

**DETAILED SYLLABUS FOR THE POST OF COPY HOLDER (HINDI) &
(TAMIL)-(TVPM) IN PRINTING DEPARTMENT -
(Cat.No: 209/2025,210/2025)**

(TOTAL-100 MARKS)

1. INTRODUCTION OF PRINTING

(5MARKS)

History, Development, Classifications
Print production work flow
Division of Printing industry
Print media

2. QUALITY CONTROL IN PRINTING

(5MARKS)

Device and working

3. COLOR IN PRINTING

(5MARKS)

Importance , color mixing
Primary and secondary color in printing
CMYK and RGB colors
Color separation

4. PRE PRESS

(20MARKS)

a) GRAPHIC DESIGN

Computer and network basic
Typography
Word processing
Image editing software
Publishing and E' publishing

b) PAGE LAYOUT AND IMPOSITION

Manual preparation
Preparation with software
Digital pre – press, work flow

c) IMAGE CARRIERS PREPARATION (PLATE MAKING)

Manual preparation

Computerized preparation (CTP, CTF, NIP)

Types of plates, plate related problems

5. **PRESS WORK**

(35marks)

a) **HISTORY AND DEVELOPMENT IN OFFSET**

b) **TYPES OF OFFSET MACHINES**

Sheet fed, web, CIC, multi color, perfecting, water less, dry,digital

c) **PAPER**

History, types, making process

Estimation, calculations, storage

d) **INK**

History, types, making process

Estimation, calculations, storage

Drying methods

e) **CHEMICALS**

Dampening solution

Roller wash, blanket wash

Blanket lift, image remover

Plate developer, gum

f) **MATERIALS – BLANKET AND ROLLERS**

Types, storage

properties, stricture

g) **SHEET FED OFFSET MACHINES**

Types, parts, Units and function

Operation, work flow

Manufactures

h) **WEB OFFSET**

Types , parts, Units and function

Operation, work flow

Press console

i) FLEXOGRAPHY

Basic, plates, units, types

Ink and substrates

j) GRAVURE

Basic, Units, parts and function

Cylinder preparation methods

Ink and substrates

k) SCREEN PRINTING

Types, principles and process

Applications

Tools, materials and substrates

l) GREEN PRINTING

Basic and concepts

m) IMPACT AND NON IMPACT PRINTING

Basic and concepts

6. PRE MAKE READY AND MAKE READY

(5MARKS)

Step by step operations

7. PRESS MAINTENANCE AND TROUBLE SHOOTINGS

(5MARKS)

Press maintenance

Safety devices

Paper problems and trouble shootings

Ink problems and trouble shootings

Printing problems and trouble shootings

Pneumatic problems

8. BINDING

(5MARKS)

Classifications and methods

Styles
Materials
Parts of a book
End papers
Paper calculations

9. FINISHING OPERATIONS

(5MARKS)

Types of covering and finishing
Operations
Modern finishing operations

10. PACKAGING AND CARTON MAKING

(5MARKS)

Operations
Types of cartons and their making

11. BASICS OF ENGINEERING

(5MARKS)

Electronics
Mechanical
Engineering drawing

NOTE: - It may be noted that apart from the topics detailed above, questions from other topics prescribed for the educational qualification of the post may also appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper