

Plan of Written Examination

All the aspirants are informed as under with respect to the written test to be conducted for the recruitment of **Librarian**.

- (i) The Exam will be conducted in MCQ (Multiple Choice Questions) format. OMR sheets will be used for answering the questions.
- (ii) There will be negative marking. Each question carries 1 mark. **For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit.**
- (iii) The test would be of 2 hours duration.
- iv) Pattern of the written competitive examination is as follows:-

Sr. No.	Topic	No. of Questions	Marks (Each Question carries 1 mark)	Type of Questions
1.	Questions from General Knowledge and Current Affairs, English, Punjabi, Logical Reasoning & Mental Ability, Information and Communication Technology in Library and Computers, Library Science.	120	120	Multiple Choice Questions(MCQs)
Total		120	120	

- v) Tentative syllabus for the written examination for the recruitment of **Librarian** is annexed at Annexure-1

Annexure-1 (Syllabus)

S.no	Topic	Weightage(Approx.)
1.	<p>Logical Reasoning & Mental Ability:</p> <p>Verbal reasoning: Coding, Decoding, Analogy, Classification, Series, Direction sense test, relations, mathematical operations, time test, odd man out problems.</p> <p>Non Verbal reasoning : Series, Analogy and Classification.</p> <p>Basic numerical skills, Percentage, Number system, LCF and HCF, Ratio and Proportion, Number series, Average, Problems based on Ages, Profit & Loss, Partnership and Mixture, Simple and Compound Interest, Work and Time, Time and Distance. Mensuration and Data Interpretation.</p>	10
2.	<p>General Knowledge and Current affairs of National and International importance including:</p> <ul style="list-style-type: none">(i) Political issues,(ii) Environment issues,(iii) Current Affairs,(iv) Science and Technology,(v) Economic issues,(vi) History of Punjab-14th century onwards(vii) History of India with special reference to Indian freedom struggle movement.(viii) Sports,(ix) Cinema and Literature.	10
3.	<p>English Language:-</p> <p>Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One Word Substitution, Fill in the Blanks, Correction in Sentences, Idioms and their meanings, Spell Checks, Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, etc.</p>	5

4.	<p>ਪੰਜਾਬੀ :-</p> <p>ਸ਼ੁੱਧ-ਅਸ਼ੁੱਧ, ਸ਼ਬਦਜੋੜ, ਅਗੇਤਰ ਅਤੇ ਪਿਛੇਤਰ, ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀਸ਼ਬਦ, ਨਾਂਵ, ਪੜਨਾਂਵ ਅਤੇ ਕਿਰਿਆ ਦੀਆਂ ਕਿਸਮਾਂ ਤੇ ਸਹੀ ਵਰਤੋਂ, ਲਿੰਗ ਅਤੇ ਵਚਨ, ਪੰਜਾਬੀ ਅਖਾਣ ਤੇ ਮੁਹਾਵਰੇ, ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ ਅਤੇ ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ ਆਦਿ।</p>	5
5.	<p>Library Science</p> <p>a) Libraries: Organisation, purpose and functions of Libraries; National and international Library Associations: ILA, ALA, CILIP, IASLIC, RRRLF, UNESCO, IFLA. Laws of Library Science, Different types of Libraries; Library Movement in India after 1947; Library Co-operation, Library Consortium.</p> <p>b) Different sections of the Library and their functions: Acquisition, Periodical, Technical, Reference, Circulation and Maintenance; Library Rules. Elementary knowledge of computer application in libraries.</p> <p>c) Reference Service-Definition, need and purpose of Reference Service; Initiation of fresh reader; Kinds of Reference Service; CAS and SDI. Documentary and Non-Documentary sources of information including electronic. Reference and Information Sources: Definition, kinds and uses; evaluation of reference sources. Documentation and information centres and, Information system and networks with special reference to India: DELNET, INFLIBNET, NISCAIR, DESIDOC, NASSDOC.</p> <p>d) Bibliography Definition, need and purpose of bibliography; kinds of bibliographies; National Bibliography (I. N. B./ B. N. B.); Subject Bibliography; Trade Bibliography.</p> <p>e) Classification: Definition, need, purpose: Fundamental categories and Facet analysis: Notation; Call Number; Book number and Collection number; Schemes of Library Classification: Introduction to Dewey Decimal Classification and Colon Classification. Electronic classification: Web Dewey.</p>	90

	<p>f) Library Catalogue: Definition, need, purpose and functions; Physical forms of catalogues, Types of Catalogues; Kinds of entries and their functions; Parts of entries; Subject headings and chain procedure; filing of entries, Current trends: MARC, ISBD,CCF, RDA.</p> <p>g) School Library System: Definition, need and objectives, components, Information sources in school libraries, Initiatives for School Libraries in India, Role of Professional Associations in development of school libraries,International Association of School Librarianship (IASL),IFLA School Libraries Section.</p> <p>h) Library and its users: Role of libraries in digital context; categories of users and their information needs; information seeking behavior user studies; Research tools.</p> <p>i) Information and Communication Technology in Library&Computers- Basics of computers, Network & Internet, Use of office productivity tools like Word, Spreadsheet & Powerpoint, Library software: KOHA, SOUL, LIBSYS. Barcode and RFID. E-Publishing.</p>	
	Maximum Marks	120

Note:-a) The distribution of marks/question in each section is indicative. It may vary slightly.

b) The syllabus is broadly classified as above but may vary to some extent.