

Scheme and Syllabus for the post of College Librarians in Residential Educational Institution Societies

Preliminary (Screening Test)

Scheme of Examination

Written Examination (Objective Type)		No. of Questions	Duration (Minutes)	Marks
Paper	General Studies, General Abilities and Basic Proficiency in English	150 <i>shivajobs.in</i>	150	150

Syllabus

Paper: General Studies, General Abilities and Basic Proficiency in English

Section-I: General Studies

1. Current Affairs – Regional, National & International.
2. Indian Constitution; Indian Political System; Governance and Public Policy.
3. Social Exclusion; Rights issues such as Gender, Caste, Tribe, Disability etc. and inclusive policies.
4. Society Culture, Civilization Heritage, Arts and Literature of India and Telangana
5. General Science; India's Achievements in Science and Technology
6. Environmental Issues; Disaster Management- Prevention and Mitigation Strategies and Sustainable Development.
7. Economic and Social Development of India and Telangana.
8. Socio-economic, Political and Cultural History of Telangana with special emphasis on Telangana Statehood Movement and formation of Telangana state.

Section-II: General Abilities

9. Analytical Abilities: Logical Reasoning and Data Interpretation.
10. Moral Values and Professional Ethics in Education.
11. Teaching Aptitude

Section – III: Basic Proficiency in English.

i) School Level English Grammar:

Articles; Tense; Noun & Pronouns; Adjectives; Adverbs; Verbs;
Modals; Subject-Verb Agreement; Non-Finites; Reported Speech;
Degrees of Comparison; Active and Passive Voice; Prepositions;
Conjunctions; Conditionals.

ii) Vocabulary:

Synonyms and Antonyms; Phrasal Verbs; Related Pair of Words;
Idioms and Phrases; Proverbs.

iii) Words and Sentences :

Use of Words ; Choosing Appropriate words and Words often
Confused; Sentence Arrangement, Completion, Fillers and
Improvement; Transformation of Sentences ; Comprehension;
Punctuation; Spelling Test; Spotting of Errors.

Main Examination Scheme and Syllabus for the post of College Librarians in Residential Educational Institution Societies

Scheme of Examination

Written Examination (Objective Type)		No. of Questions	Duration (Minutes)	Marks
Paper	Library & Information Science	150	150	300
Interview/ Demonstration /viva-voce				30
Total				330

Syllabus

Paper: Library & Information Science

Unit-1: Foundations of Library and Information Science

Five Laws of library Science; Types of Libraries and their functions; Library Movement in Telangana, Important libraries in Telangana; Library legislation in India; Library Extension Services; Library Association in India, UK and USA - ILA, IASLIC, SIS, LA and ALA; National & International organizations promoting Library Development-RRRLF, NASSDOC, NISCAIR, DESIDOC, IFLA and UNESCO

Unit-2: Information, Communication and Society

Data, Information and Knowledge; Information as a Resource / Commodity; Role of Information in Socio-Economic Development; Information Society, Knowledge Society; Knowledge Management; Information Generation, Collection, Storage and Dissemination; Communication -Channels, Barriers; National Knowledge Commission; Intellectual Property Rights; Copyright; Right to Information Act

Unit-3: Information Sources

Source of information-Primary , Secondary and Tertiary; Documentary and Non-documentary; Reference Sources- Dictionaries; Encyclopaedias; Geographical Sources; Biographical Sources; Year Books / Almanacs, Directories and Handbooks; Statistical sources; Bibliographies, Union Catalogues, Indexing and Abstracting Periodicals; Serial Publications; E-Documents - e-Books; E-Journals; Databases-Bibliographic; Numeric; and Full text

Unit-4: Information Services

Information services- Bibliographic services, Indexing and Abstracting services, CAS, SDI, Document Delivery Services, Referral services; Online Services; User Education and User Studies; Information. Seeking Behaviour and Information Needs; Information Literacy.

Unit-5: Information Processing (Classification and Cataloguing)

Organization of knowledge/information; Modes of formation of subjects; Library classification-Canons, Laws and Principles; Notation & Mnemonics; Fundamental categories; Call Number; Common isolates; Library classification Schemes-DDC, UDC, and CC; Library Cataloguing-Canons, Laws and Principles; Library cataloguing codes-CCC and AACR-II; Bibliographic standards: ISBD, MARC and CCF; Indexing-Pre-Coordinate, Post-Coordinate; Vocabulary control - Thesaurus, Lists of Subjects Headings; Information Storage & Retrieval (ISAR): Search Strategies; Boolean Operators; Evaluation of ISAR

Unit-6: Library Management

Management-Principles, Functions, Schools of Thought; Organizational Structure; Planning ; Decision making; System study-Analysis, evaluation and design; Collection Development (Books Serials, nonbook, Material)- Principles of book selection; acquisition procedures; ISBN, ISSN; Maintenance; Preservation & Conservation; Human Resources Management; Financial Management-Resources generation, Budgeting, Cost and Cost-Benefit analysis; PERT, CPM; Library Buildings, equipment & furniture; Marketing information products and services; Total Quality Management (TQM)

Unit-7: Fundamentals of Information Technology

Information Technology –Software and Hardware; storage devices; Software – Operating Systems ; Application Software; Client-Server Technology; Different types of Servers.; Communication Technology – Telecommunications; Modem; Router; Wi Fi; Transmission Media; Networking Concepts – Topologies- LAN, MAN, WAN; Communication Tools and Techniques – Fax, E-mail, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media. List Serve / Electronic groups.; Standards; Protocols and Formats; Interoperability. ; Internet Basics – WWW; Web Browsers; Search Engines; Internet Connectivity; Data Security-Computer Viruses.

Unit-8: Library Automation And Networks

Library Automation -Areas of Automation; Hardware and Software selection; OPAC; Resource Sharing and Library Networks-ERNET, NICNET, DELNET, INFLIBNET; OCLC; Library Consortia; Information systems- INIS, AGRIS, PUBMED, INSPEC; Software for Library Automation.

Unit-9: Digital Libraries

Digital Library Initiatives; Digitization – Software & hardware; Standards; File formats; Metadata; Digital Collection Management – e-books; e-journals; Databases; Electronic Thesis & Dissertations; Resource Discovery – Search engines; search tools & techniques; Digital Rights Management, copyright & plagiarism

Unit-10: Research Methodology

Types of Research; Scientific Method; Hypothesis, Data Collection; Sampling techniques; Methods of Research-Historical, Case Study, Survey, experimental method etc.; Data Analysis & Interpretation; Report Writing; Bibliometrics, Scientometrics and Webometrics.