

Detailed Syllabus

Post Code No	172020
Name of the Post	LIBRARY AND INFORMATION ASSISTANT
Vacancy	1 (UR-1)
Essential qualifications & Experience	Bachelor Degree in Science or equivalent from a recognized University with Degree (or) Post Graduate Diploma or equivalent in Library and Information Science from a recognized University or Institute and 2 years" Professional experience in the library of a Govt. Institute/Department.
Pay scale	Level-6 in the Pay Matrix (Rs.35,400 – 1,12,400)
Age limit	Up to 35 Years

Examination pattern and syllabus for the posts of LIBRARY AND INFORMATION ASSISTANT

SL. No	Details of Subjects		Number of Questions	Total number of Questions	Maximum Marks	Time Duration
1	Part -I	Subject Related questions (B.L.I.SC STANDARD)	70	100	400	1 ½ hours (90 Minutes)
2	Part-II	General Knowledge (5 Questions) General intelligence (5 Questions) General English (15 Questions) General Mathematics (5 Questions)	30			

Part – I Subject Related questions (B.L.I.SC STANDARD)

Unit-1: Foundations of Library and Information Science (10 Questions)
 Five Laws of library Science; Types of Libraries and their functions; Library Movement in India , Important libraries in India; Library legislation in India; Library Extension Services; Library Association in India, UK and USA - ILA, IASLIC, SIS, LA and ALA; National & International organizations promoting Library Development- RRRLF, NASSDOC, NISCAIR (CSIR-NIScPR), DESIDOC, IFLA and UNESCO

Unit-2: Information, Communication and Society (10 Questions)
 Data, Information and Knowledge; Information as a Resource / Commodity; Role of Information in Socio-Economic Development; Information Society, Knowledge Society; Knowledge Management; Information Life Cycle - Generation, Collection, Storage and Dissemination; Communication -Channels, Barriers; National Knowledge Commission; Intellectual Property Rights; Copyright; Right to Information Act; Scholarly Communication – Open Access; Open Educational Resources; Creative Commons

Unit-3: Information Sources (5 Questions)
 Source of information-Primary, Secondary and Tertiary; Documentary and Non-documentary; Reference Sources- Dictionaries; Encyclopaedias; Geographical Sources; Biographical Sources; Year Books / Almanacs, Directories and Handbooks; Statistical sources; Bibliographies, Union Catalogues, Indexing and Abstracting Periodicals; Serial Publications; E-Documents - e-Books; E-Journals; Databases-

Bibliographic; Numeric; and Full text

Unit-4: Information Services (5 Questions)

Information services- Bibliographic services, Indexing and Abstracting services, CAS, SDI, Document Delivery Services, Referral services; Online Services – Virtual Reference etc; User Education and User Studies; Information. Seeking Behaviour and Information Needs; Information Literacy.

Unit-5: Information Processing (Classification and Cataloguing) (10 Questions)

Organization of knowledge/information; Modes of formation of subjects; Library classification-Canons, Laws and Principles; Notation & Mnemonics; Fundamental categories; Call Number; Common isolates; Library classification Schemes-DDC, UDC, and CC; Library Cataloguing-Canons, Laws and Principles; Library catalogue codes- CCC and AACR-II, RDA; FRBR; Bibliographic standards: ISBD, MARC, CCF, and MARC-21; Indexing Systems-Pre-Coordinate, Post-Coordinate; Vocabulary control - Thesaurus, Lists of Subjects Headings; Information Storage & Retrieval (ISAR): Search Strategies; Boolean Operators; Evaluation of ISAR Systems

Unit-6: Library Management(10 Questions)

Management-Principles, Functions, Schools of Thought; Organizational Structure; Planning; Decision making; Systems study-Analysis, evaluation and design; Collection Development (Books, Serials, Non-book, Material)- Principles of book selection; acquisition procedures; ISBN, ISSN; DOI; Maintenance; Preservation & Conservation; Human Resources Management; Financial Management-Resources generation, Budgeting, Cost and Cost-Benefit analysis; PERT, CPM; Library Buildings, equipment & furniture; Marketing information products and services; Total Quality Management (TQM); MIS

Unit-7: Fundamentals of Information Technology(10 Questions)

Information Technology – Software and Hardware; storage devices; Software – Operating Systems; Application Software; Client-Server Technology; Different types of Servers.; Communication Technology – Telecommunications; Modem; Router; Wi Fi; Transmission Media; Networking Concepts – Topologies- LAN, MAN, WAN; Communication Tools and Techniques – Fax, E-mail, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media. Standards; Protocols and Formats; Interoperability; Internet Basics – WWW; Web Browsers; Search Engines; Internet Connectivity; Data Security- Computer Viruses.

Unit-8: Library Automation and Networks(5 Questions)

Library Automation -Areas of Automation; Hardware and Software selection; OPAC; Resource Sharing and Library Networks-ERNET, NICNET, DELNET, INFLIBNET; OCLC; Library Consortia; Information systems- INIS, AGRIS, PUBMED, INSPEC; Software for Library Automation; Artificial Intelligence & Expert Systems; Social Media -Academic Social Networks

Unit-9: Digital Libraries(5 Questions)

Digital Library Initiatives; Digitization – Software & hardware; Standards; File formats; Metadata; Digital Collection Management – e-books; e-journals; Databases; Electronic Thesis & Dissertations; Resource Discovery – Federated Search; Search engines; search tools & techniques; Digital Rights Management, copyright & plagiarism

Part-II

Note: The standard of the questions will be of 10+2 level.

General Intelligence (5 Questions): It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

General Knowledge(5Questions): Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

General Mathematics(5Questions) : This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

English Language (15 Questions): Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

Questions on 'General Intelligence will be non-verbal considering the functions attached to the post. Questions on General Mathematics and General English will be simple, of a level that an average (10+2) will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard. The questions in all parts will be of (10+2) standard level.

Note: Note: Refer More information regarding scheme of examination advertisement copy vide No..JIP/AIHMSBBN/Gr.B&C/2020 Dated : 29.07.2020