

SYLLABUS FOR WRITTEN TEST & SKILL TEST:

Written Test :

- Library Development and Library Legislation
- Information Sources
- Online Databases / Online Sources
- Acquisitions Section: Functions and procedures
- Periodical Section and its functions and activities
- Information Processing and Retrieval
- Library Buildings and Equipments
- Total Quality Management
- Circulation Section
- Conservation, Preservation and Archiving of Information Resources (print, non print and digital)
- Reference and Information Service
- Research Methodology
- Bibliometrics, Informetrics, Scientometrics
- Library Automation and Networks
- Integrated Library Automation and Networking Software
- Information and Communication Technology Applications in LIS:
- Web Technologies in Libraries
- Digital Information Management
- Content Management Systems concepts, application and software
- Library Networks / Resource Sharing / Library Consortia: Models, Types
- Multimedia / Digital Libraries and Institutional Repositories
- Marketing of Information Products and Services and Marketing Mix
- Human Resource Management

Skill Test:

The Skill Test will be on Computer Literacy with respect to Library Profession like Classification – UDC, CC & DDC, Cataloguing, Searching in Library Catalogues, Searching in Internet and Downloading, etc
MS Word, Powerpoint, Excel, Web Pages with Hyperlinks, etc.

Note: The above syllabus for Written Test and Skill Test is only indicative and not exhaustive.
