भारतीय प्रौद्योगिकी संस्थान इन्दौर
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IIT Indore

Advertisement No. IITI/Estt./NT posts-03/November 2022 dated 22-11 2022

Scheme of examination for the post of Library Information Assistant

Subject		Maximum Marks	Time
PAPER-I (All questions will be objective type with no negative marking)			
Part-A	**English Language-** Comprehension, Grammar, Sentence correction, One words, Antonyms, Synonyms etc.	20	120 minutes
	Mathematics & Numerical Ability: Arithmetic - upto 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.	10	
	General Awareness and Current Affairs: Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution	10	
Part-B	**Domain knowledge**	60	
Total marks of written examination		100	120 minutes

Notes:-
1- The written examination is qualifying only and no marks shall be taken into account for final selection or ranking of individual candidate.
2- Only those candidates who score minimum cut off marks in the examination, as may be fixed by the IIT Indore at its discretion, will be called for interview.

Syllabus for Domain Knowledge (Library Information Assistant)

1-	Library and Society: Laws of Library Science; Types of Libraries; Library Associations, Systems and Programmes; Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services – UNESCO, IFLA, FID, INIS, NISSAT, etc.;
2-	Library Management: Collection development – Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.; IPR
3-	Library Classification Theory and Practice: Canons and Principles, Library Classification Schemes– DDC, CC, UDC;
4-	Library Cataloguing Theory and Practice: Canons and Principles; Library Cataloguing Codes – CCC, AACR, etc.;
5-	Reference and Information Sources: Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E- Documents, EBooks, E-Journals, etc.; Research Methodology
6-	Information Services: Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services – CAS, SDI;
7-	Information Technology: Basics Introduction to Computers; Use of computers in Library housekeeping, Library Automation; Software and software packages; Networks – DELNET, NICNET, etc.; National and International Information Systems – NISSAT, NASSDOC, INSDOC, DESIDOC, etc; Recent technological development in LIS field.