



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

Name of the Post : Video 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 (10 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 (20 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) Video Editing (20 Marks)

Basics of Video Editing – History, Video Capturing – Capturing the video, Analog Media, Digital media, Capturing clips with device control, Styles of Editing – Film Splicing, Linear, Digital, Live editing, Basic of Single Track editing, Post Recording clean up, Muting and Separating Audio Tracks, Splitting a pre-recorded audio track from its video track, Adding and Mixing in Musical Tracks, Recording a voice-over narration, Effects and Integration – Creating the story board, Working with Transitions, Working with Effects, Render and Exporting Video – Exporting Video, Video Formats, Handling and maintenance of Video Cameras, Maintenance of video Library.

Tier- 2 Presentation Test - (50 MARKS)

For Presentation Test :

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 Video Editor Post.
