

PARLIAMENT OF INDIA  
(JOINT RECRUITMENT CELL)

RECRUITMENT TO THE POST OF BINDER GRADE -II IN LOK SABHA SECRETARIAT  
7<sup>TH</sup> SEPTEMBER, 2013

- Instructions : (i) Write your roll number at the appropriate column in 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 type of binding covered in the pamphlet binding**  
(A) Short run soft covered books (B) Short run hard case binding  
(C) Loose leaf binding (D) Gold finished books
2. **How does folding to printing done**  
(A) Fold edge to edge (B) Fold folio to folio (C) Fold parallel (D) Line to line
3. **Manual bound adhesive binding is done with**  
(A) Hot melts (B) Animal glue (C) Paste (D) Fevicol
4. **The term forwarding denotes**  
(A) Section sewing & covering (B) Section stitching & covering (C) Bindery operations between trimming & covering  
(D) All bindery operations after sewing & before covering
5. **The purpose of lacing-in is to**  
(A) Decorate the book (B) Provide strength to covering  
(C) Protect cover from dirt (D) Strengthen the sewing
6. **Cloth joint end paper is used in**  
(A) Account book binding (B) Edition case binding (C) Pamphlet binding (D) Loose leaf binding
7. **The term tipping used in**  
(A) Joining two surfaces (B) Pasting plates and maps  
(C) Pasting end papers (D) Pasting the back of book
8. **Which binding falls under the category of mechanical binding**  
(A) Binding spring back (B) Spiral binding (C) Closed ring binding (D) Ring binders
9. **Gilding is done**  
(A) On the forage of book (B) On the case of book  
(C) On the head, tail and forage of book (D) Head and tail of the book
10. **Cut flush binding means**  
(A) Trim the book in the end (B) trim the book after sewing  
(C) Rounding and backing done (D) Covering after trimming
11. **Folding to 16mo has**  
(A) Two fold (B) 16 Fold (C) Three fold (D) Four fold
12. **The term squares denotes**  
(A) Jogging and knocking up (B) Making groove at the spine  
(C) Extended portion of board towards head, tail and forage (D) None
13. **Collating marks help in**  
(A) Counting the signatures (B) Checking the gathering  
(C) Checking the registration (D) Checking the folding
14. **Signature marks are printed at**  
(A) Head margin (B) Tail margin (C) Forage margin (D) Back margin
15. **What is the proper sequence of trimming a book**  
(A) Head, tail & back (B) Tail, Head & back (C) Forage, tail & Head (D) Head, tail & forage

16. Which board is suitable for leather binding  
(A) Mill board (B) Chip board (C) Straw board (D) Dup
17. Which thread is normally used for machine sewing  
(A) No.2 (B) No.10 (C) No.20 (D) No.24
18. Tackating provide  
(A) Strength to sewing (B) Strength to covering  
(C) Strength to gluing (D) Strength to back lining
19. The size of medium 8vo is  
(A) 5" x 7.5" (B) 6" x 8.5" (C) 5.75" x 4.5" (D) 9" x 11.5"
20. The purpose of book jacket cover is  
(A) Protect book from dust (B) Add beauty to the book  
(C) Ability to print fine colored pictures (D) Serves all the above mentioned purposes
21. Metric paper sizes are measured in  
(A) cm. (B) Inches (C) Mm. (D) Points
22. Hand gathering is done from  
(A) Right to left (B) Left to right (C) Top to bottom (D) Bottom to top
23. Quarter bound book term denotes  
(A) Adhesive binding (B) Thread less binding (C) Style of covering (D) None
24. Dummy is made for  
(A) Approval of job (B) To judge final appearance of book  
(C) Guidance (D) Binding purposes
25. A four fold signature contains pages  
(A) 16 (B) 40 (C) 32 (D) 36
26. Trimming is done for  
(A) Cutting the sheets (B) Cutting the signatures  
(C) Finishing the edges (D) Division of sheets
27. B0 series of paper is used for  
(A) For printing (B) For maps and charts (C) For envelops (D) None
28. Quintuplicate numbering denotes  
(A) Onward number (B) Double number (C) Same number (D) Each number five times
29. Bands are attached to the book at  
(A) Bottom corner (B) Top corner (C) Top and bottom of spine (D) None
30. Which type of adhesive used to tack the inland letters  
(A) Glue (B) Paste (C) Fevicol (D) Gum



KEY

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7TH SEPTEMBER, 2013

Instruction:— ☒ mark the correct answer.

ANSWER SHEET

ROLL NO. \_\_\_\_\_

(PRINTING, PROOF-READING & BINDING)

1. ☒ A ☐ B ☐ C ☐ D

2. ☐ A ☐ B ☐ C ☒ D

3. ☐ A ☒ B ☐ C ☐ D

4. ☐ A ☐ B ☐ C ☒ D

5. ☐ A ☒ B ☐ C ☐ D

6. ☒ A ☐ B ☐ C ☐ D

7. ☐ A ☒ B ☐ C ☐ D

8. ☐ A ☒ B ☐ C ☐ D

9. ☐ A ☐ B ☒ C ☐ D

10. ☒ A ☐ B ☐ C ☐ D

11. ☐ A ☐ B ☐ C ☒ D

12. ☐ A ☐ B ☒ C ☐ D

13. ☐ A ☒ B ☐ C ☐ D

14. ☐ A ☒ B ☐ C ☐ D

15. ☐ A ☐ B ☒ C ☐ D

16. ☒ A ☐ B ☐ C ☐ D

17. ☐ A ☐ B ☐ C ☒ D

18. ☒ A ☐ B ☐ C ☐ D

19. ☐ A ☐ B ☒ C ☐ D

20. ☐ A ☐ B ☐ C ☒ D

21. ☐ A ☐ B ☒ C ☐ D

22. ☒ A ☐ B ☐ C ☐ D

23. ☐ A ☐ B ☒ C ☐ D

24. ☐ A ☒ B ☐ C ☐ D

25. ☐ A ☐ B ☒ C ☐ D

26. ☐ A ☐ B ☒ C ☐ D

27. ☐ A ☒ B ☐ C ☐ D

28. ☐ A ☐ B ☐ C ☒ D

29. ☐ A ☐ B ☒ C ☐ D

30. ☐ A ☐ B ☐ C ☒ D