



## Syllabus and Scheme of Examination for the post of Editor

### INSTRUCTION FOR PAPER SETTER

This test information provides a summary of concepts that are tested both on the **multiple – choice and open ended examination pattern** for the post of Editor.

The Scheme of Examination consists of a written skill test and interview.

The **time frame** for the written paper is suggested to be **90 minutes**. It is suggested that the paper may be divided as suggested for a **maximum of 150 marks**. The **Interview** will carry **50 marks**. The incumbent needs to score **minimum qualifying marks, i.e. 40% in each of the four sections of the written examination and the interview**, however, for **SC/ST/OBC minimum marks to qualify are 32%** in each section and the interview. An aggregate of marks of the written test and the interview would qualify a candidate for the merit list.

### SECTION A

(Minimum qualifying marks 40%)

#### I. Language and Comprehension 30 marks (20 Questions)

Candidate in this role will be editing manuscripts and instructing and guiding the work of the Assistant Editor and see to it that the NCERT House Style is followed. They will also liaison with the author, designers, production unit and resolve queries. For completing these tasks the candidate is expected to have sound knowledge of technical editorial processes, pre press for finalising the book for printing. Fluency in language and excellent knowledge of grammar. The questions in this section of the test assess their ability to find redundant words, form correct and crisp sentences, prepositions, conjunctions and use of punctuation. Test questions cover these topics including:

- Unseen passage for comprehension
- Check for spellings
- Choosing the most appropriate word
- Writing skills (paragraph of 150 words) on any topic (assessing the ability to be precise)
- Idioms and Phrases
- Synonyms and Antonyms

## SECTION B

(Minimum qualifying marks 40%)

### I. Technical Knowledge (Editing) 60 marks (05 Questions)

The Editor will be required read the manuscript and mark editorial changes like removing redundant words, marking queries and write instructions for the Assistant Editor, and check the uniformity and prepare a Camera Ready Copy for printing. The candidate is also expected to have knowledge of the editing tools used on the computer. Questions in this test section examine their ability to liaison with the author, the designer, the typographer and the editorial staff.

- Editorial process and Selection of visuals
- How the book is organised for printing
- Technical terms, Track changes, Editorial software and tools
- Colour usage and correction
- Usage and style of references

## SECTION C

(Minimum qualifying marks 40%)

### I. Editing and Plagiarism 40 marks (03 Questions)

Candidate spends a significant amount of time on the job making editorial corrections and fact checking or marking it for the Editorial Assistant. This section of the exam tests their ability to use the House style given to make editorial corrections. Specific test question topics may include:

- One 300 words manuscript to edit as per an accompanying style sheet
- Questions on plagiarism and the commonly available tools
- Best Practices for liaison with the author
- Communication Skills

## SECTION D

(Minimum qualifying marks 40%)

### I. General Awareness 20 marks (20 Questions)

Under this section analytical ability; knowledge of Information Technology and general awareness of the candidate is to be measured. Test question topics include:

- Current Affairs and General awareness
- General Intelligence and Reasoning
- Quantitative Aptitude
- Information Technology



## Syllabus and Scheme of Examination for the post of Assistant Editor

### INSTRUCTION FOR PAPER SETTER

This test information provides a summary of concepts that are tested both on the **multiple – choice and open ended examination pattern** for the post of Assistant Editor.

The Scheme of Examination consists of a written skill test and interview.

The time frame for the written paper is **90 minutes**. The paper for the written test carries **maximum of 150 marks** and the **Interview** would be for **50 marks**. The incumbent needs to score **minimum qualifying marks, i.e. 40%** in each of the four sections of the written examination and the interview, however, for **SC/ST/OBC** minimum marks to qualify are **32%** in each section and the interview. An **aggregate of marks of the written test and the interview** would qualify a candidate for the merit list.

### SECTION A

(Minimum qualifying marks 40%)

#### I. Language and Comprehension

30 marks

(20 Questions)

Candidate in this role will be editing manuscripts as per the instructions of the Editor and supervising the work of the Editorial Assistant in terms of following the NCERT House Style. They will also liaison with the author for resolving queries. For completing these tasks, the candidate is expected to have fluency in the language and excellent knowledge of grammar. The questions in this section of the test assess their ability to form correct sentences, prepositions, conjunctions and use of punctuation. Test questions cover these topics including:

- Unseen passage for comprehension
- Easily confused words and Word-meanings
- Writing skills (paragraph of 150 words) on any topic
- Adjectives, Adverbs, Prefixes, Using English verb words, Prepositions and Particles, Nouns, pronouns and determiners
- Synonyms and Antonyms

**SECTION B**  
(Minimum qualifying marks 40%)

**I. Technical Knowledge (Editing) 60 marks (05 Questions)**

The Assistant Editor will be required to follow a house style, which will enable in maintaining the uniformity of the publication. The candidate is expected to adhere and maintain the uniformity of style of Level Headings and other elements. The candidate is also expected to have knowledge of the editing tools used on the computer. Questions in this test section examine their comprehension of the House style and its application.

- Editorial process
- Copy editing and following Editor's instruction
- Technical terms
- Track changes and other digital editing tools and applications
- Fact checking and Checking of References

**SECTION C**  
(Minimum qualifying marks 40%)

**I. Editing and Plagiarism 40 marks (04 Questions)**

Candidate spends a significant amount of time on the job, making editorial corrections and fact checking or marking it for the Editorial Assistant. This section of the examination tests their ability to use the House style given to make editorial corrections. Specific test question topics may include:

- One 300 words manuscript to edit as per an accompanying style sheet
- Questions on plagiarism and the commonly available tools
- Best Practices for liaison with the author
- Communication Skills
- References as per house style

**SECTION D**  
(Minimum qualifying marks 40%)

**I. General Awareness 20 marks (20 Questions)**

Under this section analytical ability, knowledge of Information Technology and general awareness of the candidate is to be measured. Test question topics include:

- Current Affairs and General awareness
- General Intelligence and Reasoning
- Quantitative Aptitude
- Information Technology

## Syllabus and Scheme of Examination for the post of Editorial Assistant

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### INSTRUCTION FOR PAPER SETTER

This test information provides a summary of concepts that are tested both on the **multiple – choice and open ended examination pattern** for the post of **Editorial Assistant**. The incumbent has to score minimum qualifying marks, i.e. 40% in each of the four sections, however, for SC/ST/OBC **32%** minimum qualification marks in each section.

The Scheme of Examination consists of a written skill test.

The **time frame** for the written paper is suggested to be **90 minutes**. It is suggested that the paper may be divided as suggested for a **maximum of 150 marks**.

### SECTION A

(Minimum qualifying marks 40%)

I. **Language and Comprehension** **30 marks** **(20 Questions)**

Candidate in this role will be assisting the Editor on carrying out corrections, comparing text and looking at the uniformity and continuity of the matter. They will be also supervising the Proof-reader's corrections. For completing these tasks the candidate is expected to have fluency in the language and excellent knowledge of grammar. The questions in this section of the test assess their ability to form correct sentences, prepositions, conjunctions and use of punctuation. Test questions cover these topics including:

- Unseen passage for comprehension
- Check for spellings
- Word-meanings
- Writing skills (paragraph of 150 words) on any topic
- Idioms and Phrases
- Synonyms and Antonyms

### SECTION B

(Minimum qualifying marks 40%)

I. **Technical Knowledge (Editing)** **60 marks** **(05 Questions)**

The Editorial Assistant will be required to follow a house style, which will enable in maintaining the uniformity. The candidate is expected to adhere and maintain the uniformity of style of Level Headings and other elements as marked by the Editor. Questions in this test section examine their comprehension of the House style and its application.

- Editorial process
- Parts of a book and its sequencing
- Technical terms
- Track changes in a Word processing software
- Checking of visuals as marked by the editor
- Knowledge of Fact checking and matching citations to references

### SECTION C

(Minimum qualifying marks 40%)

#### I. Editing and Plagiarism      40 marks      (03 Questions)

Candidate spends a significant amount of time on the job making editorial corrections or comparing the corrections and fact checking marked by the editor. This section of the exam tests their ability to use the House style given to make editorial corrections. Specific test question topics may include:

- One 300 words manuscript to edit as per an accompanying style sheet
- Questions on plagiarism and the commonly available tools

### SECTION D

(Minimum qualifying marks 40%)

#### General Awareness      20 marks      (20 Questions)

Under this section analytical ability, knowledge of Information Technology and general awareness of the candidate is to be measured. Test question topics include:

- Current Affairs and General awareness
- General Intelligence and Reasoning
- Quantitative Aptitude
- Information Technology

## Syllabus and Scheme of Examination for the post of Proof reader

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### INSTRUCTION FOR PAPER SETTER

This test information provides a summary of concepts that are tested both on the **multiple -- choice and open ended examination pattern** for the post of **Proof reader**. The incumbent has to score minimum qualifying marks, i.e. 40% in each of the four sections, however, for SC/ST/OBC **32%** minimum qualification marks in each section.

The Scheme of Examination consists of a written skill test.

The **time frame** for the written paper is suggested to be **90 minutes**. It is suggested that the paper may be divided as suggested for a **maximum of 100 marks**.

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### SECTION A

(Minimum qualifying marks 40%)

**I. Language and Comprehension**                      **30 marks**                      **(20 Questions)**

Candidate in this role will be reading the proofs, comparing text with the manuscript and looking at the uniformity and continuity of the matter. For completing these tasks the candidate is expected to have fluency in the language and excellent knowledge of spellings. The questions in this section of the test assess their ability to point out and correct spelling mistakes, prepositions, conjunctions and use of punctuation. Test questions cover these topics including:

- Unseen passage for comprehension
- Check for spellings
- Word-meanings
- Idioms and Phrases
- Synonyms and Antonyms
- Use of dictionary

### SECTION B

(Minimum qualifying marks 40%)

**I. Technical Knowledge (Proofreading)**                      **40 marks**                      **(04 Questions)**

The Proof reader will be required to follow a house style, which will enable in maintaining the uniformity. The candidate is expected to adhere and maintain the uniformity of style of Level Headings and other elements. Questions in this test section examine their comprehension of the House style and its application.

- Good practices in proofreading
- Knowledge of the editorial process





## Syllabus and Scheme of Examination for the post of Copy Holder

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### INSTRUCTION FOR PAPER SETTER

This test information provides a summary of concepts that are tested both on the **multiple -- choice and open ended examination pattern** for the post of **Copy Holder**. The incumbent has to score minimum qualifying marks, i.e. 40% in each of the four sections, however, for SC/ST/OBC **32**/minimum qualification marks in each section.

The Scheme of Examination consists of a written skill test.

The **time frame** for the written paper is suggested to be **60 minutes**. It is suggested that the paper may be divided as suggested for a **maximum of 100 marks**.

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### SECTION A

(Minimum qualifying marks 40%)

I. **Language and Comprehension**                      **30 marks**                      **(10 Questions)**

Candidate in this role will be comparing text with the manuscript and the first proof with the next proof. For completing these tasks the candidate is expected to have fluency in the language and excellent knowledge of spellings. The questions in this section of the test assess their ability to point out and correct spelling mistakes and use of punctuation. Test questions cover these topics including:

- Unseen passage for comprehension
- Check for spellings
- Use of dictionary

### SECTION B

(Minimum qualifying marks 40%)

I. **Technical Knowledge (Proofreading)**                      **40 marks**                      **(04 Questions)**

The Copy Holder will be required to have a knowledge of proofreading symbols. The candidate is expected to adhere and maintain the uniformity of style of Level Headings and other elements as marked in the proofs. Questions in this test section examine their comprehension of the House style and its application.

- Good practices in reading
- Basic knowledge of the editorial process
- Proofreading symbols
- Basic knowledge of Computer software used for editing

**SECTION C**  
(Minimum qualifying marks 40%)

**I. Reading for comparing** **20 marks** **(01 Question)**

Candidate spends a significant amount of time on the job making typographical corrections or comparing the corrections marked by the editor. This section of the exam tests their ability to use the House style given to maintain the uniformity in a book. Specific test question topics may include:

- Comparing a 300 words proof as per an accompanying duly marked proof symbols

**SECTION D**  
(Minimum qualifying marks 40%)

**General Awareness** **10 marks** **(10 Questions)**

Under this section analytical ability, knowledge of Information Technology and general awareness of the candidate is to be measured. Test question topics include:

- Current Affairs and General awareness
- General Intelligence
- Quantitative Aptitude
- Information Technology

## Syllabus and Scheme of Examination for the post of Marketing Executive

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### INSTRUCTION FOR PAPER SETTER

This test information provides a summary of concepts that are tested on the **multiple – choice and comprehensive written examination** for the post of Marketing Executive. The incumbent has to score minimum qualifying marks i.e. 40% in each section.

Duration 90 Minutes

Maximum Marks 100

### SECTION A (Multiple Choice) (Minimum qualifying marks 40%)

40 Marks (40 Questions- multiple choices)

#### Part -I

Under this section analytical ability, knowledge of Information Technology and general awareness of the candidate is to be measured. Also the employees in this position are frequently required to place proposals, write letters with regards to the sales promotion etc. This exam section tests their capacity for the effective written communication and their command on English language. Test question topics includes:

- Reading comprehension;
- Questions based on Idioms & Phrases;
- Fill in the blanks based on grammar;
- Synonyms & Antonyms
- Current Affairs & General awareness;
- General Intelligence & Reasoning
- Quantitative Aptitude
- Information Technology

#### Part –II

40 Marks (40 Questions- multiple choices)

Under this section the knowledge regarding Sales Promotion and Management, Marketing Concepts Digital Marketing, Ecommerce, along with other similar skills are to be tested. Test question topics includes:

- Marketing Concepts and Strategy
- Sales Promotion
- Consumer Behaviour
- E-commerce domains, Conducting e-commerce
- Advertising, Branding
- Data Analysis
- Market Structure and Pricing
- Financial Statements and Analysis

**SECTION B**  
**(Comprehensive Written Test)**  
**(Minimum qualifying marks 40%)**

**20 Marks**

This section will contain two questions. The answer of any one is to be given in maximum of 250 words.

Question No.1. (20 Marks):- Write a 250 word essay (on any topic related to the current affairs/ contemporary issues of general nature etc.)

**OR**

Question No.2. (20 Marks):- Write a 250 word essay (on any topic related to the Marketing and Managements Concepts/ Sales Promotion Strategies/ Digital Marketing /Ecommerce, Consumer Behaviour, etc.)

**Syllabus and Scheme of Examination for the post of Production Assistant  
(Minimum Qualification Marks 40%)**

**Duration: 90 Minutes**

**Max. Marks: 100**

**Layout and Design**

**(20 Marks)**

Different Types—Typesetting, Fonts-size, Illustrations, Colour Separation, Design—technical terms (bleed, gutter, margin, pagination, folio etc), Page layout, House Style and designing, page size and print area, factors of readability, Designing of Book Cover --Jacket --Paperback and Hard bound. various softwares

Proof Reading symbols – Imposition methods

Preparing an estimate of the size of the book and determining the probable number of pages and the paper requirements.

**Production**

**(30 Marks)**

Plate Making –different types, Method of Printing –Sheet fed, Web fed printing--Digital printing

Binding –different types, materials used, Embossing –Varnish— UV—Lamination

**Paper**

**(20 Marks)**

Paper –quality –size –types (white printing, maplitho, art paper, cards, art cards) --weight and grammage- calculation-specifications of paper, Paper calculation

**Piracy – anti-piracy measures, Copy Right**

**(5 Marks)**

**Costing & Estimation**

**(15 Marks)**

Estimation, Costing and Pricing-difference. Direct, Indirect expenses and overheads

**Quantitative Aptitude, General Intelligence, General Awareness, MS office**

**(10 Marks)**

## SCHEME & SYLLABUS OF WRITTEN EXAMINATION FOR THE POST OF ASSISTANT STORE OFFICER

The written examination will consist of two parts of exams i.e: Objective and Descriptive type question paper as appended below:

Section-A: Objective Type				
Part	Subject	Max. Marks	No. of Questions	Total Duration/ Timings
1	General Intelligence (Objective Type Multiple Choice Questions)	10	10	1 Hours
2	English Language (Basic Knowledge) (Objective Type Multiple Choice Questions)	10	10	
3	Quantitative Aptitude (Basic Arithmetic Skill) (Objective Type Multiple Choice Questions)	10	10	
4	Subjective General Knowledge on Store Management (Objective/True/False)	10	10	
5	Subjective General Knowledge on Material Management (Objective/True/False)	10	10	
Section-B: Written Exam (Descriptive)				
Part	Subject	Max. Marks	No. of Questions	Total Duration/ Timings
1	<p style="text-align: center;"><b>Basic Store Keeping</b></p> <p><b>Syllabus:</b> Classification of Stores, Fundamental Principles and Basic Aims of Procurement, Receipt Issue, and Various Stock Level, Repair and Maintenance of Equipment and Furniture Materials and their Accounting and Record Keeping, Stock Verification, Objective &amp; Methods of Stock Verification, Investigation of Discrepancies, Reconciliation, Stock Adjustment, Write-off, Material Handling, Objectives &amp; Advantages of Material Handling, etc.</p>	20	10	03 Hours
2	<p style="text-align: center;"><b>Inventory Control</b></p> <p><b>Syllabus:</b> Receipt from supplier &amp; Internal Department, Issue/ Transfer &amp; Custody of Materials, Duties and Responsibilities of Store-in-Charge for ensuring, Proper Supervision and Proper Control of Stores, Preservation, Safety of Material, Inspection of Material, Methods of Inspection, Advantages &amp; Disadvantages of Inspection, etc.</p>	20	05	
3	<p style="text-align: center;"><b>Modes of Procurement &amp; Disposal</b></p> <p><b>Syllabus:</b> All Types of Tender, Single Tender, Limited Tender, Open Tender Regularization of Losses, Budgeting and Assets Management, Purchase of Goods &amp; Services including Stationery and Printing Materials, etc.</p>	20	05	
4	<p style="text-align: center;"><b>Basic Computer Knowledge</b></p> <p><b>Syllabus:</b> Basic Knowledge of Computers, Roll of Computers in Material Management, Advantages of Computerization of the store Function Inputs, Information Outputs, System Development, Modern Trends and Routine reports &amp; Management Information System (MIS) Relating to Stores Function, etc.</p>	20	05	
5	<p style="text-align: center;"><b>Correspondence and Record Keeping</b></p> <p><b>Syllabus:</b> Noting, Drafting, Handling of correspondence on different subject such as Procurement, Receipt &amp; Issue, Disposal of Materials including destruction, Material Planning &amp; Handling, etc.</p>	20	05	

**SCHEME & SYLLABUS OF WRITTEN EXAMINATION FOR THE POST OF STORE KEEPER GR-I**

The written examination will consist of two parts of exams i.e. Objective and Descriptive type question paper as appended below:

Section-A: Objective Type				
Part	Subject	Max. Marks	No. of Questions	Total Duration/ Timings
1	General Intelligence (Objective Type Multiple Choice Questions)	10	10	1 Hours
2	English Language (Basic Knowledge) (Objective Type Multiple Choice Questions)	10	10	
3	Quantitative Aptitude (Basic Arithmetic Skill) (Objective Type Multiple Choice Questions)	10	10	
4	Subjective General Knowledge on Store Keeping (Objective/True/False)	10	10	
5	Subjective General Knowledge on Material Management (Objective/True/False)	10	10	

Section-B: Written Exam (Descriptive)				
Part	Subject	Max. Marks	No. of Questions	Total Duration/ Timings
1	<p align="center"><b>Basic Store Keeping</b></p> <p><b>Syllabus:</b> Function of Stores, Objective of Store Keeping, Duties and responsibilities of Store Keeper, Types and Classification of Stores, Basic aims of Stores, Functions of Stores, Inspection, Maintenance and Custody, Accounting of Stores and Maintenance of Store Records, Material Handling and Objectives of Material Handling, etc.</p>	20	05	03:00 Hours
2	<p align="center"><b>Inventory Control</b></p> <p><b>Syllabus:</b> Inventory Control, Objective of Inventory Control, Valuation of Material Issue and Methods, Purpose of Inventory Control, Fundamental Questions &amp; Factors of Inventory Control, Economic Order Quantity, Methods, Various Stores Records, Stock Level, Receipt, Issue/ Transfer &amp; Custody of Materials, Snap Check &amp; Importance of Inspection of Material and Stores Records, Preservation of Materials and Its Importance, ABC Analysis, Storages Systems, Fire and other Safety Measures, etc.</p>	20	05	
3	<p align="center"><b>Modes of Procurement &amp; Disposal</b></p> <p><b>Syllabus:</b> Types of Tenders and Its condition for planning of Procurement &amp; Briefs on the above, Relevant GFR with regards to Procurement of Goods and Services, Roll of GeM in Government Procurement, Types of Tender, EMD &amp; Performance Security, Reasons and Importance of Condemnation and Disposal of Old, Unserviceable, Scrap and Obsolete Materials, etc.</p>	20	05	
4	<p align="center"><b>Basic Computer Knowledge</b></p> <p><b>Syllabus:</b> Basic Knowledge of Computers, Roll of Computers in Material Management and Advantages of Computerization of Stores, etc.</p>	20	05	
5	<p align="center"><b>Correspondence and Record Keeping</b></p> <p><b>Syllabus:</b> Drafting, Noting, Handling of correspondence on different subject such as Procurement, Receipt &amp; Issue, etc.</p>	20	05	

## SCHEME & SYLLABUS OF WRITTEN EXAMINATION FOR THE POST OF STORE KEEPER GR-II

The written examination will consist of two parts of exams i.e. Objective and Descriptive type question paper as appended below:

<b>Section-A: Objective Type</b>				
Part	Subject	Max. Marks	No. of Questions	Total Duration/ Timings
1	General Intelligence (Objective Type Multiple Choice Questions)	10	10	1 Hours
2	English Language (Basic Knowledge) (Objective Type Multiple Choice Questions)	10	10	
3	Quantitative Aptitude (Basic Arithmetic Skill) (Objective Type Multiple Choice Questions)	10	10	
4	Subjective General Knowledge on Store Keeping (Objective/True/False)	10	10	
5	Subjective General Knowledge on Material Management (Objective/True/False)	10	10	

<b>Section-B: Written Exam (Descriptive)</b>				
Part	Subject	Max. Marks	No. of Questions	Total Duration/ Timings
1	<b>Basic Store Keeping</b> <b>Syllabus:</b> Functions of Stores, Objective of Store Keeping, Duties and Responsibilities of Store Keeper, Classification of Stores, Inspection, Maintenance and Custody, Accounting and Record Keeping of Stores, Material Handling etc.	20	05	03:00 Hours
2	<b>Inventory Control</b> <b>Syllabus:</b> Inventory Control, Objective of Inventory Control, Purpose of Inventory Control, Fundamental Questions & Factors of Inventory Control, Various Stock Level, Receipt, Issue/ Transfer & Custody of Materials, Various Stores Records, Methods of Inventory Control, ABC Analysis, Stock Verification, etc.	20	05	
3	<b>Procurement Procedures of Materials</b> <b>Syllabus:</b> Fundamental Principles and Basic Aims of Procurement, Basic Principles of Govt. Procurement, Procurement of materials as per GFR, Types of Tenders, EMD and Performance Security etc.	20	05	
4	<b>Basic Computer Knowledge</b> <b>Syllabus:</b> Basic Knowledge of Computers, Role of computers in Material Management and Advantages of Computerization of Stores, etc.	20	05	
5	<b>Correspondence and Record Keeping</b> <b>Syllabus:</b> Noting, Drafting and Handling of Correspondence of Procurement, Receipt & Issue of Stores and Maintenance of Store Records, Preparation Various Reports, etc.	20	05	



## SCHEME OF EXAMINATION FOR ANCILLARY POSTS

**For the post where the mode of recruitment is through written test only.**

1. The qualifying marks for all Group 'B'(Non-gazetted) and Group 'C' posts in the written examination of the all the posts will be 40% for General category and 32% for reserved categories (SC/ST/OBC/EWS/differently abled etc) candidates.
2. As per directions of the Government of India OM No. F. 39020/11/2015-Estt.(B) dated 18.02.2016, there will be no interview for Group "B" and "C" posts.

**For the post where the mode of recruitment is through written test and interview.**

1. The qualifying marks for all Group 'B'(Non-gazetted) and Group 'C' posts in the written examination of the all the posts will be 40% for General category and 32% for reserved categories (SC/ST/OBC/EWS/differently abled etc) candidates.
2. The weightage of mark will be as follow-
  - a. The weightage of marks for written test will be 80% of the total marks.
  - b. The weightage of personal interview will be 20% of the total marks.
  - c. There will be no qualifying marks for interview.
  - d. Merit list will be drawn based on the combined marks obtained in written and personal interview (Skill test wherever applicable).