

**NATIONAL UNIVERSITY OF MODERN LANGUAGES**  
**Examinations Branch**

No. ML-1/Exams/MoS

Dated: \_\_\_ Nov 2016

**Subject: Microsoft Office Specialist (MOS) Exams – International Certification Exam Opportunity**

Reference: HEC letter no. HEC/IT/ITA/172 dated 20 Oct 2016 on the subject.

1. Microsoft and HEC joint venture is offering internationally recognized certification; Microsoft Office Specialist (MOS) in Word, Excel, PowerPoint, Access, OneNote, Outlook and Share Point. The certification examination's voucher costs \$96.00 but registered universities of Pakistan have been offered this service free of cost. NUML is already registered with Microsoft-HEC technology projects, therefore 500 vouchers are available free of cost for both training and examination.
2. All examinations will be conducted in third week of December 2016 in Computer Labs under Head CS and Director IT and candidates will be divided in groups. The exact date of exam will be communicated later on.
3. This is the first phase; therefore candidates will be registered for MS Word (version 2013) only. Registration in other programs (e.g. Excel, PowerPoint etc) is **NOT** required. Certificate will be issued to successful candidates with MOS-WORD mentioned on it.
4. This information may please be disseminated to all students, faculty and staff of the departments/branches and prepare list of interested candidates to register for this certification. The said list be provided to Focal Persons in NUML by 24<sup>th</sup> Nov 2016 positively. It may also be noted that students with good practical knowledge of MS Office may be nominated.
5. Last date for registration for training part is 30 November 2016 which enables access to training videos. However, registration in Examination is limited to 500 candidates only and will be done on first-come first-serve basis. Candidates are instructed to email to [msia@talmeez.pk](mailto:msia@talmeez.pk) for getting access to tutorials before 30 November 2016.
6. Focal Person for trainings and conduct of examination is Muhammad Naveed Alam, Head,CS. Syed Ali Raza, Director IT, will provide IT support for both the activities.
7. For further information / queries, contact Head CS (Focal Person).

DIRECTOR EXAMINATIONS

**All Deans/HoDs**  
**Registrar**  
**All Directors**  
**All Regional Directors**  
**SO to Rector**  
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