



State Council of Educational Research and Training(SCERT)  
Vidhyabhavan, Poojappura, Thiruvananthapuram - 695 012  
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***STANDARD LIST - Renewed***  
(With effect from 2022 August Onwards)

**JOB TITLE** : ASSISTANT OFFSET PRINTING OPERATOR  
**SECTOR** : MEDIA AND ENTERTAINMENT  
**REFERENCE ID** : 2019/ME/ASAP/02924

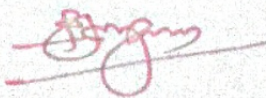
1 ASSISTANT OFFSET PRINTING OPERATOR

## Part A-Equipment

	Name	Specifications	Quantity
1	Offset Machine	Single colour Print Area - Minimum 25"x18" 3 cylinder	1 No.
2	Cutting machine	Semi-automatic/ Automatic/ Manual with minimum 32" size	1 No.
3	Printing Down Frame	Minimum size 640 X 480 cm	1 No.
4	Plate making sink	Minimum size 640 X 480 cm	1 No.
5	Desk Top Computers	core i3 or above, 8 GB or above, 256 GB or above SSD, Graphics Card, Wi-Fi, Blue tooth 18" monitor – (as per latest Government Specifications)	15 nos
6	Colour laser Printer	Size- A4 or above (as per Government specifications)	1 No.
7	Table top Stapler Machine	Heavy Duty 23mm and above	1 No.
8	Table top Lamination machine	18 "	1 No.
9	pH Meter	Single channel	1
10	Conductivity Meter	Single channel	1
11	Magnifying Glass	10X or above	5
12	Colour Swatch book	CMYK colour	1
13	Roller stand	640 x 100 mm with minimum 10 pocket metal or wood	1
14	Spanner set	6 mm to 32mm	1 set
15	Allen key set	Minimum 10 no set	1 set
16	Vacuum Cleaner	Wet and Dry with minimum 10 litre capacity	1 no
17	Optical Mouse	Wireless/ wired	15 nos
18	External Hard Disk	1 TB	1 No
19	Key Board		15 nos
<b>Part B-Software</b>			
1	Open Source Software		
<b>Part C-Consumables</b>			
1	Offset Blanket	530 x 640 mm 3 ply	2 nos
2	Fountain Solution		10 litre
3	Plate Developer powder		1kg
4	Litho Gum		10 litre
5	Roller wash		25 lit
6	Image remover		300 ml
7	Sponge		10 nos
8	Bearing	6001, 6003	8 nos
9	Bearing	Different size	4 no
10	Cutting Knife	32"	1 No
11	Cutting Stick	32"	3 nos

2	Dampening roller cover	160mm dia	50 meter
3	PS Plate	20" x 15" and above	50 nos
4	Process colour ink	Cyan, Magenta, Yellow, black	12 kg
15	cut colour ink	Blue, Brown, Green, Orange	10 kg
16	Cello Tape		10 roll
17	Un coated paper	Double Demy / Double Crown size	5000 sheet
18	Coated paper	Double Demy / Double Crown size	500 sheet
19	Toner for colour laser printer	CMYK set	4 nos
20	Ink pallet Knife	2.5 "	5 nos
21	Machine oil	No. 100	10 litre
22	Phosphoric acid		1 litre
23	Plate Developer		5 litre
24	Plate Cleaner		10 litre
25	Grease		500 g
26	Cotton Waste		20 kg
27	Coconut oil		5 liter
28	Kerosene		5 litre
29	Cleaning powder		5 kg
30	Ink Tack reducer		2 kg
31	Astroline Sheet	100 micron and above	15 meter
32	A3 paper	70 gsm or above	5 ream
33	Gloves		30 nos
34	Ear Plug		30 nos
35	Steel Ruler	45 cm or above	30 nos
36	Rust remover Spray		3 nos
37	Face shield		30 nos
38	Face Mask		100 nos
39	Circlip Pliers		1 no
40	Cutting Pliers		3 nos
41	Pipe Wrench	350 mm or above	1 no
42	Fire Extinguisher		1 no
<b>Part D - Furniture</b>			
1	Computer table	LxBxH- 46x24x26 inches	15 nos
2	Computer Chair	Wood/Plastic/Steel	15 nos
3	Office Alamarah	HxWxD-78x 48x 22 inches	2 nos
4	Rack	HxWxD-78x78x22 inches	2 no
5	Printing Machine Table	6'x4' with slanting top	1 No
6	Lab table	6'x4'	3 nos



  
**DIRECTOR**  
**State Council of Educational**  
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3 ASSISTANT OFFSET PRINTING OPERATOR