

Syllabus for Recruitment to the post of Library Assistant

Syllabus:

The syllabus of the Preliminary Examination (Objective type) and the Main Examination (Descriptive type) for recruitment to the post of Library Assistant in the Rajya Sabha Secretariat is as under:

Preliminary Examination

General Intelligence

Questions shall be 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, coding & decoding, etc..

General Awareness

Questions shall aim at testing the candidate's awareness of current events and environment around him/her besides testing the knowledge of Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, Indian Constitution, etc.

English Language

Questions in this component are designed to test the candidates understanding, correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

Main Examination

Paper I: English Language

This paper will test the skills and abilities of the candidate in Essay Writing, Precis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English.

Paper II: Library Methods and Techniques

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

Library Management: Collection development – Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; 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.;

Library Classification Theory and Practice: Canons and Principles, Library Classification Schemes – DDC, CC, UDC;

Library Cataloguing Theory and Practice: Canons and Principles; Library Cataloguing Codes – CCC and AACR;

Reference and Information Sources: Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E-Documents, E-Books, E-Journals, etc.;

Information Services: 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 Technology: Basics Introduction to Computers; Use of computers in Library housekeeping, Library Automation; Software and software packages; Networks – DELNET, NICNET, etc.; National and International Information Systems – NISSAT, NASSDOC, INSDOC, DESIDOC, etc.