

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

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Paper-II

Marks:100

Scheme of the Examination

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

(III) SYLLABUS FOR DIRECT RECRUITMENT EXAMINATION TO THE POST OF SEMI PROFESSIONAL ASSISTANT AND PROFESSIONAL ASSISTANT

NAME OF UNITS :

Unit I	:	LIBRARY ORGANISATION AND ADMINISTRATION
Unit II	:	INFORMATION SOURCES AND SERVICES
Unit III	:	ORGANISATION OF KNOWLEDGE (Theory)
Unit IV	:	ORGANISATION OF KNOWLEDGE (Practical)
Unit V	:	INFORMATION TECHNOLOGY

DETAIL OF SYLLABUS: Detail syllabus for the above mentioned five (5) units shall be as follows :

UNIT - I : LIBRARY ORGANISATION AND ADMINISTRATION

1. Library in society, concept and role, etc.
2. Fundamentals of Library Planning
3. Types of Libraries
4. Laws of Library Science
5. Library Cooperation
6. Professional Organisations
7. Library house keeping operations
8. Stock verification
9. Conservation and preservation of Library materials

UNIT - II : INFORMATION SOURCES AND SERVICES

1. Sources of information
2. Repackaging of information
3. Reference and information services
4. Five laws and reference service

UNIT - III : ORGANISATION OF KNOWLEDGE (Theory)

- A. Library Classification (Theory)
- B. Library Cataloguing (Theory)

- A. Library Classification (Theory)
 1. Definition, need and purpose
 2. General theory of classification
 3. Classification schemes

- B. Library Cataloguing (Theory)
 1. Definition, need and purpose
 2. Kinds of entries
 3. Dictionary, Classified and Subject cataloguing
 4. Centralised and cooperative cataloguing
 5. Anglo American Cataloguing Rules - 2

UNIT - IV : ORGANISATION OF KNOWLEDGE (Practical)

D. 20/11/12

Revised

A. Library Classification (Practical)

B. Library Cataloguing (Practical)

A. Library Classification (Practical)

1. Classification of *titles/books/periodicals* by Dewey Decimal Classification Scheme.

B. Library Cataloguing Rules (Practical)

1. Classification of *titles/books/periodicals* in accordance with Anglo American Cataloguing Rules – 2

UNIT – V : INFORMATION TECHNOLOGY

1. Fundamentals of Information Technology
2. Internet
3. Library Automation
4. Networking and Telecommunications
5. Digital Library