Suggestive Contents of proposed MCQ Question Paper for the Recruitment of Librarian

1.   **Every question will carry 1 mark.**
2.   **1/4th marks will be deducted for wrong answer.**

Marks: 120   **Duration: 100 minutes**

S.no	Topic	Weightage
1.	**Quantitative Ability and Reasoning Ability** Number Series, Profit and Loss, Calculation of Interest, Divisibility test, problems on Ratio & Proportions, Percentage problems, problems on Interest, Data Interpretation. Problems on Logical thinking, Alphanumeric Series, Letter & Number Series, Odd Man Out problems, Analogy problems, Common Sense Test, problems on Alphabetical Arrangement of Words.	10
2.	**General Knowledge/Awareness (India & Punjab)** Current Affairs, History & Geography, Its Physical Features, Climate, Demography of India, Its Economic and Social Development, Poverty Alleviation, Economic Planning, Etc. Economic Affairs and Culture, knowledge related to Political and Scientific fields, Sports, Cinema and Literature etc. Important Events, Movements and Leaders of India and Punjab. (Only questions with definitive dates or years, if required).	15
3.	**Information and Communication Technology in Library & Computers** Basics of Computers, Working of Mobile Phones and personal digital Gadgets, Wireless Technology including 3G, 4G, 5G, Wi-Fi and Bluetooth, Use of hotspots, Fundamentals of Computer networks, Internet, Malware, Concepts related to GPS, understanding emails/SMS/ messengers, Use of Office Productivity Tools such as MS Word, MS PowerPoint, MS excel, spreadsheets, Library software: KOHA, SOUL, LIBSYS. Barcode and RFID. E-Publishing.	15
4.	**Languages (English/Punjabi)** Basic Grammar, Subject and Verb, Adjectives and Adverbs, Synonyms, Antonyms, One word Substitution, Fill in the blanks, Problem concerning words, Comparison of Adjectives, Articles, Prepositions, Direct and Indirect Speech, Active and Passive Voice, Correction in Sentences, gender, Singular and Plural, Idioms and their meanings, Reading comprehension, Spell Checks etc.	20
5.	**Library Science** 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	60

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Libraries; Library Movement in India after 1947; Library Co-operation, Library Consortium.

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.

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.

d) Bibliography Definition, need and purpose of bibliography; kinds of bibliographies; National Bibliography (I. N. B./ B. N. B.); Subject Bibliography; Trade Bibliography.

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.

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.

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.

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

Note:-

1. Question paper will be bilingual (Punjabi & English).
2. Question paper will be MCQ based, i.e. Multiple Choice Question.
3. OMR sheets will be provided for answering the questions.
4. The distribution of marks/questions in each section is indicative & may vary slightly.
5. The syllabus is broadly classified as above but may vary to some extent.

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