

1. Scheme of Examination for Direct Recruitment to the POST OF PROFESSIONAL ASSISTANT (LIBRARY):

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the **post of Professional Assistant (Library) by direct recruitment:**

(A) WRITTEN TEST:

Paper – I MCQ Type	Time : 2½ hrs.*	Max. marks: 150 marks (150 questions)
Paper – II Descriptive Type	Time : 2 hrs.*	Max. marks: 100 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library's functioning viz. Analog audio/ video tapes/ cassettes identification, arrangements, cataloguing and preservation of Digital audio/video files identification and management through software. Basic knowledge of broadcast audio/video parameters.	Time : 1 hrs.*	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature and no additional credits for same shall be allocated.
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Test Components:

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(a)	Library Aptitude#	50	50
(b)	General Awareness	20	20
(c)	Reasoning & Mathematical ability	40	40
(d)	Test of English Language	20	20
	Test of Hindi Language	20	20
	TOTAL	150	150

Paper – II	Test Components	Duration 2 hrs.	
		Marks	
	Descriptive Type	100	
	TOTAL	100	

(B) Syllabus:

Paper - I

- (i) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science. **(The candidate has to secure 50% marks in this section).**

- (ii) **General Awareness:** The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/ Institutions, events etc.
- (iii) **Reasoning & Mathematical Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion. Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- (iv) **Test of English Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (v) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness about the subject detailed below:

TOPIC	MARKS ALLOCATED
➤ Knowledge and application of Library and Information Science Procedures, Rules & Regulations.	50 marks (MCQ) 50 questions
➤ Knowledge of computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	50 marks (10 questions x 5 marks) Each question to be answered in ~100 words
➤ Analog audio/ video tapes/ cassettes identification, arrangements, cataloguing and preservation of Digital audio/video files identification and management through software. Basic knowledge of broadcast audio/video parameters.	

* ~signifies nearly 100 words.

(C) Skill Test:

- The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.
- The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated Media Library Management System.
- The candidate may be tested for his/her skill in :-

- ❖ Search in electronic data bases (online)
- ❖ Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
- ❖ Analog audio/ video tapes/ cassettes identification, arrangement, cataloging and preservation Digital audio/video files identification and management through software. Basic knowledge of broadcast audio/video parameter.

2. Scheme of Examination for Direct Recruitment to the post of **Semi Professional Assistant:**

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment.

(A) Scheme of Examination:

Paper – I MCQ Type Library Aptitude, General Awareness etc.	Time : 1½ hrs.*	Max. marks: 100 (100 questions)
Paper – II Library Operations etc.	Time : 2 hrs.*	Max. marks: 100
Skill Test The Skill Test shall be conducted in a manner to test the ability of candidate in handling various processes associated with Library's functioning viz. Accessing of Books, Technical processing, Uploading of a Thesis on Shdhganga/Institutional Academic Repository, Issue Return of a Book, Scanning of documents, ICT Skill, Writing notes & drafts, Power Point Presentation and other Spheres of Library operation/services by a committee duly constituted by Competent Authority.	Time : 1 hrs.*	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature and no additional credits for same shall be allocated.
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Test Components:

Paper – I MCQ Type	Test Components	Duration 1½ hrs.*	
		No. of Questions	Marks
(a)	Library Aptitude	60	60
(b)	General Awareness	10	10
(c)	Reasoning & Mathematical ability	10	10
(d)	Test of English Language	10	10
(e)	Test of Hindi Language	10	10
	TOTAL	100	100

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

(B) Syllabus:

Paper - I

- (a) **Library Aptitude:** Questions will be designed to test the basic knowledge and awareness on recent development in the field of Library and Information Science. The questions may be from all the spheres of library and Information science.
- (b) **General Awareness:** The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Art & Culture, Science & Scientific Research, National/International Organizations/ Institutions, events, National Knowledge Commission etc.
- (c) **Reasoning & Mathematical Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation,

relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Tables & Graphs etc.

- (d) **Test of English Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (e) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II

The questions will be designed to test the ability of the candidate's basic knowledge and awareness on Library and Information Science and recent development on the following subjects:

TOPIC	MARKS ALLOCATED	Duration 1 hrs*.
➤ Knowledge and application of Procurement of resources including e-resources, Technical processing, Procedures, Rules & Regulations, various Library operation and Services.	50 marks (MCQ) 50 questions	
➤ Knowledge of Information Communication Technology (ICT), recent development in the field of ICT with special reference to Library automation Software, Open Source Software, Word Processing Software etc.	50 marks (10 questions x 5 marks)	
➤ Knowledge of National Digital Library, Role of INFLIBNET, Institutional Repository, Plagiarism, Information retrieval etc		

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

3. Scheme of Examination for Direct Recruitment to the post of **Library Assistant:**

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment.

(A) Scheme of Examination:

Paper – I MCQ Type Library Aptitude, General Awareness etc.	Time : 1½ hrs.*	Max. marks: 100 (100 questions)
Paper – II Library Operations etc.	Time : 2 hrs.*	Max. marks: 100
Skill Test The Skill Test shall be conducted in a manner to test the ability of candidate in handling various processes associated with Library's functioning viz. Accessing of Books, Technical processing, Uploading of a Thesis on Shdhganga/Institutional Academic Repository, Issue Return of a Book, Scanning of documents, ICT Skill, Writing notes & drafts, Power Point Presentation and other Spheres of Library operation/services by a committee duly constituted by Competent Authority.	Time : 1 hrs.*	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature and no additional credits for same shall be allocated.
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Test Components:

Paper – I MCQ Type	Test Components	Duration 1½ hrs.*	
		No. of Questions	Marks
(a)	Library Aptitude	60	60
(b)	General Awareness	10	10
(c)	Reasoning & Mathematical ability	10	10
(d)	Test of English Language	10	10
(e)	Test of Hindi Language	10	10
	TOTAL	100	100

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

(B) Syllabus:

Paper - I

- (a) **Library Aptitude:** Questions will be designed to test the basic knowledge and awareness on recent development in the field of Library and Information Science. The questions may be from all the spheres of library and Information science.
- (b) **General Awareness:** The questions will be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Art & Culture, Science & Scientific Research, National/International Organizations/ Institutions, events, National Knowledge Commission etc.
- (c) **Reasoning & Mathematical Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation,

relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Tables & Graphs etc.

- (d) **Test of English Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (e) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper - II

The questions will be designed to test the ability of the candidate's basic knowledge and awareness on Library and Information Science and recent development on the following subjects:

TOPIC	MARKS ALLOCATED	Duration 1 hrs*.
➤ Knowledge and application of Procurement of resources including e-resources, Technical processing, Procedures, Rules & Regulations, various Library operation and Services.	50 marks (MCQ) 50 questions	
➤ Knowledge of Information Communication Technology (ICT), recent development in the field of ICT with special reference to Library automation Software, Open Source Software, Word Processing Software etc.	50 marks (10 questions x 5 marks)	
➤ Knowledge of National Digital Library, Role of INFLIBNET, Institutional Repository, Plagiarism, Information retrieval etc		

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

4. Scheme of Examination for Direct Recruitment to the post of **Library Attendant** :

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment.

(A) Scheme of Examination:

Objective (MCQ) Type Library Aptitude, General Awareness etc.	Time : 1½ hrs.*	Max. marks: 100 (100 questions)
Skill Test The Skill Test shall be conducted in a manner to test the ability of candidate in handling various processes associated with Library's functioning viz. Accessing of Books, Technical processing, Uploading of a Thesis on Shdhganga/Institutional Academic Repository, Issue Return of a Book, Scanning of documents, ICT Skill, Writing notes & drafts, Power Point Presentation and other Spheres of Library operation/services by a committee duly constituted by Competent Authority.	Time : 1 hrs.*	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature and no additional credits for same shall be allocated.
TOTAL MARKS		100 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

(B) Test Components:

Objective (MCQ) Type	Test Components	Duration 1½ hrs.	
		No. of Questions	Marks
(a)	Library Aptitude	50	50
(b)	General Science	30	30
(c)	Mathematical ability	10	10
(d)	Test of Hindi Language & Test of English Language	10	10
	TOTAL	100	100

(C) Syllabus:

- (i) **Library Aptitude:** Question will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The question may be from all the spheres of Library Science.
- (ii) **General Science:** Questions will be designed to test the Knowledge of science, laboratory equipment and lab practices.
- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion Percentage, Average, Time & Work, Time & Distance etc.
- (iv) **Test of English and Hindi Language:** In addition to the testing of candidate's understanding of the English and Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.