भारतीय प्रौद्योगिकी संस्थान
काशी हिन्दू विश्वविद्यालय
Serving the nation since 1919

IIT
INDIAN INSTITUTE OF TECHNOLOGY
BANARAS HINDU UNIVERSITY

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No.IIT(BHU)/NFRC/2023/   Date: 13.04.2023

Dear Sir/Madam,

With reference to your application for the post of **Junior Library Assistant** advertised vide Advt. No. 01/2022-23 dated 26.07.2022 in the Institute, the Written Test/ Skill Test will be held on **Sunday, 30.04.2023.**

Name of Post advertised	Day, Date & Time	Venue
Junior Library Assistant	Sunday, 30.04.2023 **(Reporting time:** 08:30 AM **Commencement of Examination:** 09:00 AM)	Will be mentioned in the admit card

You are advised to download the Admit Card from https://nfrc.iitbhu.ac.in/by entering the registered login credentials. The provided link will be activated one week before the date of exam i.e. 24.04.2023. You are also advised to regularly visit the website www.iitbhu.ac.in for further updated information, if any.

Scheme of Examination and Selection Criteria for the post of Junior Library Assistant

Guidelines for Selection for Junior Library Assistant:

Selection process will consist of Two Levels.

1) **Written Test (Level-I):** *There will be a written test containing Multiple Choice Question (MCQ) type questions comprising of Two sections namely., Section A and Section B. The paper will be of 120 minutes' duration carrying 100 multiple choice questions. There shall be a negative marking. Two mark shall be awarded for each correct answer and 0.5 marks will be deducted for each wrong answer. Unattempted questions will be awarded zero marks.*

   Section A: It will contain Sixty (60) questions related to subject i.e., Library science.
   Section B: It will have Forty (40) questions form General Knowledge/Aptitude/General English, Current affairs/ General arithmetic etc.

   The minimum cut-off marks will be 50 %.
   A merit list of candidates in (1:7 ratio) against each advertised post of a category will be prepared for the Skill test on the basis of the marks obtained in the written test (Level-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.

2) **Skill Test (Level-II):** It will be of qualifying nature and a **minimum 60 %** score is required to qualify.

Those qualifying the Skill test will only be considered for final selection.

Weightage for Final Selection: *A composite merit list will be drawn for final selection based on the marks obtained in the Written Test (Level I) and Skill Test (Level II) with 40% weightage to Written Test (Level I) and 60 % weightage to Skill Test (Level II).*

* Mere appearance in the Test or qualifying in the Test does not entitle a candidate to be considered for appointment unless he/she fulfils the eligibility conditions advertised in Advt. No. 01/2022-23 dated 26.07.2022. 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 fulfill 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:

(a) **Minimum eligibility requirements are not fulfilled.**
(b) **False documentation has been done.**
(c) **Any other similar valid reason.**

Syllabus for Junior Library Assistant:

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.

<u>Section B</u>

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

For any query, email at office.nfrc@iitbhu.ac.in

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