



Syllabus of Written Examination for the position of Deputy Librarian

(This syllabus is intended to serve as a general guideline for preparation. It is not exhaustive, and additional topics or domains may be included by the Institute as required.)

Subject		Maximum Marks	Time
Part A	General Awareness & Governance: - Indian Higher Education Structure – IIT System, NEP 2020, and Digital Initiatives (NDL, E-Shodhsindhu, SWAYAM). - Knowledge of Government Procedures, Office Management, Noting & Drafting. - Basic Financial Rules, GFR, Procurement, Audit, and Record Management. - RTI Act, CCS Conduct Rules, Ethics and Integrity in Administration. - National and International Library Associations (IFLA, ILA, IASLIC, etc.).	30	120 Minutes
	Communication & Managerial Skills: - Leadership, Team Management, Interpersonal and Soft Skills. - Communication and Drafting Skills In English. - Report Writing, Correspondence, and Documentation. - Problem-Solving and Decision-Making in Academic Environments.		
	Information & Communication Technology (ICT) Basics: - General Computer Awareness – MS Word, Excel, PowerPoint - Internet and Digital Literacy - Awareness of AI Tools, Data Analytics, and Dashboards In Administration		
Part B	Domain knowledge (Library & Information Science)	70	
Total marks of the Written Examination		100	120 Minutes

Syllabus for Domain Knowledge for the position of Deputy Librarian

Sl. No.	Topic
1.	Library Science Foundations and Professional Ethics: - Foundations of Library and Information Science – Laws, Principles, and Evolution. - Role of Libraries in Society; Types and Functions. - Code of Ethics for Librarians and Professional Conduct. - Interpersonal Skills and User-Centric Services.
2.	Library Management & Administration - Management Principles – Planning, Organization, Staffing, Directing, Control. - Financial Management in Libraries – Budgeting, Accounting, Procurement. - HR Management, Performance Appraisal, Motivation. - Library Governance and Policy Formulation. - Marketing of Library Resources, Products, and Services.
3.	Information Processing and Organization - Cataloguing (AACR-II, RDA, MARC 21). - Classification (DDC, UDC, CC). - Metadata Standards – Dublin Core, MODS, BIBFRAME. - Indexing, Abstracting, and Bibliographic Control.

4.	Collection Development and Maintenance - Acquisition Policy, Subscription Management (Books, E-Books, E-Journals, Databases). - Vendor Selection, License Management, and Renewal Processes. - Preservation, Conservation, and Restoration of Library Materials. - Weeding and Stock Verification Procedures.
5.	Information Technology and Digital Libraries - Library Automation Systems (Koha, SOUL, etc.) - Digital Library Software (Dspace, Eprints). - Cloud Computing, RFID, AI/ML, Blockchain, AR/VR Applications in Libraries. - Website Designing, CMS, Web 2.0 & Web 3.0 in Libraries. - Institutional Repositories and Content Management Systems.
6.	Research, Bibliometrics, and Open Access - Research Methodology and Use of Statistical Tools. - Bibliometric, Scientometric, and Informetric Analysis. - Citation Databases – Scopus, Web of Science, Google Scholar. - Open Access Initiatives, Scholarly Communication, and IPR Issues. - Plagiarism, Copyright, Patents, and Digital Rights Management.
7.	Information Services and User Support - Reference and Information Services, SDI, CAS. - User Education and Information Literacy Programs. - Information Retrieval Systems, Database Search Techniques. - Public and Academic Library Systems – Best Practices.
8.	Emerging Trends - Cloud and Digital Transformation in Libraries. - Social Media Use for Library Outreach. - Green and Sustainable Library Practices. - Trends in AI-Driven Knowledge Discovery and Data Curation.

Note:

- Questions will assess both conceptual understanding and practical application relevant to an IIT library environment.
- The exam aims to evaluate readiness for leadership and modernization in academic libraries.