

Library Information Science- Library & Information Assistant

Foundations of Library and Information Science

Five Laws of library Science, Types of Libraries and their functions, Library legislation in India, Library networks, LIS organisations, Library Associations

Information and Communication Technology

Operating systems, Application software, Library Automation, network technologies, programming languages, mark-up languages, web search engines, database management systems. Web-based information systems and services, free and open-source software, web protocols, semantic web architecture, social media, Artificial Intelligence (AI) and expert systems

Library Management and Automation:

Library Management and Automation: Library administration and management, Library Budgeting, financial management, total quality management, knowledge management, project management, system analysis and design, user studies and user education, library automation tools and techniques, Library Networks, discovery tools, barcode technology, RFID, biometric systems, mobile-based library services, modern technology applications in library services.

Digital Libraries and Content Management Systems:

Development of digital library and IR, knowledge organization in digital libraries, ontologies, standards and protocols, interoperability, Digital Rights Management (DRM), IPR and licencing issues, open science and open data, Content Management Systems (CMS), Learning Management Systems, portals and subject gateways, ETDs, Copy rights, Fair use and plagiarism, Right to Information Act

Library Classification, Cataloguing, and Metadata Management:

Universe of subjects, theories and development of classification, enumerative and faceted schemes, standard schemes of classification, modern concepts in classification and information organisation. Theory of cataloguing, cataloguing codes, Machine Readable Catalogues, indexing systems and techniques, metadata and metadata schemes.

Information Sources, Systems and Services:

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

Different information services, print and electronic information sources, subscription and access management of e-resources, national and international information systems and their services, different types of databases, open access initiatives, resource sharing, library consortia.

Tools and Techniques for Research:

Research Information Management (RIM), research ethics, tools for similarity checking, data collection, data analysis, citation, manuscript preparation, illustration, reference management, grammar checking, visualisation, etc. Article publishing process, author profiling, institutional ranking frameworks, metrics to measure impact of journals, institution, and authors.

General Intelligence and Reasoning

Verbal and Non-verbal reasoning, Semantic Analogy, Seating arrangement, Figural Analogy, Venn Diagrams, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Symbolic/ Number classification, Figural Pattern-folding and completion, Word Building, Social Intelligence Coding and de-coding, Blood Relation, Direction, Assertion and Reasoning

General Awareness

History of India, Geography of India, Economics issues in India, National news (current), Scientific observations, Indian Culture, New Inventions, Political Science- The Constitution of India, About India and its neighbouring countries, National and international current affairs, Countries and capitals, Science and innovations, World organizations.

Quantitative Aptitude

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers; Fundamental arithmetical operations: Simplification, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work, Data Interpretation; Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Probability, Permutation and Combinations

English

Spot the Error, fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, One-word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Reading Comprehension, Idiom and Phrases