

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus for the post of Superintending Engineer

- Analogue and Digital Communication Systems
- Optical Fiber Communication Systems
- Microprocessor and Microcontroller Systems and Applications
- Fundamentals of Electronics and Semiconductor Devices and Applications
- Electronic Instrumentation
- Digital Signal Processing
- Satellite Communication
- Wireless and mobile Communication
- Microwave Theory & Applications
- Information Theory & Coding
- Internet & Web Technology & Application
- Cyber & System Security
- Computer Graphics & Animation
- Information Storage & Management
- Artificial Intelligence and Machine Learning

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus for the Post of Production Officer

- **Prepress:** Layout and Design- Typesetting, Fonts- size, illustrations, 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. Proof Reading symbols- Impositions methods, Color Separation, Various software used for DTP, Digital Books (PDF, Flipbook, ePubs) embedding QR Codes into book chapters, Photoshop, Indesign and Coral Draw etc., Preparing an estimate of the size of the book and determining the probable number of pages and the paper requirements.
- **Press:** _Printing Technology, Different Types of Printing Processes, Detailed knowledge of Offset Printing, Plate making- different types, latest technique STP & STCP, Kinds of plates, Methods of Printing- Sheet Fed, Web Fed printing and Heat set printing, CPC and other latest technology in Offer Printing Machine. Digital Printing Binding- different types.
- **Post Press:** Various methods of binding, Factors effecting the binding process, Post printing processes like Embossing – Varnish – UV - Lamination,
- Integration of Prepress, Press and Post Press using Computers.
- **Paper:** Paper – Quality – size – types (White printing, maplitho, art paper, art cards) – weight and grammage calculation- specification of paper, BIS standards, Paper calculation, Testing of Paper
- **Piracy- antipiracy measures, Copy Right-** Modern Security Techniques like Watermarking / Holography
- **Costing & Estimation-** Estimation, Costing and pricing-difference, Direct, Indirect expenses and overheads.
- **Quality Control of Books**
- Quantitative Aptitude, General Intelligence, General Awareness, MS Office, Acrobat Reader etc.
- **Knowledge of Management / Entrepreneurship-** Types of Entrepreneurs, qualities and pre –requisites of entrepreneur.

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of Editor (Level-11)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer. <u>Section-B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General Hindi/English/Other Language (as per post advertised), Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Knowledge of Editing and Editorial Process, IPR and Plagiarism, etc.

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus for the Post of Business Manager

- Marketing research and design.
- Demand Forecasting
- Advertising management.
- Brand Management / communicating values
- Digital Marketing.
- Sales force management.
- Marketing strategy.
- Sales Promotion strategies
- Distribution Channels
- Consumer behavioral research and analytics
- Global Marketing.
- Rural Marketing
- Anti Piracy Measures – Modern Techniques.
- Pricing Strategies
- Social Responsibility
- General Awareness

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
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Syllabus for the post of Film Director

- Knowledge of film as a form of art
- Media Selection
- Knowing your audience (audience profiling/Media Research)
- Planning of the production.
- Knowledge of Different stages of Film and Television Production
- Knowledge of Different formats/ recent techniques of Film and Television Production/Creative Use of Drone Technology in combination with ground cameras
- Conceptualizing the Film and Television programme.
- Treatment of the programme
- Skill of story telling
- Knowledge of script writing of Educational programme.
- Story boarding as and when required
- Selection of talents: Anchor/Presenter/Script-Writer/Artist etc.
- Skill of appropriate selection of topic for the medium/film
- Skill of location selection/ shooting recording (indoor and outdoor).
- Basic knowledge of Camera (Shot Composition) /lighting techniques /editing/Set (real and virtual)/ Make-up/music etc.
- Knowledge of perspective derived from Zoom lenses or from a Trolley shot
- Knowledge of using Choreography in Television Programming.
- Knowledge of Television Production using Multi-camera Set-up
- Knowledge of Stage-craft and creative use of LED Lighting.
- Knowledge of Colour Temperature in TV and Film Production
- Formulation of Road Map and following the timeline and having leadership skills.
- Sensitivity towards social, ethical, gender, constitutional, cultural, environmental, children with special needs, issues related to education including Right to Education (RTE).
- Knowledge of IPR and copyright issues/cyber laws.

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of Film Producer (Level-11)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer. <u>Section-B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Knowledge of Film / Video / Multimedia Production / Direction including Pre-Production and Post-Production process, etc.

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Syllabus for the post of Senior Engineer

- Analogue and Digital Communication Systems
- Optical Fibre Communication Systems
- Microprocessor and Microcontroller Systems and Applications
- Fundamentals of Electronics and Semiconductor Devices and Applications
- Electronic Instrumentation
- Digital Signal Processing
- Satellite Communication
- Wireless and mobile Communication
- Microwave Theory & Applications
- Information Theory & Coding
- Internet & Web Technology & Application
- Cyber & System Security
- Computer Graphics & Animation
- Information Storage & Management
- Artificial Intelligence and Machine Learning

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Assistant Public Relation Officer (Level-10)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
		<u>Section-B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Public Relations (PR), Advertising, Marketing, Management and PR Research in Media including Print, Electronics and New Media, etc.

National Council of Educational Research and Training (NCERT)

Sri Aurobindo Marg, New Delhi – 110016

Syllabus for the Post of Assistant Production Officer

- **Prepress:** Layout and Design- Typesetting, Fonts- size, illustrations, 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. Proof Reading symbols- Impositions methods, Color Separation, Various software used for DTP, Digital Books (PDF, Flipbook, ePubs)embedding QR Codes into book chapters, Photoshop, Indesign and Coral Draw etc., Preparing an estimate of the size of the book and determining the probable number of pages and the paper requirements.
- **Press:** Printing Technology, Different Types of Printing Processes, Detailed knowledge of Offset Printing, Plate making- different types, latest technique STP & STCP, Kinds of plates, Methods of Printing- Sheet Fed, Web Fed printing and Heat set printing, CPC and other latest technology in Offer Printing Machine. Digital Printing Binding- different types.
- **Post Press:** Various methods of binding, Factors effecting the binding process, Post printing processes like Embossing – Varnish – UV - Lamination,
- Integration of Prepress, Press and Post Press using Computers.
- **Paper:** Paper – Quality – size – types (White printing, maplitho, art paper, art cards) – weight and grammage calculation- specification of paper, BIS standards, Paper calculation, Testing of Paper
- **Piracy- antipiracy measures, Copy Right-** Modern Security Techniques like Watermarking / Holography
- **Costing & Estimation-** Estimation, Costing and pricing-difference, Direct, Indirect expenses and overheads.
- **Quality Control of Books**
- Quantitative Aptitude, General Intelligence, General Awareness, MS Office, Acrobat Reader etc.
- **Knowledge of Management / Entrepreneurship-** Types of Entrepreneurs, qualities and pre –requisites of entrepreneur.

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Assistant Editor (Level-10)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer. <u>Section-B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General Hindi/English/Other Language (as per post advertised), Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Knowledge of Editing and Editorial process, IPR and Plagiarism, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus for the Post of Assistant Business Manager

- Marketing research and design.
- Demand Forecasting
- Advertising management.
- Brand Management / communicating values
- Digital Marketing.
- Sales force management.
- Marketing strategy.
- Sales Promotion strategies
- Distribution Channels
- Consumer behavioral research and analytics
- Global Marketing.
- Rural Marketing
- Anti Piracy Measures – Modern Techniques.
- Pricing Strategies
- Social Responsibility
- General Awareness

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
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Syllabus for the post of Artist Grade –I

- History of Art & History of Television Graphics.
- Advertising Theory.
- Elements & principles of Designing.
- Drawing as basis of 2D & 3 D Animation and VFX techniques.
- 3D modeling and prototyping.
- Techniques of compositing.
- Advance Animation Techniques.
- Knowledge of Graphic software (In depth knowledge of at least coral Draw ' Photoshop & Illustrator etc.)
- Color Theory
- Design methodology
- Introduction to multimedia and Digital Editing Techniques.
- Graphic Design for Print & digital media.
- Character Design.
- Typography and publication Design.
- Knowledge of copy right issues & free & open Resources. Knowledge of various electronic mediums, social media & Apps.
- Knowledge of various colour and drawing mediums.
- Knowledge of layouts & compositions including DTP work.

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Syllabus for the Post of Technical Officer

- Interpret and explain plans including administrative staff, workers or clients
- Establish or coordinate maintenance or safety procedure, service schedule or supply of materials to maintain machines or equipment in the prescribed condition
- Ethics and Professionalism- Code of Ethics, Intellectual Property, Legal and Social Responsibilities and Professional Development
- Technical Writing Skills- Reports, Presentations and Documentation
- Fundamental knowledge of Mechanics, Heat Transfer, Refrigeration and Air Conditioning
- Understanding of Welding, Electric Arc, Gas Welding process and equipment, Soldering and Brazing process. Types of sheets (Ferrous / Non Ferrous), Standard sheet sizes and their measurement, Tools used in sheet metal
- Awareness in Production Engineering, Mechanics of Materials and Industrial Safety, Comprehension of Measuring Instruments & Gauges
- Perception of Electrical Engineering: Circuit Analysis. Power Electronics, Renewable Energy. Control System and Instrumentation
- Insight of Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM): CAD software like AutoCAD, Solid Works and CAM software, CATIA, UGS etc.
- Project Management Planning, Scheduling, Budgeting, Risk Management, Communication and leadership

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Assistant Engineer Grade-A (Level-10)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
		<u>Section-B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Expertise in Media / Multimedia / Film Production (indoor/outdoor shooting), Telecast / Broadcast / Podcast / Webcast / Transmission Technology and Process used for Mass Communication using satellite / web based technology / Artificial Intelligence (AI) / Machine Learning (ML) etc.

National Council of Educational Research and Training (NCERT)
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Syllabus for the post of Audio Radio Producer Grade-I

- History of Audio Radio programme Production/Broadcasting
- Media Selection
- Knowing your audience (audience profiling/Media Research)
- Different stages of Audio Radio Production
- Different formats of Audio Radio Production
- Conceptualizing the Audio Radio programme
- Skill of story telling
- Knowledge of script writing of Educational programme.
- Treatment of the programme
- Selection of talents: Anchor/Presenter/Script Writer/Artist etc.
- Knowledge to maintain the overall quality of Audio Radio Production: Sound Composition, Editing, Mixing, Mastering
- Knowledge of importance of music/sound effects/silence in audio radio production.
- Sensitivity towards social, ethical, gender, constitutional, cultural, environmental, children's with special needs, issues related to education including Right to Education (RTE).
- Knowledge of IPR and copyright issues/cyber laws.
- Capacity as a team leader
- Knowledge of Broadcast Code
- Use of ICT in Educational communication.
- Basic Knowledge of Technical equipments (Production/Broadcast): Selection of Microphones/Recording Gadgets/various audio file formats like: .wav, .mp3, .mp4, MPEG-1, AAC etc.

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
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Syllabus for the post of Film Editor

- Knowledge of the history of Film/Video Editing
- Knowledge of Linear and non-linear Editing Techniques
- Management of Time-line in case of Non-linear Editing
- Knowledge of Special Effects
- Knowledge of Transitional Devices and their effective use
- Creation of Montage
- Knowledge of the effective use of Graphics in Educational TV Programme
- Aesthetic use of continuity
- Knowledge of Chroma Key
- Creative use of Speed in editing of Video Film
- Good knowledge of music for different formats
- Knowledge of self preplanning, shooting, music & commentary recording, editing of a short video film
- Creative use of music and sub titles in a story of Indian Heritage film
- Editing of an Indian Dance recording with titles and music.
- Making a short film from photo slides.
- Edit a film using chroma Key technique.

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
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Syllabus for the post of Production Manager

- Knowledge of Film/TV Production.
- Controller of Budget of the Production.
- Coordination for inviting artistes, technical team, production team, transport contractors, musicians and others involved in the production.
- Must have knowledge in Post-production activities like editing, commentary recording, dubbing, music scoring etc.
- Crisis management with regard to timely completion of shooting within a time frame.
- Execution of screen-test of Artistes
- Payment to artistes, settlement of advance taken for the production
- Knowledge of Mass Communication
- Knowledge of Graphics and lighting
- Hiring of Audio-video equipments as when required.
- Valuable assistance to Film Director, Editor and Producer

Scheme of Examination: Interview

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Sound Recordist Grade-I (Level-10)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
		<u>Section-B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Expertise in Audio / Radio Production, Handling of Studios and equipment related to Audio Production including Acoustics, Recorders (Pre and Post production), Editing, Mixing, Microphones related to Audio/Visual media programme production in outdoor and indoor conditions for spoken words and music recordings, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
TV Producer Grade-I (Level-10)

Mode of Examination	:	Computer Based Test (CBT) and Interview
Total Marks	:	200 (CBT-150, Interview & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/100 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A:-</u> 0.50 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer. <u>Section-B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer
Duration	:	03 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section
Interview (Skill test)	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Interview (Skill test). An aggregate of marks of the CBT and Interview (Skill test) will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Knowledge of Television / Film / Videos / Multimedia Production / Direction including pre and post production process, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Store Officer (Level-7)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 75 Marks/75 Questions
		Section-B: 75 Marks/75 Questions
Marking Scheme	:	<u>Section-A& B</u> :-01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Skills in basics of Store Keeping, Inventory Control, Modes of Procurement (including Online Procurement Process), Storage and Maintenance of Store and Record Keeping, Disposal, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Assistant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 75 Marks/75 Questions
		Section-B: 75 Marks/75 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list. Those who qualify in the CBT will have to appear in computer typing speed test of 35 W.P.M. in English or 30 W.P.M. in Hindi (35 wpm and 30 wpm corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each strokes, required to qualify the skill test on computer.

Section-A:-

General English, General Knowledge, Logical Reasoning/Quantitative Aptitude and Computer Knowledge

Section-B:-

Administration, Establishment and Finance: CCS (CCA) Rules, CCS (Conduct) Rules, CCS (Leave) Rules, Fundamental & Supplementary Rules, Pension Rules & New Pension Scheme, Medical Attendance Rules, Provident Fund Rules, General Financial Rules, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Senior Accountant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, General Knowledge, Logical Reasoning/Quantitative Aptitude and Computer Knowledge

Section-B:-

Auditing, Taxation, Financial Statements, Fundamental Rules and Supplementary Rules, CCS (Pension Rules), CCS (Commutation of Pension), CCS (GPF/CPF Rules), New Pension Scheme, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Junior Accountant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, General Knowledge, Logical Reasoning/Quantitative Aptitude and Computer Knowledge

Section-B:-

Auditing, Taxation, Financial Statements, Bank Reconciliation Statement, Fundamental Rules and Supplementary Rules, CCS (Pension Rules), CCS (Commutation of Pension), CCS (GPF/CPF Rules), New Pension Scheme, Budgeting, etc.

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Manager NIE Guest House(Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 75 Marks/75 Questions
		Section-B: 75 Marks/75 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, General Knowledge, Logical Reasoning and Computer Knowledge

Section-B:-

Specialization (Hotel Management/Catering/Hospitality); Aims & Objective of Cooking food, Methods of Cooking, Fuels used, Food Hazards & Risks, Departmental organization and staffing, Necessary Food Certification and Licenses such as FSSAI etc. Non Alcoholic Beverages, Knowledge of Kitchen and Services, Ingredients and Equipment procurement of Raw Material, Methods of Purchase, Storage – Dry and Cold, Cost Control, Food Costs, Sales Control, Food Safety & Quality Menu Planning, Knowledge of Food (Indian, Chinese and Continental – Basic Recipes), Nutritional Value of Food, Safety & Security, Food Service Methods, Types of Service, Restaurant & Buffet Layouts, Fire Prevention & Fire Fighting Systems in Guest Houses/Supplementary Accommodation, Waste Disposal, Manpower Planning, Maintenance, Electricity and Water Supply System, Properly Management System, Accommodation Operations & Management, Room Cleaning & Servicing, Guest Room Supplies and Inventory, Linen & Linen Management, Uniforms, Laundry Operations and Outsourcing, Pests & Their Control, Cleaning Equipment and Agents, Budget & Budgetary Control, Records & Registers, Guest Booking, Registration, Arrival Welcome & Check In, Billing, Check Out formalities, Handling & Coordinating with VIPs, Employee Training & Development, SOPs for operations, etc.

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Syllabus and Scheme of Examination for the post of
Production Assistant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Layout and Design, Production, Paper (Quality, Size, Types, Weight, Calculation and Specification), Piracy Control-Anti Piracy Measures, IPR, Costing & Estimation, etc.

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Syllabus and Scheme of Examination for the post of Editorial Assistant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General Hindi/English/Other Language (as per post advertised), Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Knowledge of Editing and Editorial process, IPR and Plagiarism, etc.

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Marketing Executive (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Knowledge of Sales Promotions & Management, Marketing Concepts and Strategy, Digital marketing, e-Commerce, Consumer Behaviors, Advertising, Branding, Data Analysis, Market Structure and Pricing, Financial Statement and Analysis, etc.

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Syllabus for the post of Artist Grade –II

- History of Art & History of Television
- Advertising Theory
- Elements & principles of Designing
- Drawing as basis of 2D & 3 D Animation and VFX techniques
- Knowledge of Graphic software (In depth knowledge of at least Corel Draw ' Photoshop & Illustrator etc.)
- Colour Theory
- Design methodology
- Introduction to multimedia and Techniques.
- Graphic Design for Print & digital media.
- Typography and compositional knowledge.
- Knowledge of copy right issues & free & open Resources Knowledge of various electronic mediums ' social media & Apps.
- Knowledge of various colour and drawing mediums
- Knowledge of layouts & compositions.

Scheme of Examination: Skill Test (interaction will be part of skill test).

National Council of Educational Research and Training (NCERT)
Sri Aurobindo Marg, New Delhi – 110016

Syllabus and Scheme of Examination for the post of
Assistant Store Officer (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain Knowledge in basics of Store Keeping, Inventory Control, Modes of Procurement (including Online Procurement Process), Storage and Maintenance of Store and Record Keeping, Disposal, etc.

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Syllabus and Scheme of Examination for the post of
Professional Assistant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Knowledge and awareness in Library and Information Science, Recent Development in the field of Knowledge (Digital Library) and application of Library and Information Science Procedures, Rules & Regulations, Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing and Data Analysis Packages, etc.

National Council of Educational Research and Training (NCERT)

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**Syllabus and Scheme of Examination for the post of
Cameraman Grade-II (Level-6)**

Mode of Examination	:	Computer Based Test (CBT) and Skill Test
Total Marks	:	200 (CBT-150 & Skill Test-50)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section
Skill test	:	50 Marks

Notes:

The candidate will be shortlisted on the basis of CBT and called for Skill test. An aggregate of marks of the CBT and Skill test will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

History of Camera, Distinction between indoor and outdoor shooting, Techniques of lighting, Composition of Shots, Different Types of Camera Set-up, Types of Lenses, Still and Video photography, Distinction between still photography and videography, Aesthetic use of camera, Shooting, 3 point Lighting, Zoom and Track and its difference, Depth of Field, White Balance, Shutter Speed, Color Temperature, Lighting, Wide Angle Lens in Camera, Role of Optical Filter, Use of Chroma in camera and video production, Precautions for planning shooting of performing arts, demonstrations, experiments, drama, Masking, Motion Picture, printing, editing, file formats, storage, export, and Handling camera in virtual sets/conditions, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Engineering Assistant (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Telecast/Broadcast/Webcast/Transmission technology and process used for mass communication, Electronic components and Materials, Computer Programming and Applications, Electronic Devices and Circuits, Digital Electronics, Principles of Communication Engineering, Electronic instruments and Measurements, Power Electronics, Consumer Electronics, Trouble Shooting of Electronic Equipment, Wireless and Mobile Communication, Computer Networks, etc.

Nature of sound, Types and principles of Microphones and loud speakers, magnetic tape recording and reproduction, sound studio installation layout with equipment chain, Technical equipment for Outdoor recordings, performance and measurement of audio and video equipment, store and purchase procedures, safety precaution (electric and non-electric fire hazards), Basics of Optics, Types of lenses used in still and video cameras, Basics of video cameras, layout arrangement with equipment chain in television studios, principles of video recording on magnetic tapes, optics discs and memory cards, Television Receivers and monitors, Satellite, Broadcasting principles for TV transmission and tele-conferencing, Video Server based networking systems for archiving, editing, transmission and distribution, etc.

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Syllabus for the post of Photographer Grade-I

- Evolution of camera
- Distinction between indoor and outdoor shooting Lighting
- Techniques of lighting on different time and location
- Various compositions of shots, perspective
- Types of Lenses
- Distinction between still photography and videographer
- Aesthetic use of camera, various Camera movements
- Concept of frame
- Types of various shots
- Resolution in Lenses
- Photo feature
- Social documentary and Photojournalism
- Extension of still photography to video using stills, audio and commentary
- Image editing using software, Photoshop
- RGB to CMYK conversion
- Developing photographs from video clips
- ICT/Internet tool in view of social media

Scheme of Examination: Skill Test (interaction will be part of skill test).

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Script Writer (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

The process of script writing for educational audio-video, multimedia programme, knowledge of Instructional Design steps and process, Knowledge of Target audience and preparation of their profile. Elements of a good script writing, Various presentation formats of writing scripts / story boards – power to distinguish among various formats according to medium and utility, Television documentary, talk, feature, drama; Radio documentary, Feature, magazine, VoxPopuli, Radio Talk, Story Telling, Language proficiency in Hindi and English; principles of language learning, Efficiency in Writing Poem, Drama Scripts, basic knowledge of media selection and media research. Knowledge of medium and delivery of appropriate contents, Use of appropriate language pertaining to the nature of the medium, Building creativity and interactivity in script writing, Efficiency in writing for promoting Values: Ethical, Social, Moral, Gender, environmental, Constitutional, cultural, children with special needs, issues related to production. Specifically in education. Knowledge and efficiency of Story boarding and Writing for New Media / Social Media, etc.

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Syllabus for the post of Set Designer

- **Questions relating to seven keywords for the designer:** 1. Concealment, 2. Decoration 3. Suggestion of Mood 4. Suggestion of Place or Locale 5. Portrayal of Place or Locale 6. Time and 7. Era of the action
- **Questions relating to basic elements of Design:** Color, Point, Line, Texture & materials, Value (light & shade), Pattern, Form, shape, Space Movement
- **Communication of ideas on paper:** How does the designer plan the work and communicate ideas on paper to the executing team. Understanding and knowhow of the drawing tools and software.
- Interpretation of theme and subject matter as per instruction of the producer or director of the program

Scheme of Examination: Skill Test (interaction will be part of skill test).

National Council of Educational Research and Training (NCERT)

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Syllabus and Scheme of Examination for the post of TV Producer Gr.II (Level-6)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	150 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 100 Marks/100 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:30 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Media message combination, Media selection, Audience profile, Formats of Presentation for TV Production, Program production Structure, Cognizing/Conceptualizing the video scripts, Pre-testing the presenter through screen test (ensuring view composition), Total Quality Management, Camera composition, Panel discussion, Story boarding, editing, sensitivity and spontaneity of the producer for every systemic element, Information and Communication Technology (ICT) in Education, Use of Graphic and Animation and Illustration for video programme, Use of Montage, Research and selection of resources-material, copyright free material, Use of Chroma key techniques and Virtual sets, Knowledge of virtual studio in creating virtual set, Ethical, gender, environment, Constitutional values, cultural values, concerns related to children with special needs, issues related to production, specifically in education, knowledge of Right to Education Act, Linear and nonlinear editing and special effects, High Definition and Standard Definition formats, Set designing concepts, IPR issues, Effective use of Music and sound effect, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Senior Proof Reader (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General Hindi/English/Other Language (as per post advertised), Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Knowledge: House Style, Uniformity of Style, Proof reading symbols and Type Marking, using track changes in Word processing software, Label Headings, Font Style, Comparing Book Parts, Layout, Size of the Book, Editorial process for print and electronic media, Technical terms, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Storekeeper Grade-I (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Skills in basics of Store Keeping, Inventory Control, Modes of Procurement (including Online Procurement Process), Storage and Maintenance of Store and Record Keeping, Disposal, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Semi Professional Assistant (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Knowledge and awareness in Library and Information Science, Recent Development in the field of Knowledge (Digital Library) and application of Library and Information Science Procedures, Rules & Regulations, Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing and Data Analysis Packages, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Technician Grade-I (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Telecast/Broadcast/Webcast/Transmission technology and process used for mass communication, Electronic components and Materials, Computer Programming and Applications, Electronic Devices and Circuits, Digital Electronics, Principles of Communication Engineering, Electronic instruments and Measurements, Power Electronics, Consumer Electronics, Trouble Shooting of Electronic Equipment, Wireless and Mobile Communication, Computer Networks, etc.

Nature of sound, Types and principles of Microphones and loud speakers, magnetic tape recording and reproduction, sound studio installation layout with equipment chain, Technical equipment for Outdoor recordings, performance and measurement of audio and video equipment, store and purchase procedures, safety precaution (electric and non-electric fire hazards), Basics of Optics, Types of lenses used in still and video cameras, Basics of video cameras, layout arrangement with equipment chain in television studios, principles of video recording on magnetic tapes, optics discs and memory cards, Television Receivers and monitors, Satellite, Broadcasting principles for TV transmission and tele-conferencing, Video Server based networking systems for archiving, editing, transmission and distribution, etc.

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Syllabus and Scheme of Examination for the post of
Audio Radio Producer Gr.III (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

History of Audio Radio programme production, Media message combination, Media selection, Audience profile, Formats of Presentation, Program Structure, Cognizing/Conceptualizing the audio scripts, Pre-testing the presenter through audition test, Total Quality Management, sound composition, editing, Mixing, mastering, Panel discussion, Story board, editing, sensitivity and spontaneity of the producer for every systemic element, Information and Communication Technology (ICT) in Education, knowledge of various forms of music and sound effect, reflection of program through montage, effective use of fade in and fade outs during the program, Social, Ethical, gender, environment, Constitutional values, cultural values, concerns related to children with special needs, issues related to production, specifically in education, editing, multi-track, sound mixing, Right to Education Act, IPR, Importance of Music and sound effect in radio production, etc.

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Syllabus and Scheme of Examination for the post of Field Investigator (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Knowledge of classroom processes, general language proficiency in Hindi and English + vernacular languages, knowledge of hard skills and soft skills, adaptation of technology in the process of teaching, processes of communication through multimedia, Educational Research Methodology and Media Research, Techno Pedagogy, Audience research, Classroom teaching pedagogy, evaluation of broadcasting, knowledge of basic model of communication, Web based online and offline research/feedback, Knowledge of research trends in technology, Competency of research data analysis and synthesis using different softwares, Competency on formative research and summative research, Quantitative and qualitative research, Preparation of research report and Knowledge of Instructional design and Story boarding, etc.

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Syllabus for the post of Graphic Assistant Grade- I

- Mass communication Theory
- Elements & principles of Designing
- VFX and digital editing techniques
- Digital 2D/3D Animation
- Knowledge of Graphic software (In depth knowledge of at least coral Draw ' Photoshop & Illustrator etc.)
- Colour Theory
- Introduction to multimedia and Techniques
- Graphic Designing for Print & digital media
- Typography
- Knowledge of copy right issues & free & open Resources Knowledge of various electronic mediums, social media & Apps.
- Knowledge of layouts & compositions

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Syllabus for the Post of Photographer Grade-II

- Evolution of Camera
- Types of lenses
- Distinction between indoor and outdoor shooting, lighting
- Techniques of lighting on different time and location
- Various compositions of shots
- Distinction between still photography and videography
- Aesthetic use of Camera, various Camera movements
- Concept of Frame
- Types of Shots
- Resolution
- Photo feature
- Extension of still photography to video
- Photo printing technology for proper out put
- Improving photography using digital software
- Image editing using software
- RGB to CMYK conversion
- Developing photographs from video clips
- Dissemination of photographs through synchronous and asynchronous communications including emails, film share, social media using ICT / Internet /Intranet based tools.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the post of Projectionist **Grade-I**

- Analogue Electronics
- Digital Electronics
- Communication Engineering
- Electronics Circuits
- Microprocessor And Its Applications
- Electronics Measuring Instruments
- Consumer Electronics And Troubleshooting
- Microwave Communication
- Digital Switching And Circuits
- Process Control And Instrumentation
- Optical Fibre Communication
- Mobile Communication
- Microcontrollers And Embedded System
- Basics of Information Technology
- Basics of Internet & web Technology
- Basics of Multimedia system management
- Types and principles of Microphones & loud speakers
- Basics of video cameras, Studio installation Layout with equipment chain
- Technical requirement for Indoor and Outdoor recordings
- Performance and measurement of audio and video equipments
- Safety precautions (electric and non electric fire hazards)
- Principles of video recording , reproduction and storage
- Television Receivers and monitors,
- PA systems and Conference rooms operations
- Video Conferencing Systems & operations
- Basic Principles of video transmission and distribution

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Syllabus and Scheme of Examination for the post of
TV Producer Grade-III (Level-5)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

History of TV/Media production, Media message combination, Media selection, Preparation of Audience profile, Formats of Presentation, Program Production Structure, Cognizing/Conceptualizing the Video scripts, Pre-testing the presenter through screen test, Total Quality Management, camera composition, Panel discussion, Story board, editing, sensitivity and spontaneity of the producer for every systemic element, Information and Communication Technology (ICT) in Education, use of Graphics, animation and illustration in TV Production, use of Montage, Media Research and selection of resources-material, copyright free material, use of chroma key techniques and virtual sets, knowledge of virtual studios in creating virtual set, Social, Ethical, gender, environment, Constitutional values, cultural values, concerns related to children with special needs, issues related to production, specifically in education, knowledge of Right to Education Act, linear and nonlinear editing and special effects, high definition and standard definition formats, set designing concepts, IPR issues, licensing for OER and use of effective Music and sound effects, etc.

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Syllabus for the post of Graphic Assistant Grade –II

- Mass communication Theory
- Elements & principles of Designing
- VFX and digital editing techniques
- Digital 2D/3D Animation
- Knowledge of Graphic software (In-depth knowledge of at least coral Draw ' Photoshop & Illustrator etc.)
- colour Theory
- Introduction to multimedia and Techniques
- Graphic Designing for Print & digital media
- Typography – Transcription, Translation
- Knowledge of copy right issues & free & open Resources knowledge of various electronic mediums, social media & Apps.
- Knowledge of layouts & compositions

Scheme of Examination: Skill Test (interaction will be part of skill test).

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of Receptionist (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Knowledge of handling of EPABX/transferring telephone calls, Maintaining visitor register/logbook, handling complaints, basic computer skills, conflict resolutions skills, greeting a guest, guiding and directing visitors to appropriate officer or staff/department/division etc., giving information about questions related to organization, etc.

Interpersonal skills and mental ability, General Aptitude and Service Attitude, etc.

National Council of Educational Research and Training (NCERT)
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Syllabus and Scheme of Examination for the post of
Computer Operator Grade-III (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Computer Fundamental: History and Generations of Computers, Classification and Types of Computers, Organization of Computer System, Components of Computer System, Types of Computer and Mobile Operating Systems, Computer Software and Computer Languages, Computer Networking and Communication, Storage devices and Server Management, Internet and Cyber Security, System Security and Computer Backups, Applications of Information Technology, etc.

History and uses of Word Processing software, Spreadsheet and Presentation Software, Database Management System (DBMS) software, etc.

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Syllabus and Scheme of Examination for the post of Proof Reader (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General Hindi/English/Other Language (as per post advertised), Comprehension, General Awareness and Current Affairs.

Section-B:-

Technical knowledge of Proof Reading and Editorial process for print and electronic media, Technical terms and symbols, using track changes in Word processing software, knowledge of different fonts, proof reading symbols, process and tools for proof reading, etc.

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Syllabus and Scheme of Examination for the post of
Laboratory Assistant (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A & B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Sound knowledge in the concerned disciplines, knowledge of Computers, data analysis packages, using latest software, etc.

Handling of latest laboratory equipment, appliances, including virtual labs etc.

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Syllabus and Scheme of Examination for the post of
Storekeeper Grade-II (Level-4)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section
		35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Domain/Technical Skills in basics of Store Keeping, Inventory Control, Modes of Procurement (including Online Procurement Process), Storage and Maintenance of Store and Record Keeping, Disposal, etc.

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Syllabus for the Post of Film Assistant

- Video recording, Video capturing, Digitizing / Photo / Animation, Process of Video Editing
- Computer graphics / Animation – Free Hand Illustrations through various software.
- Animating live 2D / 3D for educational film / video / multimedia production
- Knowledge of Adobe after effects / Photoshop, Illustrator, Flash etc.
- Knowledge of file formats, importing data in appropriate post production format- Extension
- Use of Special effects in Editing
- Application of transition and filters
- Audio leveling and balancing
- Color correction / Video enhancement
- Exporting data in the appropriate format
- Animation design
- Computer graphics design
- Promo / Montage making
- Experience in Non Linear Editing

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the Post of Floor Assistant

- Conceptual understanding of TV / Radio Studio floor and tasks performed before / during /after recording
- Coordination between producer, cameraman and floor manager
- Design, Development and Erection of sets for different Media programme production
- Knowledge of various sign languages followed during live / normal recording (indoor and Outdoor)

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the post of Teacher Grade- I

- Color photo printing technology for printing of still photograph exposed in a still camera.
- Improving photography using digital software.
- Image editing using software.
- Developing photographs from video clips.
- Knowledge of ICT/Internet tools for production of educational television programme.
- Knowledge of computer animation.
- Knowledge of multimedia.
- Knowledge of lighting and basic shots used while exposing still photographs.
- Creative use of color temperature while editing still photographs.
- Making of color for black and white while making posters and creating titles in English or Hindi.
- Creative use of graphics in making portraits.
- Knowledge of operation of audio visual equipments for assisting in production of educational television programme.

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Syllabus and Scheme of Examination for the post of
Lower Division Clerk (Level-2)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and ¼ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list. Those who qualify in the CBT will have to appear in computer typing speed test of 35 W.P.M. in English or 30 W.P.M. in Hindi (35 wpm and 30 wpm corresponding to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each strokes, required to qualify the skill test on computer.

Section-A:-

General English, Comprehension, General Awareness and Current Affairs.

Section-B:-

Quantitative Aptitude, Logical Reasoning, Computer Knowledge, etc.

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Syllabus and Scheme of Examination for the post of
Senior Library Attendant (Level-2)

Mode of Examination	:	Computer Based Test (CBT)
Maximum Marks in CBT	:	120 Marks
		Section-A: 50 Marks/50 Questions
		Section-B: 70 Marks/70 Questions
Marking Scheme	:	<u>Section-A& B:-</u> 01 marks for each correct answer and $\frac{1}{4}$ marks will be deducted as negative marking for each wrong answer.
Duration	:	02:00 Hours
Minimum Qualifying Marks	:	40% for Unreserved category in each Section 35% for SC/ST/OBC/PwBD in each Section

Notes:

The candidate will be shortlisted on the basis of CBT, which will qualify a candidate for the merit list.

Section-A:-

General English, General Knowledge, Logical Reasoning and Computer Knowledge

Section-B:-

Library Aptitude, Mathematical Ability, General Science, Digital Library etc.

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Syllabus for the Post of Driver Grade-III

- Driving Technique & Motor Car Mechanism shall aim at testing the candidate's knowledge of driving skills and procedures, duties of driver, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of Signs, Hand Signals and road markings, simple queries about the assemblies of vehicle systems etc.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

The test will assess the candidate's driving skills and test her / his knowledge of Motor driving, Motor mechanics and Traffic Rules and Regulations.

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Syllabus for the Post of Carpenter

- Knowledge of type and quality of wood used for different purposes
- Use of wood for craft related carpentry and design, development and erection of sets for indoor and outdoor shooting
- Knowledge of handling of carpentry tools and crafts related to carpentry materials for designing sets for media programme production
- Knowledge of painting and creation for sets for drama, dance, musical programme, video, film production etc.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the Post of Dark Room Assistant

- Handling equipments and materials related to photography, videography
- Handling photographic instruments in indoor and outdoor recording conditions
- Knowledge of lighting and basic shots
- Knowledge of types of camera and lenses
- Knowledge of digital photo printing technology and shot composition
- Knowledge of photo / video editing / cropping
- Knowledge of problem shooting and maintenance of camera and related equipments used for indoor and outdoor shooting.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the Post of Electrician

- Basic knowledge of electronics / electrical devices and circuits
- Concepts of negative / positive, neutral, earthling
- Maintenance, problem shooting related to electrical supply and distribution
- Repairing and maintenance of electronics / electrical equipments / gadgets.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the Post of Film Joiner

- Handling of equipments and materials related to film, video, multimedia programme / development, post production
- Knowledge of software for editing / joining of films / videos / multimedia / graphics / animation production and post production
- Equipment and software related to production, post production, display, projection in meeting / conference / workshops
- Cable connection, assimilation and maintenance related to film / video/ multimedia production
- Experience of working for selection of music and sound effects for post production activities

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the Post of Lightman

- Knowledge of different types of Lights for indoor and outdoor shooting / videography
- Selection, identification and display lighting in stage craft, film and television for indoor and outdoor locations
- Handling of studio and portable lights and their maintenance and trouble shooting on day to day basis.

Scheme of Examination: Skill Test (Interaction will be a part of Skill Test)

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Syllabus for the post of Painter

- Explaining the colors, what does the applicant understands of the following:
 - Primary Colors
 - Secondary Colors
 - Warm Colors
 - Cool Colors
 - Monochromatic
 - Complementary

- Knowledge of various type of colors (Oil or water or any other medium) including eco-friendly colors, which can be used on sets.
- Note on the Brush strokes to be used while painting a set.
- The Color Wheel and its explanation (VIBGYOR)

Scheme of Examination: Skill Test (interaction will be part of skill test).

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Syllabus for the post of Toucher Grade-II

- Color photo printing technology for printing of still photograph exposed in a still camera.
- How to use digital software for improving photographic image.
- Image editing using software in improving the condition of the photographs exposed outdoor or indoor. .
- Developing photographs from video clips.
- Knowledge of ICT/Internet tools for production of educational television programme.
- Knowledge of multimedia.
- Creative use of color temperature while editing still photographs.
- Knowledge of operation of audio visual equipments for assisting in production of educational television programme.
- Assisting in maintaining photographic library/repository/archive.

Scheme of Examination: Skill Test (interaction will be part of skill test).