



Syllabus for the post of JUNIOR TECHNICAL SUPERINTENDENT (Digitization)
(Integrated Information System (IIS) Division)
(WRITTEN TEST & SKILL TEST)

Concepts of Documents Digitization	<ul style="list-style-type: none">- Digital Resource Management- Tools used for document digitisation.- Proficient in Microsoft Word, Excel and Power point- Familiar with Modern Operating System- FTP server.- GoI record retention policy.- Verification of Logs- Devices -- like printer, scanners- Tools and technique for document size compressions and data encryption- DMS Software management- Preparation of SOPs- OCR- Data Analytics and automation- Basic Knowledge of Data Base- Data quality control- SQL Query
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