

## DEPARTMENTAL EXAMINATION

### SCHEME OF EXAMINATION FOR APPOINTMENT IN THE GRADE OF REPROGRAPHER GRADE-II

1. The Scheme of Examination for appointment in the grade of Reprographer Gr.II consists of a Trade Test of 50 marks, wherein candidates are evaluated on following parameters : -

Sl. No.	Paper	Marks (Total 50)
(i)	Selection of correct size of paper as per matter	5
(ii)	Document Handling:	
	(a) Handling the paper (matter) and placing at the correct position in the machine	5
	(b) Shuffling of paper and feeding it in the machine	5
(iii)	Operation of machine, over-all knowledge of the machine and allied works:	
	(a) Placement of toner and its fitting	10
	(b) Enlargement and reduction of the matter	10
	(c) Printing on the backside of the same matter	10
(iv)	Quality of work	5

The minimum passing marks for the examination is 50%.