

SYLLABUS FOR EXAMINATION (DIRECT RECRUITMENT)
POST: MACHINE OPERATOR (MULTILITH-CUM-PHOTOCOPIER)
LEVEL: LEVEL - 5 (GROUP 'C')

STEP I : WRITTEN TEST (100 MARKS) : 2 Hours

(A) GENERAL ENGLISH – 20 Marks

1. Comprehension passage (Short passage)
2. Grammar - Tense, Active and Passive Voice, Direct-Indirect Speech, Punctuation, correction of sentences etc.
3. Precis writing - *there can be a question or passages in Hindi also.*
4. Noting and Drafting - *there can be a question or passages in Hindi also.*
5. Letter/E-mail communication on a given context/ topic

(B) OFFICE PROCEDURES - 20 Marks

1. Basic knowledge of the Institute (NIEPA), University/ Deemed University system, UGC, Memorandum of Association or Statutes, Service Rules
2. Basic knowledge about admission procedures and academic programmes of the Institute,
3. Provisions under the NEP-2020.
4. File Maintenance, Record keeping, maintain publication work files

(C) SIMPLE ARITHMETIC - 10 Marks

1. Simplification of fractions
2. Simple and compound interest
3. Profit/Loss and percentages, work-time-distance, tables and graphs
4. Other basic arithmetical reasoning, ratio and proportions

(D) MACHINE OPERATION AND RELATED WORK - 50 Marks

1. Operation of multi-function Photocopying machines and its related functions
2. Varieties of coated and uncoated papers (sizes and GSM etc)
3. Book binding operations like Spiral binding, Side Stitch, Wiro binding and Central Stich binding.
4. Operating the Spiral Binding machine
5. Estimation and calculation of paper requirements, cost in photocopy, printing and binding work.
6. Single and multi-colour work, photocopying and inhouse printing works
7. Basic protocols, projecting films, slides, OHP operation, IT interface of work

STEP II : COMPUTER SKILL TEST (100 MARKS) : 1 Hour

1. Computer fundamentals, hardware, software, OS, MS Word[@], MS Excel[#]
2. Basic Knowledge of working/using the MS Word and MS Excel software
3. Power Point Presentation
4. E-mail - sending/ reply/ group mails/ attachments
3. Idea about projecting films, slides, OHP operation, smart boards, uploading text and graphics on website
4. Publication work--estimation, designing, graphics, proof print, output etc.

@ MS word - word document writing to test the formatting/ editing of various components of MS word to be applied in paragraph, header, footer, bold, italics, line spacing etc.

MS Excel -formula, functions, elementary arithmetic etc.