

SYLLABUS FOR WRITTEN TEST

PAPER I

GENERAL AWARENESS & APTITUDE TEST

**Compulsory for all Groups
(Group -B, C & MTS)**

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GENERAL AWARENESS & APTITUDE TEST
Compulsory for all Group B, C & MTS

PAPER- I
MARKS – 100.

| | Mode of Examination | Scheme | No. of Questions | Marks |
|--|---|--|------------------|-------|
| Paper I General Awareness & Aptitude Test | Written Test i) MCQ for Scheme (a) to (f). ii) Language Skills/ Basic Grammar can be of MCQ type or single word/idiom answer type (At least 2 questions from each category or not more than 3 questions from one type mentioned below) iii) English Comprehension questions will also be developed in MCQ iv) Descriptive Essay/Précis & Letter/ Application as per the required norm of the type and marks allotted to each question (One from the former two and one from the latter two) | a) General Intelligence and Reasoning | 30 (1x30=30) | 30 |
| | | b) General Awareness | | |
| | | c) Quantitative Aptitude | 15 (1x15=15) | 15 |
| | | d) Basic Computer Knowledge | 05 (1x5=5) | 05 |
| | | e) Language Skills/ Basic Grammar | 25 (1x25=25) | 25 |
| | | f) Comprehension | 05 (1x5=5) | 05 |
| | | g) Composition: Essay/Précis & Letter/ Application | 02 (2x10= 20) | 20 |
| | | TOTAL | | |

* From the given syllabus, questions have to be set for three different levels, viz,

(i) Graduate and above (ii) Class XII and (iii) Class X

Therefore, standards of the three levels have to be maintained in consistent with the educational qualifications prescribed for the post while developing the questions basing on the framed syllabus.

General Intelligence & Reasoning *

This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

General Awareness *

Questions in this component will be aimed at testing the candidate's general awareness of the environment around and its application to society. It will also be designed to test the knowledge of current events and of such matters of every day observations and experiences in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economics, General Policy & Politics and Scientific Research.

Quantitative Aptitude **

Questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, HCF & LCM, Decimals, Percentage, Ratio & Proportion, Averages, Interest, Profit and Loss, Time and distance, Time & Work, Heights and Distances, Bar diagram & Pie chart.

Quantitative Ability ***

Questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of number systems, LCM, Decimals, Percentage, Averages, Profit and Loss, Time and distance, Heights and Distances.

Language Skills/ Basic Grammar *

Questions in this component will be aimed at testing the language proficiency, especially the basic grammar and vocabulary: Prepositions, Articles, Modals, Verbs & Subjects, Adverbs, Adjectives, Parts of Speech, Tenses, Antonyms & Synonyms, and Idioms.

Comprehension: *

A text comprehensible by candidates of a particular category and will be aimed at testing the ability to understand the content of the given text and to perceive, abstract, infer, syllogise/compare, etc the information and meanings from it. Questions will include both direct and indirect testing.

Précis also falls in this category of comprehension but for the sake of question type, this is clubbed with the category of 'composition.' This will be aimed at an exercise in comprehending the given passage and orderly presenting the crux of indispensably crucial points of the given passage. Therefore, it will also be aimed at testing the ability of reading, writing, self-expression, etc. basing on the given text and presenting it in a summarized form.

Composition: *

This component will be aimed at testing the writer's composition ability in a particular type, especially the unity, orderly, brevity, style and personal touch to the subject treated. The form of a particular type will also be tested.

Note:

- * : For both Graduate level and below
- ** : Graduate Level
- *** : Below Graduate Level

Paper-II

Marks:100

Scheme of the Examination

| Question type | Time | No. of Questions | Max. Marks |
|---------------------------|----------------|------------------|------------|
| Multiple Choice Questions | 1hour30minutes | 100 | 100 |

JUNIOR LIBRARY ASSISTANT

PAPER – II
MARKS – 100

Unit I : Library and Society: (15 marks)

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.

Unit II: Library Management: (20 marks)

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 Organization and Structure; Use and Maintenance of the Library - Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.

Unit III: Library Classification Theory and Practice: (10 marks)

Canons and Principles, Library Classification Schemes - DDC, CC, UDC.

Unit IV: Library Cataloguing Theory and Practice: (10 marks)

Canons and Principles; Library Cataloguing Codes - CCC and AACR.

Unit V: Reference and Information Sources: (20 marks)

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.

Unit VI: Information Services: (15 marks)

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

Unit VII: Information Technology: Basics (10 marks)

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.