| 19. | परीक्षा की स्कीम और पाठ्यक्रम (Scheme & Syllabus of Examination):– |

The scheme of examination shall be as under:-

(1) WRITTEN TEST –

The written Test shall consist of one paper of 200 marks comprising of:-

S.No.	Paper	Marks	Min Marks		Duration
			For SC/ST, PwBD & Ex-Servicemen candidates	For other candidates	
1	Part-I Library and Information Science	150	80	90	2 Hours
2	Part-II Basic Knowledge of Computer	50			

(2) लिखित परीक्षा के आयोजन की विधि (Method of conducting Written Test):-

(i) There shall be Multiple Choice Questions (Objective type) carrying equal marks for each question.

(ii) There will be no negative marking.

(iii) The selection will be made on the basis of merit as per marks obtained in the Written Examination.

(3) Syllabus for Written Test shall be as under:-

PART-I LIBRARY AND INFORMATION SCIENCE
(150 Questions)

A. **Foundation of Library and Information Science**
   a. **Library as a Social Institution**
   - Social & Historical foundations of Library.
   - Different types of libraries- Academic, Public, Special –their distinguishing features and functions.
   - Role of U.G.C. for development of Academic libraries.
   b. **Normative Principles of Lib. & Inf. Science**
   - Five Laws of Library Science.
   - Implications of five laws in Lib. & Inf. Science.
   - Development of Libraries with special reference to India, Baroda Public Library system
   - Library Co-operation Resource Sharing and Library Networking.
   c. **Laws relating to Libraries & Information.**
   - Library legislation need and essential features.
   - Library legislation in India.
   - Press and registration act & Delivery of Books act (Public Library).
   - Copyright act, Intellectual Property rights.
   d. **Library and Information Profession.**
   - Attribution of profession.
   - Librarianship as a profession.
   - Professional ethics.
   - Professional associations 7 their role.
   - National & International Library Associations- FID, IFLA, LA, ILA, ALA, IASLIC etc.
   - Professional education & research.
   e. **Promoters of Library & Information services.**
   - National level promoters- RRRLF.
   - International level promoters- UNESCO
   f. **Public relations & Extension activities.**
   - Definition
   - Facets and programs
   - publicity & extension, outreach activities.
   - Library path finders (Guides)
   - Factors affecting Library development, Literacy, publishing, Book Trade.
B. **Knowledge Organization, Information Processing & Retrieval.**
   1. **Universe of Knowledge**
   - Structure and attributes.
   - Modes of formation of subjects.

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- Different types of subjects.
- Universe of subjects as mapped in different schemes of classification.

2. **Bibliographic description**
   - Catalogue purpose, Structure and types physical forms including OPAC filling rules.
   - Normative Principles of cataloguing.
   - Overview of principles and practice in document description.
   - Current trends in Standardization, description and exchange.
   - Standard codes of cataloguing.

3. **Methods of Knowledge Organization**
   - General theory of Library Classification.
   - Normative principles of classification and their application.
   - Species of Library classification.
   - Standard Schemes of Classifications and their features, CC, DDC, UDC.
   - Notation: Need, Functions, Characteristics
   - Design and development of schemes of Library Classification, standard sub-division Index.
   - Trends in Library classification.

4. **Subject Classification**
   - Principles of Subject Classification.
   - Subject heading lists and their feature.

C. **Management of Libraries & Information Centres/Institutions**

1. **Management**
   - Concepts, definition and scope.
   - Management styles and approaches.
   - Management school of thought.
   - Functions and principles of Scientific Management.

2. **Human Resource Management.**
   - Organizational structure.
   - Delegation, Communication and Participation.
   - Job Description and Analysis, Job evaluation.
   - Inter-personal relation.
   - Recruitment procedures.
   - Motivation, group Dynamics.
   - Training and Development.
   - Disciplines and Grievances.
   - Performance Appraisal.

3. **Financial Management.**
   - Resources Mobilization.
   - Budgeting Techniques and Methods PPBS, Zero Based Budgeting etc.
   - Budgetary Control.
   - Cost effectiveness and Cost Benefit analysis.
   - Outsourcing.

4. **Reporting**
   - Types of reports, Annual report-compilation, Contents and style.
   - Library Statistics etc.

5. **System Analysis and Design**
   - Library as a system
   - Project Management PERT/COM
   - Decision Tables.
   - Performance Measurement, reengineering, Time and Motion Study.
   - SWOT (Strength Weakness Opportunities Threat)
   - DFD (Data Flow Diagram)

6. **Total Quality Management (TQM)**
   - Definition, Concept, Element
   - Quality Audit, LIS related standards.
   - Technology Management.

7. **Library House Keeping Operations.**
   - Different sections of Library & Information Centre and their functions.
   - Collection Development and Management Policies Procedures.
   - Book Ordering (Acquisition)
   - Technical Processing.

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- Serials Control, Circulation Control, Maintenance etc.
- Stock Verification- Policies and Procedures.
- Evaluation and Weeding.
- Archiving-conservation-Preservation.
- Restoration including Print, Non-Print and Electronic Materials.

8. **Planning**
   - Concept, Definition, Need and Purpose, Types.
   - Policies and Procedures, MBO
   - Building and Space management in Libraries and Information Centers.
   - Library Building, Interior & Exterior, Furniture, Equipment's Standards & Types.
   - Risk Management, Contingency Management.
   - Planning of related Infrastructure, Library Standards.

9. **Management of change.**
   - Concept of change.
   - Changes in Procedures, Methods, Tools and Techniques.
   - Problems of Incorporating Change.
   - Techniques of Managing Change.

D. **Information Sources & Services**

1. **Reference and information sources**.
   - Documentary Sources of Information, Print, Non-Print including Electronic: Special features, Scope, types
   - Nature, Characteristic, Utility and evaluation of different types of Information sources: Physical formats, Authority, Content, Utility.
   - Non-Documentary Information Sources.
   - Reference Sources Categories, Primary, Secondary & Tertiary Information Sources. (Encyclopedia, dictionary, Periodical, Thesis, Books, Year book, Patents, Trade literature, standards, Monographs, Reference Books, Year Books, Almanac, Atlas, Abstracting & Indexing periodicals, Bibliographies, Handbooks, etc.)
   - Internet as a Source of Information.

2. **Reference Service.**
   - Concept, Definition, Need, Scope and trends.
   - Reference Interview and Search Techniques.

3. **Information services and Products.**
   - Information services and Products.
   - Information services concepts, Definition, Need and trends.
   - Need, Techniques and Evaluation of Alerting services (CAS & SDI)
   - Bibliographic, Referral, Document Delivery and Translation Services.

4. **Information System and their Services.**
   - Study of National, International and Commercial Information Systems and Services- Background, their Services and Products.

E. **Library Users**

1. **Techniques of Library and Information Centres Survey.**
   - Proforma method.
   - Interview method.
   - Records and analysis method.

2. **Information users and their information Needs.**
   - Categories of Information users.
   - Information needs definition and models.
   - Information seeking behavior.

3. **User Education**
   - Goals and Objectives level, Techniques and Methods, Evaluation of Users Education Programmes.

4. **User Studies.**
   - Methods and techniques of User studies.
   - Evaluation of User studies.

5. **User Orientation Programmes:**
   - Conventional and modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, Power point Presentation, Websites etc.

F. **Basic knowledge about books related to law and legal luminaries**

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Part-II Basic Knowledge of Computer

(50 Questions)

   i.   Overview to Computer: Evolution of Computers & its applications

   ii.   Basics of Hardware and Software

   iii.   Latest IT gadgets and their applications

   iv.   Central Processing Unit

   v.   Input devices

   vi.   Output devices

   vii.   Computer Memory & storage

   viii.   Application Software

   ix.   Systems Software

   x.   Utility Software

Note :

The general suitability for service of the candidates securing equal aggregate marks in the Written Examination shall be determined having regard to age i.e. the candidate older in age shall be given higher place in merit.