



**Centre for Cultural Resources and Training
15-A, Sector-7, Dwarka, New Delhi-110075**

Name of the Post : Copy Editor

Tier- 1 Written Test Syllabus (Total : 100 Marks)

(Objective Type Questions)

(A) General Knowledge: (10 Marks)

Indian History, Geography, Culture, Sports, Indian Economy, Indian Polity including Constitution, and Scientific Research, Awards, Current Affairs – India & World.

(B) General English (20 Marks):

Tenses, Verb, Adverb, Articles, Error Correction, Conclusion, Grammar, Vocabulary, Synonyms, Subject-Verb Agreement, Word Formation, Antonyms, Theme detection, Passage Completion, Comprehension, Idioms & Phrases, Fill in the Blanks, Sentence Completion, Unseen Passages, Sentence Rearrangement.

(C) Logical Reasoning (10 Marks) :

Analogies – Semantic Analogy, Symbolic / Number Analogy, Figural Analogy, Similarities and differences, Space visualization, Word building, Relationship concepts, Arithmetic Number series, Semantic Series, Number Series, Problem-solving, Analysis, judgment, Decision making visual memory, Discrimination, Observation, Non-verbal series, Coding - Decoding. Decoding and Classification.

(D) Quantitative Aptitude (20 Marks) :

Number Systems, Boats and Streams, Simplification, Decimal fractions, Average, Data Interpretation, Profit and Loss, Ratio and Proportion, Time, Work, Distance. Problems on Ages, Simple Interest, Compound Interest, Percentages, Simplification, H.C.F. and L.C.M., Discounts, Fundamental Arithmetical operations etc.

(E) Computer Literacy (10 Marks) :

Fundamental of Computer, Computer organization including CPU, RAM, ROM, PROM, Storage Devices etc., Hardware, Software, Network, Operating system, File System, MS. Office, IT Act. Digital Signatures, Internet, Cyber security, Application of IT in Government for E-Governance, GIGW 3.0, ISMS, Web Security, Social Media etc..

(F) GOVERNMENT RULES AND OFFICE PROCEDURES (10 Marks)

Government Rules including FR/SR, Deputation, Disciplinary, Leave rules, Pay fixation rules, LTC, pension rules, CCS (CCA) rules, files/record maintenance, New Pension Scheme, RTI Act-2005 etc.

(G) Copy Editing (10 Marks)

Basics of Copy Editing, House style, types or level of copy editing, Role and scope of copy editing, Tools for editing, General Tips, Editing skills, Typography, Text Breakers, Page make-up, newspaper layout, Journal layout, Books layout & Production process.

(H) Proof Reading (10 Marks)

Proof reading symbols and signs, Necessity of proof readings, Methodology, Proof correction symbols, Proof reading and press Instructions, Checking Layout, Querying, Spotting errors, Boning upon punctuations and usage, Balancing between styles and Rules, Commonly misspelled words.

Tier- 2 Skill Presentation Test - (50 MARKS)

Skill Test (25 Marks)

- (a) Editing of a paragraph (English / Hindi) (10 Marks)
- (b) Proof reading of Paragraph (English / Hindi) (10 Marks)
- (c) Layout setting (05 Marks)

For Presentation Test (25 Marks)

The 50 Marks are given based on the Behavior/Attitude, Presentation style, Content and coverage of the presentation, Communication & Audience engagement, Body Language, posture and public attitude.

Candidates are required to make a brief Power-Point Presentation which includes

- Personal profile,
- Past experience,
- extra-curricular activities,
- future plan,
- About the knowledge of CCRT,
- Vision for the Institute,
- Reasons to join in CCRT and the responsibilities of Copy Editor Post.
