Updated Syllabus for Written Test and Selection Criteria for recruitment to the post of Library & Information Assistant, Pay Level - 06	
Part – A (General)	**Part – B (Post Related)**
1. Maths & Numerical Ability: Averages, Profit and Loss, Time and Work, Simple Interest, Compound Interest, Decimal Fractions, Problems on Numbers, Square Root and Cube Root, Time and Distance, Simplifications, Problems on H.C.F and L.C.M, Numerical Computation etc. (Upto 10th Standard)	1. Role of Libraries: Library as a Social Institution Development of Libraries in India, Role of Library and Information Centres in Modern Society Five Laws of Library Science
2. Logical Reasoning: Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Matching Definitions, Missing Character Finding, Odd Man Out, Blood Relations, Coding And Decoding, Logical Sequence Of Words, Arithmetic Reasoning, Letter and Symbol Series, Numerical Reasoning, Data Reasoning and Data Interpretation. etc.	2. Types of Libraries, Professional Associations and Organizations: National Library of India: Concept, Functions and Services Public Libraries, Academic Libraries and Special Libraries, Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International Organizations: RRRLF, UNESCO and IFLA Digital Libraries
3. Language & Comprehension: Antonyms, Synonyms, Spelling Check, Common Error Detection, One word substitute, correct option, Grammatical error, Change of voice, Narration, Idioms and Phrases, English Grammar, Sentence Correction and Completion, Paragraph Summary, Reading Comprehension & Inferences, Spotting Errors, Sentence Improvement, Communication Skills, Sentence Formation.	3. Library Legislation: Library Legislation: Need, Purpose, Objectives and Model Library Act Library Legislation in India: Structure and Salient Features, Press and Registration Act, Delivery of Books (Public Libraries) Act
4. General knowledge and Current Affairs: Indian History, Indian Economy, Indian Culture, Indian Polity, Indian Constitution, Indian Geography, Environmental Science, Awards and Honors, Famous Personalities, Days And Years, Basic General Knowledge, Current Affairs, Government Schemes, etc. upto 10th standard.	4. Information and Communication: Information: Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge Communication channels, models and barriers, National Knowledge Commission and Information Policy Information, Intermediaries
5. Computer Fundamentals, MS Word, MS Excel, Power Point, Internet, Email System, etc.	5. Library and Information Profession: Professional Skills and Competencies Professional Ethics, Role of Library and Information Professionals in Digital Era
	6. Elements of Library Classification: Concepts, Terminology Need, Purpose and Functions, Species of Classification Schemes
	7. Theory and Development: Historical Development, General Theory: Normative Principles Modes of Formation of Subjects

	8. Approaches to Library Classification: Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates, Devices in Library Classification

9. Notation and Construction of Classification Number: Notation: Need, Purpose, Types and Qualities, Call Number: Class Number, Book Number and Collection Number , Construction of Class Numbers

10. General and Special Classification Schemes: Dewey Decimal Classification Universal Decimal Classification Colon Classification, Current Trends in Library Classification

11. Introduction to Computers: Computers: Generations, Types, Input and Output Devices, Computer Architecture Data Representation and Storage, Introduction to System Software and Application Software, Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation, Graphics Software: Basic Functions and Potential Uses Communication Software

12. Library Automation: Library Automation: Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21, Introduction to Metadata: Types of Metadata Dublin Core, Library Software Packages: Overview and House Keeping Operations Case Studies: WINISIS, Alice for Windows and SOUL

13. Database Management Systems: Database: Concepts and Components, Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses |

	14. Web Interface to WINISIS Databases: Introduction to Web Interface: WWWISIS, Introduction to Web Servers: Apache Server and Internet Information Server Web Interface Software: GENISIS

15. Introduction to Internet: Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and Online Databases

16. Principles of Library Management: Management Vs Administration General Principles and their Application, Library Organisation Structure and Library Governance Library Planning: Need, Objectives and Procedures Basics of Total Quality Management

17. Financial and Human Resource Management: Library Finance and Sources of Finance Library Budget, Budgeting and Accounting, Human Resource
Management: Selection, Recruitment, Training, Development, Performance Appraisal

18. Library Building and Resources Management: Library Building Collection, Development, Acquisition of Periodicals and Serials Technical Processing of Documents

19. Services and Maintenance of the Library: Circulation Work, Maintenance Shelving and Stock Verification Preservation, Library Services, Reference and Information Service

20. Library Records and Statistics: Staff Manual, Library Statistics, Annual Report

21. Fundamental Concepts: Meaning, Definition, Importance, Nature and Characteristics , Printed and Electronic Information Sources, Types of Information Sources and Services, Criteria for Evaluation of Reference Sources |

	22. Sources of Information: Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/ Dissertations, Trade Literature etc.),Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals, Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues.

23. Reference and Information Services: Users and their Information Needs, Theory and Functions of Reference and Information Service Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment

24. Types of Information Services: Documentation Services: Abstracting and Indexing Services,

25. Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service

26. Information Literacy Programmes: Concept, Objectives, Initiation of Users, Users and their Information needs: Categories of users, Ascertaining users Information needs Information Literacy Products

27. Fundamental Concepts and Historical Developments: Library Catalogue: Definition, Objectives, Purposes and Functions ,History and Development of Library Catalogue Codes, Physical Forms of Catalogues Types of Catalogues

28. Types of Catalogue Entries: Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries in Classified and Alphabetical Catalogues

29. Choice and Rendering of Headings: Personal Authors: |

	Western and Indic Names Corporate Authors

30. Subject Cataloguing: Subject Cataloguing: Concept, Purpose and Problems Chain Indexing, Subject Headings Lists: LCSH, SLSH

31. Trends in Library Cataloguing: Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN |

Scheme of Examination	Selection Criteria	Instructions (General Paper / Post Related)	Proficiency Test
Part A - General Paper: Questions - 50 Marks - 50 Duration: 01 Hour **Part B - Post Related Paper:** Questions - 50 Marks - 50 Duration: 1:30 Hour	1. Written Test (Part-A): Qualifying in Nature for evaluation of part B. Qualifying marks to be decided on the basis of performance of the candidates. 2. Written Test (Part-B): Merit list will be drawn on the basis of score of the candidate 3. Proficiency Test: The Candidates shortlisted based on the Written Test (Part B) will be called for Proficiency Test, to be conducted after the Document Verification process.	1. This Part will comprise of objective-type questions with one correct answer. 2. One (1) mark will be awarded for each correct answer & minus one forth (- 1/4) mark for each incorrect answer. 3. The unanswered questions will not attract negative marks.	The syllabus of the Proficiency Test will be shared with the shortlisted candidates.