20-30 WPM)

BATCH TIMINGS

MORNING SESSION

8 -9 AM

9 -10 AM

10-11 AM

11-12 PM

THEORY CLASS

9-10 AM (MWF)

EVENING SESSION

5 - 6 PM

6 – 7 PM

PRINTED BOOKS & WORKBOOKS

- MS WORD WORKBOOK

- MS EXCEL WORKBOOK

- MS POWER POINT WORKBOOK

- CPCT THEORY BOOK – VOL-1

- CPCT THEORY BOOK – VOL-2

- TYPING WORKBOOKS

- TEST SERIES (Actual CPCT Test Paper of last years)

MS-WORD - WORKBOOK

Viva Technologies

Viva Technologies

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MS-EXCEL
WORKBOOK

POWER POINT WORKBOOK

TYPING WORKBOOK

VOL.-1

VOL-1
ENGLISH MEDIUM

01. Computer : General Introduction
02. Development of Computer
03. Input & Output Devices
04. Memory
05. Personal Computer
06. Design Tools & Programming Language
07. Data Representation & Number System

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COMPUTER BOOK
CPCT/COMPETITIVE EXAMS/DCA/PGDCA

53, Mayur Market, Thatipur, Gwalior (M.P.) Ph: 0751-4042064 Mob: 94257-03888

VOL-2
ENGLISH MEDIUM

08. **Computer Software**
09. **Data Communication**
10. **Internet**
11. **Microsoft Windows**
12. **Microsoft Office**
13. **Abbreviations**

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WHAT IS CPCT ?

- Computer Proficiency Certification Test (CPCT) is an initiative of the Government of Madhya Pradesh (MP) to certify the computer proficiency of candidates.

- Scores from the test shall be referred in recruitments for various positions in State Government and agencies,

- where working knowledge of computers and typing skill is required.

- For details please refer the government orders issued (link).

WHO ACCEPTS CPCT SCORES ?

- Government of MP, by its order C 3 – 15/ 2014/1/3 dated 26 February 2015 has recognized Computer Proficiency & Certification Test (CPCT)

- for all the positions in various Government departments

- where working knowledge of computers and typing skill are basic requirements.

WHO CAN TAKE THE CPCT ?

- Any Indian over 18 years of age and

- passed the Higher Secondary exam may appear for the CPCT.

DURATION OF THE CPCT TEST?

- CPCT exam envisaged to have 75 Multiple Choice Questions (MCQs) and

- 15 minute typing Test for Hindi and 15 minutes typing test for English language.

- Total duration of exam envisaged to be 120 Minutes. Candidates will take Typing Test in first 35 minutes

- (30 minutes for Typing test and 5 minutes for reading instructions and switch over).

DOCUMENTS NEED ON TEST DAY?

- You are required to get two documents:

- 1.Admit Card
  2.Photo ID Card

- The photo image and signature on both the Admit card and Photo ID card should be clear and legible.

- Candidates will not be allowed to take the test if he/she arrives at the test centre without either of these two documents.

CAN I LEAVE THE TESTING HALL AS SOON AS I FINISH MY TEST ?

- You will be allowed to leave the testing hall only on completion of the 120 minutes.

- Even if you would have attempted all questions before the set time, the Submit button will be enabled only after test duration.

- You are expected to remain seated till the invigilator instructs all candidates to leave.

WILL PRACTICING ON THE MOCK CPCT HELP ME SCORE HIGH FOR CPCT ?

- Mock CPCT is strictly a live tutorial of the testing console.

- It will help you familiarize how to move from one question to another, how to mark a question for review and other such functions.

- Under no circumstance will the questions nor the difficulty level be the same for the actual CPCT.

WHAT IS MY REPORTING TIME ON TEST CENTRE ON THE TEST DAY?

- You need to report at the test centre before 1Hr 30 mins of test time.

HOW CAN I IMPROVE MY SKILLS

- You can you improve your computer skills by giving more and more last year test series.

100% PASSING TERM & CONDITIONS

- 90% Attendance

- 90% Marks in Theory Tests (13 Chapters)

- 90% Marks in 2024, 2023 & 2022 Test Series

  (Last year Actual exams)

Reg. No. 02/42/01/00008/07

ISO 9001

CCA
(Certificate in Computer Application)
CERTIFICATE

Viva Technologies

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

N·S·D·C
National Skill Development Corporation
Transforming the skill landscape

Skill India
कौशल भारत - कुशल भारत

This credential is awarded to

Ms. ____**Payal Mondal**____

for successfully completing the course

from our _____**Gwalior**_____ *Institute*

with ___**94.8%**___ *and her course duration*

was ___**3 Months**___.

SUBJECTS	MAX. MARKS	MARKS OBTAINED
Computer Fundamentals	50	47
MS Word	50	47
MS Excel	50	48
MS Power Point	50	49
Internet & E-Com	50	46
TOTAL	250	237

To verify this certificate mail us at: vivatechgwl@gmail.com

VIVA TECHNOLOGIES GWALIOR
Director

S.No: 2025/007

Date of issue: 30/09/2025

Tentative CPCT Calendar for Year 2025-2026

S. No	Month	Exam Date – 1	Exam Date – 2	Exam Date – 3
1	May 2025	30th May 2025	31st May 2025	-
2	Jul 2025	11th Jul 2025	12th Jul 2025	13th Jul 2025
3	Sep 2025	26th Sep 2025	27th Sep 2025	28th Sep 2025
4	Nov 2025	21st Nov 2025	22nd Nov 2025	23rd Nov 2025
5	Jan 2026	16th Jan 2026	17th Jan 2026	18th Jan 2026
6	Mar 2026	13th Mar 2026	14th Mar 2026	15th Mar 2026

THANKS