

Syllabus for Junior Technician (Library) Written Test (November 02nd 2019)

Stage 1: Multiple Choice Questions (MCQ) based screening test. (Weightage: 30%)

Stage 2: Trade Test (Pass/Fail) (Candidate must pass in this test to go further)

Stage 3: Descriptive Test (Weightage: 30%)

Stage 4: Practical Test (Weightage: 40%)

Syllabus

Library and Society:

Laws of Library Science; Types of Libraries; Library Associations, Systems and Programmes; History, Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services – UNESCO, IFLA, FID, INIS, etc.;

Library Management:

Collection development and Selection Principles, Acquisition Procedure for books, journals, Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Human Resource Management; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

Knowledge Organisation: Library Classification and Cataloguing:

Canons and Principles, Library Classification Schemes – DDC, CC, UDC; Library Cataloguing Codes – CCC and AACR; ISBD; MARC; CCF; ISBN; ISSN; etc.

Reference and Information Sources and services:

Types of information resources, Bibliography and Reference Sources; Sources of Information – Primary, Secondary, Tertiary; digital documents; Information Services: e-resources, Consortia, eShodhsindhu, etc.

Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services – CAS, SDI; Information retrieval, etc.

Information Storage and Retrieval:

Information Storage and Retrieval Systems –Sears List, PRECIS, POPSI, KWIC etc.; Vocabulary Control; Search Strategies; Evaluation of Information Retrieval Systems etc.

Information Technology, Recent ICT trends in Libraries:

Generations of Computer; Classification of Computers; Computer memory and their types; Computer Architecture; I/O devices; Programming Languages & Operating Systems; Application Software; Library Automation and software packages; Internet; Digital Libraries; RFID; Networks – DELNET, NICNET, etc.; National and International Information Systems – NASSDOC, NISCAIR, DESIDOC; etc.

General:

General English; Drafting of letters/notices/other forms of communications in English; General Arithmetic; General Knowledge; Current Affairs; Reasoning and Logical Abilities; etc.