

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

RECRUITMENT TO THE POST OF BINDER GRADE - II IN LOK SABHA SECRETARIAT

17TH MAY, 2003




WRITTEN TEST ON PRINTING, PROOF READING AND BINDERY

- Instructions:**
- (i) Write your Roll No. at the appropriate column on the answer sheet
 - (ii) Put 'X' mark only in the correct Box [X]. No marks will be given for responses outside the Box.
 - (iii) In case you want to change your response to any question, fully blacken the first response like this ■ and mark [X] in the correct Box.

Time: 30 minutes

Marks: 30

1. **What do you understand by a 'Good Copy'?**
(A) Handwritten Mss (B) Mss neatly typed
(C) Mss which only avoid confusion at folio (D) None of these
2. **Which software is used normally in DTP?**
(A) MS Word (B) Word Star (C) Ventura (D) Page Maker
3. **Which point size will be ideal in A/5 size book?**
(A) 8 pt. size type (B) 10 pt. size type (C) 12 pt. size type (D) 14 pt. size type
4. **What is the technical name of 'Relief Printing'?**
(A) Screen Printing (B) Offset Printing (C) Letterpress Printing (D) None of these
5. **Quotations in Letterpress process are known as:**
(A) A solid type of metal type (B) Large piece of wood used in Hand composing
(C) A part of the machine (D) Large pieces of Metal to fill up blank space
6. **The trimmed size of Royal Octavo is:**
(A) 6 1/2" X 10" (B) 6 1/2" X 9" (C) 6" X 10 1/4" (D) 6" X 10"
7. **'Annexures' are generally placed at:**
(A) Starting of a book (B) The end of a book
(C) After the contents of the book (D) After inner cover of the book
8. **The size of 'Quad Crown' paper is:**
(A) 20" X 30" (B) 23" X 36" (C) 30" X 40" (D) None of these
9. **The method of producing raised letters or designs is known as:**
(A) Embossing (B) Letterpress printing (C) Offset Printing (D) Electrotyping
10. **'Fore-edge' means:**
(A) Bottom edge of a page (B) Top edge of a book
(C) Outer edge of a page/book opposite the spine (D) None of these
11. **In proof-reading 'lc' stands for:**
(A) Least Count (B) Lower Caps (C) Change to Lower Case (D) None of these
12. **"-----" under letters/words and 'stet' at margin means:**
(A) Change the matter (B) Leave as printed (C) Re-write the matter (D) None of these
13. **"#>" stands for**
(A) Insert space (B) Insert space between lines and paragraphs
(C) Delete the paragraph (D) None of these
14. **'Sans Serif' in a term used to denote:**
(A) Type face with special serif (B) Type face with no serif
(C) Type face with serif (D) None of these
15. **Format of a book has 4 angles. Each one of them is:**
(A) 100° (B) 90° (C) 75° (D) 360°
16. **"Press Proof" is meant for:**
(A) Proof sent to Press requesting for another proof (B) The last proof examined before going to Press
(C) First proof required from Press (D) None of these
17. **In proof reading, "S.C." stands for:**
(A) Change to small caps (B) See copy (C) Second copy (D) None of these

18. "¶" sign denotes in proof reading:
 (A) Insert quotation marks (B) Insert single quotation marks
 (C) Insert comma (D) Insert a line
19. Corresponding mark in the text of the marginal mark "trs" should be:
 (A)  (B)  (C)  (D) None of these
20. Corresponding mark in the text of the marginal mark "Caps" should be:
 (A) ≡ (B) = (C) — (D) None of these
21. Which of the wires is thinnest?
 (A) Wire No. 20 (B) Wire No. 24 (C) Wire No. 18 (D) Wire No. 10
22. Which thread is used for making registers?
 (A) Thread No. 6 (B) Thread No. 10 (C) Thread No. 2 (D) Thread No. 20
23. 'Single End Paper' in a book has:
 (A) Three leaves (B) Four leaves (C) One leaf (D) Two leaves
24. Collection of folded sections in sequence to make a complete book is called
 (A) Gathering (B) Collating (C) Collecting (D) Counting
25. Eyelets and rivets are used for:
 (A) Prevent tearing out of paper and board under stress (B) Useful for lighter binding
 (C) For making holes (D) For giving a good shape to a book
26. Which adhesive is used in full rexine binding?
 (A) Lei made of maida (B) Glue (C) Quick fix adhesive available in market (D) None of these
27. 'Folding to Folio' means:
 (A) Two fold to a printed sheet (B) Only one fold to a sheet
 (C) Three fold to a sheet (D) No folding required
28. 'Jogging and knocking' method means:
 (A) Piling the sheets into neatly laid edges (B) Counting of sheets
 (C) A method of folding (D) Converting the size of the paper
29. Which is more appropriate to bind a book of more than 4" spine?
 (A) Centre stitching (B) Sectional sewing (C) Lapet binding (D) Direct stitching
30. What for signature marks are used in Binding?
 (A) Tearing the sections (B) Folding the sections
 (C) Cutting the sections (D) Checking the sections