

Sample paper IT-ITeS SSC Qualifications

Job Role: Sr. Associate Desktop Publishing





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S.no.	NOS	PC	Type of Question	Question	Choice 1	Choice 2	Choice 3	Choice 4	Correct choice
1	SSC/N2702: Provide/control access to publications	PC1. check that publications, or specific versions of publications, are not already present in the organization's knowledge base to avoid duplication	DC	What is the purpose of checking the knowledge base before storing a publication?	To ensure the publication's content is outdated	To avoid updating the knowledge base	To eliminate the need for review	To avoid duplication of versions	4
2		PC2. store publications in the organization's knowledge base as per policies, procedures, and standards	MB	What is used to store organisation's data?					3
3		PC3. check that different version, including the most up-to-date version, of publications are clearly indicated	ScB	While storing the revised version of a publication, you missed adding the version number. What would be the consequence of this?	Increased storage costs	Faster file retrieval	Confusion over the latest version	Improved data security	3
4		PC4. provide support to peers and agents to access publications, where required	MCO	Match the persons given in column A with the type of access they have:	1-c 2-a 3-b	1-a 2-c 3-b	1-a 2-b 3-c	1-b 2-c 3-a	1
5		PC6. comply with the organization's policies, standards, procedures, guidelines, and service level agreements (SLAs) when providing and controlling access to publications	ScB	Your manager asks you to refer to the organization's policy and SLA before providing access to the knowledge base to anybody. What is the purpose of this step?	To ensure compliance with legal requirements	To speed up the access request process	To increase the number of users	To complicate the access control system	1
6	SSC/N2703: Publish content	PC1. Clearly establish the requirements of the content for publications	DC	Which of the following should not be a requirement for content in a publication?	Relevance to the target audience	Accurate and well-researched information	Personal opinions without evidence	Clear and consistent formatting	3
7		PC2. obtain and verify the correct versions of all content for publications	ScB	You need to publish the finalized version of the content. What would you check to ensure that you have the correct content for publishing?	The document's word count	The number of images in the document	The latest version number and date of modification	The file extension	3

8		PC6. create outputs of publications in formats required for production teams	ScB	You need to provide the final brochure in formats for print, web, and email. What should you do?	Save as a single PDF	Export as high-resolution PDF, JPEG, and optimized PDF	Convert to a Word document	Print directly from the design software	2
9		PC9. comply with the organization's policies, standards, procedures, guidelines, and service level agreements (SLAs) while publishing content	ScB	What should you do if you notice that the company branding is deviating from the original branding while finalizing the content?	Ignore the deviation and proceed	Delete the content and start over	Inform the team and correct the deviations	Publish the content with the deviations	3
10		PC9. comply with the organization's policies, standards, procedures, guidelines, and service level agreements (SLAs) while publishing content	DC	What is an SLA?	Service Level Agreement	Standard Licensing Agreement	Software License Authorization	Secure Login Access	1
11	SSC/N9014: Maintain an Inclusive, Environmentally Sustainable Workplace	PC1. Optimize usage of electricity/energy, materials, and water in various tasks/activities/processes and plan the implementation of energy efficient systems in a phased manner.	MB	Which source of energy is this? 	Solar energy	Wind energy	Biothermal energy	None of these	1
12		PC2. Segregate recyclable, non-recyclable and hazardous waste generated for disposal or efficient waste management	ScB	Before disposing, you need to categorize waste into recyclable and non-recyclable. In which category the waste publication papers be placed?	Recyclable	Non-recyclable	Hazardous	Organic	1

13	PC4. Comply with PwD inclusive policies for an adaptable and equitable work environment.	COM	<p>Read the given passage and answer the question below:</p> <p>Organizations should comply with PwD inclusive policies to create an adaptable and equitable work environment. Such compliance ensures that all employees, regardless of their abilities, have equal access to opportunities, resources, and support.</p> <p>Question: What is the purpose of adapting inclusive policies?</p>	To reduce company costs	To create an adaptable and equitable work environment	To increase employee workload	To limit opportunities for certain employees	2
14	PC6. Use and advocate for appropriate verbal/nonverbal communication, schemes and benefits of PwD.	DC	Which is a benefit of hiring PwD employees?	Increased absenteeism	Higher training costs	Enhanced workplace diversity and innovation	Reduced workplace productivity	3
15	PC6. Use and advocate for appropriate verbal/nonverbal communication, schemes and benefits of PwD.	ScB	You are organizing a training session for new hires, including a colleague who is visually impaired. How can you ensure the training session is accessible and inclusive for them?	Ignore their needs and use standard materials	Use only visual presentations	Provide materials in braille or audio format	Exclude them from the training session	3