

लोक सेवा आयोग  
नेपाल संसद सेवा, शिक्षा तथा मुद्रण समूह, राजपत्राङ्कित तृतीय श्रेणीको खुला र आन्तरिक  
प्रतियोगितात्मक लिखित परीक्षाका पाठ्यक्रम

द्वितीय पत्र – मुद्रण व्यवस्थापन II

- 1. Introduction of Printing Process** **10%**
  - 1.1 Letter press process
  - 1.2 Offset process
  - 1.3 Gravure process
  - 1.4 Screen process
  - 1.5 Miscellaneous printing process
  
- 2. Method of composing for the Letter press** **10%**
  - 2.1 Hand Composing
    - 2.1.1 Setting the measure
    - 2.1.2 Composing and justifying
    - 2.1.3 Distribution
  - 2.2 Mechanical Composing
    - 2.2.1 Monotype machines
    - 2.2.2 Linotype machines
  - 2.3 Composing Room Materials
    - 2.3.1 Printer's type
    - 2.3.2 Structure of a type
    - 2.3.3 Classification of type face, family, group and kinds of metal type fount
    - 2.3.4 Spacing materials
  - 2.4 Compositors' Tools and Equipments
    - 2.4.1 Composing sticks
    - 2.4.2 Galleys
    - 2.4.3 Devnagari and English type cases
  - 2.5 Printers' Measurement System
    - 2.5.1 The point and point system
    - 2.5.2 Units and set width
    - 2.5.3 Didot system
    - 2.5.4 Metric system
  - 2.6 Proofing and proof Reading
    - 2.6.1 Kinds of proofs
    - 2.6.2 Proof reading marks and its meaning
  
- 3. Brief History of Photo Offset Printing** **10%**
  - 3.1 The Invention of Lithography
  - 3.2 Early Attempts
  - 3.3 Chemical printing
  - 3.4 Lithographic Stones
  - 3.5 The First lithographic press
  - 3.6 Application of the lithographic process
  - 3.7 Use of Metal plates on cylinder press

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- 3.8 First negatives  
3.9 The halftone o screen  
3.10 Photo-offset Lithography
- 4. Introduction of Inventors 10%**
- 4.1 Johann Gutenberg  
4.2 William Carton  
4.3 Talbot Lanston  
4.4 Scottish jeweller, William ged.  
4.5 Mathias Koops  
4.6 Robert harrild  
4.7 Robert michle  
4.8 Johann Aloys Senefelder  
4.9 Alfonse poitevin  
4.10 Simon.  
4.11 Scotsman, James Bell
- 5 Planning/ Estimating 10%**
- 5.1 Planning of Book printing by offset process  
5.2 Size  
5.3 Colour  
5.4 Cover page  
5.5 Farma  
5.6 Binding  
5.7 Manpower  
5.8 Estimate cost  
5.9 Final cost
- 6 Printing Management 10%**
- 6.1 Press Building  
6.2 Machinery equipments  
6.3 Raw materials  
6.4 Quality contras and instruments  
6.5 Manpower  
6.6 Transportation  
6.7 Job distribution  
6.8 Supervision
- 7 Press Machinery Maintenance 10%**
- 7.1 Safety measurer  
7.2 Lubrication  
7.3 Check ruler / associated parts  
7.4 Trouble Shooting  
7.5 Nature of breakdown  
7.6 Spare parts. Etc.
- 8 Offset Press Work Procedure 10%**
- 8.1 Press preparation  
8.2 Basic Nomenclature

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- 8.3 Installing an offset plate and Blanket
- 8.4 Dampening Mechanism
- 8.5 Inking Mechanism
- 8.6 Trial printing
- 8.7 Printing operation
- 8.8 Press wash-up
- 8.9 Stop the press

**9 Communication and Carrier Development 10%**

- 9.1 Communication
  - 9.1.1 Hoarding board
  - 9.1.2 Poster
  - 9.1.3 Telephone / Fax
  - 9.1.4 Personal Contact
  - 9.1.5 T.V., Radio and Press
  - 9.1.6 Computer net-work
  - 9.1.7 Demands Collection
  - 9.1.8 Quick Service
  - 9.1.9 Internal communicator maintenance
  - 9.1.10 E-Mail and Internet.
- 9.2 Carrier Develop
  - 9.2.1 Workshop / Seminar
  - 9.2.2 Higher Study
  - 9.2.3 Library
  - 9.2.4 New Technology
  - 9.2.5 Skilled manpower
  - 9.2.6 Training
  - 9.2.7 Publication

**10 नेपालमा छापाखाना सम्बन्धी ऐन, नियमहरु तथा संघ संस्थाहरु 10%**

- 10.1 छापाखाना र प्रकाशन सम्बन्धी ऐन, २०४८
- 10.2 छापाखाना र प्रकाशन सम्बन्धी नियमावली, २०४९
- 10.3 प्रतिलिपी अधिकार सम्बन्धी ऐन, २०५९
- 10.4 नेपाल मुद्रण उद्योग संघ
- 10.5 गोरखापत्र

द्वितीय पत्रको एकाइ र प्रश्नसंख्या निम्नानुसार हुनेछ :

द्वितीय पत्रका एकाइ	1	2	3	4	5	6	7	8	9	10
प्रश्न संख्या	1	1	1	1	1	1	1	1	1	1

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विषयगत नमूना प्रश्नहरू (Sample questions)

1. Briefly describe the historical development of printing industry in Nepal.
2. Describe the difference between letter press and offset printing press.
3. How many cylinders are there in offset printing press? Briefly describe their functions.
4. What are the duties of press manager? Describe briefly.
5. What are the problems of press maintenance?