

Syllabus for the Post of Assistant Librarian
(Preliminary MCQs Based Written Examination)

Examination Scheme

Test Component	Number of Questions	Maximum Marks
Library & Information Science and Professional Subjects	70	70
Information Technology, Digital Libraries and Research Methodology	20	20
General Awareness, Communication Skills and Computer Knowledge	10	10
Total	100	100

Nature of Examination

- Objective Type Multiple Choice Questions (MCQs)

Standard of Examination

- Bachelor of Library Science Level

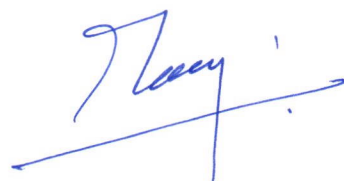
Medium of Examination

- English and Hindi wherever applicable

Detailed Syllabus

Section I: Library & Information Science and Professional Subjects: 70 Marks

Topic	Subtopics
Library and Information Science Fundamentals	Concepts and objectives of LIS, Types of libraries, Five Laws of Library Science, Library legislation, Library movement in India, Professional ethics
Knowledge Organization	Classification principles and schemes, DDC, UDC, Colon Classification, Cataloguing, AACR-II, Basics of RDA, Metadata standards
Reference and Information Services	Reference sources, Current awareness services, SDI services, Bibliographic services, Information literacy and user education
Information Storage and Retrieval	Information retrieval systems, Search strategies, Database management, Bibliographic databases, Indexing and abstracting
Library Management and Administration	Planning and organization of libraries, Human resource management, Library budgeting, Finance and accounting, Stock verification



Collection Development	Selection and acquisition of library materials, Weeding out policies, Procurement procedures, E-resource management
Library Statistics and Reporting	Library statistics, Report writing, Performance evaluation, Quality assurance in library services
Research Methodology	Research design, Sampling methods, Data collection techniques, Statistical methods, Research report writing
Scholarly Communication and IPR	Open access publishing, Copyright, Intellectual Property Rights, Plagiarism, Fair use policies
Preservation and Conservation	Preservation of print and digital resources, Digital archiving, Conservation techniques

Section II: Information Technology, Digital Libraries and Research Methodology:
20 Marks

Topic	Subtopics
ICT in Libraries	Computer fundamentals, Networking basics, Internet applications, Cloud computing, Cyber security basics
Library Automation	Library automation software, Integrated Library Management Systems (ILMS), RFID technology, Barcode systems
Digital Libraries	Digital library concepts, Institutional repositories, Open-source software, Digital preservation
Electronic Resources and Publishing	E-journals, E-books, Online databases, Electronic publishing, Licensing models
Networking and Resource Sharing	Library networks, Consortia, INFLIBNET, DELNET, Resource sharing techniques
Emerging Trends in LIS	Artificial intelligence in libraries, Big data analytics, Data management, User outreach services

Section III: General Awareness, Communication Skills and Computer Knowledge:
10 Marks

Topic	Subtopics
General Awareness	Current affairs, Government education policies, National education initiatives, General knowledge
Communication Skills	English grammar, Comprehension, Official communication, Interpersonal communication skills
Reasoning and Aptitude	Logical reasoning, Analytical ability, Basic numerical aptitude
Computer Fundamentals	MS Office, Internet and email usage, Digital documentation, Basic data handling