

SYLLABUS FOR EXAMINATION (DIRECT RECRUITMENT)
POST: PUBLICATION ASSISTANT
LEVEL: LEVEL - 6 (GROUP 'B')

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) PUBLICATION RELATED WORK - 50 Marks

1. Costing and Estimation for a Publishing job (both for Offset printing and digital printing)
2. Paper sizes of Indian and International standard --- suitability and selection of paper size/GSM for different sizes of books/publications/ Reports/Folders etc
3. Parts of a book and their sequence
4. Selection of the Printing processes (offset/digital/screen printing)
5. Agreements (*Memorandum of Associations*) with different publishers/agencies/Institutions for Collaborative Publications
6. Preparation of tender documents for print buying jobs.
7. Stages/ Operations in preparation of FINAL ARTWORKS/PDF files from the MANUSCRIPT.
8. Proof Checking and Marking of the manuscript for page layout setting
9. Single and multi-colour work offset Printing, binding, designing, graphics,
10. Other basic protocols, barcoding, ISBN, ISSN, IT intervention for quality work.

STEP II : COMPUTER SKILL TEST (100 MARKS)

: 1 Hour

1. Proof reading/checking in English and Hindi (both)
2. Costing and Estimation for production of a book
3. Computer fundamentals, hardware, software, OS, MS Word®, MS Excel#
4. Page layout setting using header, footer, folio numbers, gutter margins, page margins, interline spacing, word spacing etc in a word document.
5. Basic knowledge of working in CORELDRAW, In-design, MS Publisher, Photoshop etc
6. Power Point Presentation
7. E-mail - sending/ reply/ group mails/ attachments
8. Internet/ idea about Institute website / portal, uploading text/graphics on web
9. Publication work – preparation of PDF for print reproduction
10. 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.