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Shri. Rajan Srivastava  
Registrar(Oftg.)

No.IIT(BHU)/NFRC/2023-24/

Date: 03.11.2023

Dear Sir/Madam,

With reference to your application for the post of **Library Superintendent (23107)** advertised vide Advt. No. 01/2023-24 dated 30.06.2023 in the Institute, the Written Test and Skill Test will be held on **Friday, 17.11.2023**.

Name of Post advertised	Day, Date & Time	Venue
Library Superintendent	Friday, 17.11.2023 (Written Examination) (Reporting Time: 09:00 AM) (Commencement of Examination: 10:00 AM)	Will be mentioned in the admit card

You are advised to download the Admit Card one week before the exam i.e. 10.11.2023 from <https://nfrc.iitbhu.ac.in/> by entering the registered login credentials. You are also advised to regularly visit the website [www.iitbhu.ac.in](http://www.iitbhu.ac.in) for further updated information, if any.

**A. Scheme of Examination and Selection Criteria for the post of Library Superintendent**

1. There will be two stages for the recruitment of Junior Library Superintendent:
  - i. **Written Test (Stage-I)**
  - ii. **Skill Test (Stage-II)**

**Written Test (Stage-I):**

- There will be a written test containing MCQ and short answer (one to two sentences) type questions with two sections, namely, Section A and Section B. The paper will be of 120 minutes' duration carrying 100 questions. There shall be negative marking. Two (02) marks shall be awarded for each correct answer, and 0.5 marks will be deducted for each wrong answer. Unattempted questions will be awarded Zero (00) marks. **Questions will be in English only.**

**Section A:** It will contain Fifty (50) MCQ-type questions and Ten (10) Short Answer Type Questions related to the subject, i.e., Library Science.

**Section B:** It will have Forty (40) questions from General Knowledge/Aptitude/General English, Current Affairs/General Arithmetic etc.

2. **The minimum cut-off marks required to move to Stage II i.e., Skill Test will be 50%.**
3. A merit list of candidates in (1:7 ration) against each advertised post of a category will be prepared for the Skill Test (Stage-II) on the basis of the marks obtained in the Written Test (Stage-I). However, in case of tie in the marks, the candidate (s) who obtained higher marks in **Section A** i.e., Library Science in the Written Test will be placed higher in the merit list.
4. **Skill Test (Stage-II):** It will be of qualifying nature also and minimum 50% score is required to qualify. The candidates who qualify the Skill Test (Stage-II) will only be considered for the final selection.
5. **Weightage for Final Selection:** A composite merit list will be drawn for final selection based on the marks obtained in the Written Test (Stage I) and Skill Test (Stage II) with 40% weightage to Written Test (Stage I) and 60 % weightage to Skill Test (Stage II).
6. The **Question Booklets** along with the **OMR Sheet** will be taken back from the candidates.

## **SYLLABUS**

### **SECTION — A**

#### **Library and Society:**

Laws of Library Science; Types of Libraries; Library Associations, Systems and Programs; History, Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services — UNESCO, IFLA, FID, INIS, etc.

#### **Library Management:**

Collection development and Selection Principles, Acquisition Procedure for books, journals (print & online), Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Human Resource Management; Principles of Library Management, Library Organization and Structure; Use and Maintenance of the Library — Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

#### **Knowledge Organization: Library Classification and Cataloguing:**

Canons and Principles, Library Classification Schemes — DDC, CC, UDC; Library Cataloguing Codes — CCC and AACR; ISBD; MARC; CCF; ISBN; ISSN; etc.

#### **Reference and Information Sources and services:**

Types of information resources, Bibliography and Reference Sources; Sources of Information — Primary, Secondary, Tertiary; digital documents; Information Services: e-resources, Consortia, eShodhsindhu, Shodhganga, Institutional Digital Reposition (IDR) etc.

Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services — CAS, SDI; Information retrieval, etc.

### **Information Storage and Retrieval:**

Information Storage and Retrieval Systems —Sears List, PRECIS, POPSI, KWIC etc.; Vocabulary Control; Search Strategies; Evaluation of Information Retrieval Systems etc.

### **Information Technology, Recent ICT trends in Libraries:**

Generations of Computer; Classification of Computers; Computer memory and their types; Computer Architecture; I/O devices; Programming Languages & Operating Systems; Application Software; Library Automation and software packages; Internet; Digital Libraries; RFID; Networks — DELNET, NICNET etc.; National and International Information Systems — NASSDOC, NISCAIR, DESIDOC; Reference Management Tools, Plagiarism Detection tools, Web OPAC, Database Search etc.

## **SECTION — B**

General English; Drafting of letters/notices/other forms of communications in English; General Arithmetic; General Knowledge; Current Affairs; Reasoning and Logical Abilities; etc.

### **B. GENERAL INSTRUCTIONS:**

- No TA/DA shall be paid for appearing in the Tests.
- Any request for change of dates of test(s) will not be entertained. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice, i.e., hiding any material information, misrepresentation of facts or canvassing for candidature.
- Candidates have been allowed to appear at the Written Test **provisionally** subject to the final verification of Mark Sheets/Degrees/Certificates, validity of Certificates, validity of Certificates/Marksheets, etc.
- Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for appointment unless he/she fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST.** If an applicant is inadvertently allowed to appear at the Test who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right to cancel the candidature of a candidate/or cancel the appointment if it is found that:
  - (i) Minimum eligibility requirements are not fulfilled.
  - (ii) False documentation has been submitted.
  - (iii) Any other similar valid reason.

Yours faithfully,

**REGISTRAR**

**IMPORTANT INFORMATION TO THE CANDIDATES APPEARING**  
**FOR THE WRITTEN TEST/SKILL TEST FOR THE POST OF**  
**LIBRARY SUPERINTENDENT**  
**(ADVERTISEMENT NO. 01/2023-24)**

**A. METHOD OF ANSWERING IN THE TEST**

- (I) A Question Booklet containing the questions and a separate OMR Sheet shall be provided to the candidate at the beginning of the Test.
- (II) The candidate, **within 10 minutes of the issue of the Question Booklet**, shall check the Questions Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Superintendent/Invigilators to obtain a fresh Question Booklet.
- (III) The candidate is required to write his/her *Roll Number and Set No.*, if any, at the appropriate places provided in the OMR Sheet in **INK/Ball Point Pen only**. In addition, **he/she is also required to fill up Roll Number in the space provided on the OMR Sheet by darkening the appropriate circles by Blue/Black Ball Point pen only**.

**Note:** Please note that any error in darkening the Roll Number or writing set number will result in wrong evaluation of the OMR Sheet. He/She may take further note that non-filling of Set No., if any, Roll No. and other vital details would lead to non-evaluation of OMR Sheet and cancellation of his/her candidature. Hence, the candidate should be careful in darkening Roll Number and writing set number.

- (IV) The candidate is required to write **in INK/Ball Point Pen only**, his/her Roll Number and Serial Number of OMR Sheet at the appropriate places on the cover page of the Question Booklet.
- (V) Each Multiple Choice Question (MCQ) shall be followed by four alternative answers. The candidate is required to identify the one which he/she feels to be the correct answer and record the answer by darkening the **appropriate oval** in the OMR Sheet with **Blue/Black Ball Point Pen only**.

For example, if out of 4 alternatives (A) (B) (C) & (D) given against question No. 15, the candidate identifies (B) as the correct answer, he/she is required to darken the **oval B only** in the OMR Sheet as given below:

Q.No.15  A  B  C  D

- (VI) The answer will be treated incorrect if more than one oval is darkened or an oval is darkened improperly. Any other method of marking such as tick mark, cross mark, use of dot, line mark, and half-filled oval or marks outside the oval shall not be evaluated.

- (VII) If any question is not attempted, the candidate is required to leave all the circles against that question as blank. Such an answer will be awarded zero mark.
- (VIII) Inner cover page of the Question Booklet or the blank space/page at the end of Question Booklet may be used for rough work.
- (IX) No page from the Question Booklet is to be torn or removed. If a candidate is found tearing any page from the Question Booklet, he/she shall be liable to punishment for adopting unfair means and shall not be allowed to continue in the Test.

**NOTE:**

- (i) *If the candidate commits any error in writing/filling the Roll No., Set No., etc. on the OMR Sheet, it will not be possible to rectify the error and the OMR Sheet will be evaluated accordingly.*
- (ii) **The decision of the Institute regarding Question(s)/Key will be final.**

**IMPORTANT:**

**CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED IN INK; IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT. (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED)**

**B. IMPORTANT INSTRUCTIONS TO CANDIDATES APPEARING IN TEST**

- i. The candidate must carry his/her valid Admit Card for the concerned Test. He/She must occupy only his/her allotted seat as per his/her Roll Number in the seating arrangement made for the concerned Test.
- ii. **No candidate will be allowed** entry to the Test Hall **after 30 minutes** of the start of the Test.
- iii. **No candidates shall be allowed** to leave the Test Hall **till the end** of the Test.
- iv. The candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and as soon the slightest doubt.
- v. **Calculators/watch calculators, electronic diary, pager, mobile phones, earphones, alarm clock, digital watches with memory, slide rule, etc. are not allowed in the examination hall. Also, carrying of licensed weapons, fire arms, tools which can be used as lethal weapons are not allowed in the examination hall.**
- vi. **The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:** Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat, Possession of any unauthorized instrument or equipment as mentioned at (vi) above/document/paper/information materials or any resource materials, Communication of information in writing or verbally or exchange of Question Booklet/OMR Sheets to and from any other person during the Test period and any other malpractice amounting to obtaining undue advantage, Writing anything in the Admit Card, Carrying of the envelope of the Admit Card into the examination hall, Any alterations or corrections in the entries made by a candidate in Question Booklet and OMR Sheet [Roll Number in words & figures and OMR Sheet no. in Question Booklet and Roll Number, Question Booklet no. and Set no. (if any) in OMR Sheet] but not duly verified by the invigilator concerned, Non-matching of signature made at the time of Test with that already done at the time of filling of Application Form.

- vii. **The Test of a candidate shall be cancelled in case of any of the following actions by a candidate:** Tampering with the Admit Card including that of the photograph, Face not resembling the photograph on the Admit Card, Not occupying the allotted seat, Tampering/disturbing the seating arrangements, Smuggling-out or smuggling-in Question Booklet in part or in full, or Test material, or any resource material connected with the Test, Making any attempt to influence the Institute authorities directly or indirectly, disturbing or trying to disturb the Test, Noting down the questions or their answers, Shouting of slogans or creating unruly scene at the examination hall/examination centre/Institute campus.
- viii. **Impersonation is a legally punishable offense:** No candidate will be permitted to appear in the Test without a valid Admit Card. The Admit Card should be presented to the invigilators/other authorized officials for verification. The candidate's identity will be verified in respect of his/her details on the Admit Card. If the identity is in doubt, the candidate may not be allowed to appear in the Test. The authorities may at their discretion **provisionally** permit the candidate to appear in the Test after completing formalities including taking of thumb impression/several signatures for further verification. No extra time will be granted for these formalities to be completed.
- ix. **Suppression/concealment of information:** The candidate must ensure that he/she is qualified to appear in the Test. If it is detected at any stage that he/she did not fulfil the minimum qualifications, or, there was something against the candidate or, the candidate has provided false information or no information about his/her previous involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered.
- x. Nobody other than the Institute authorized personnel is permitted to move around the Test Venue. Any unauthorized person loitering around the Test Venue shall be handed over to the Police under an FIR lodged by the Institute.
- xi. **No scrutiny/re-evaluation of OMR Sheet of Test is allowed in any case at any stage.**
- xii. **For any interpretational difficulties, the interpretation through English language shall be deemed as correct.**

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