



**ANNEXURE "C"**

**GOVERNMENT OF JAMMU AND KASHMIR**

*Leh Autonomous Hill Development -Subordinate Services Recruitment Board*

**LADAKH AUTONOMOUS HILL DEVELOPMENT COUNCIL**

[www.lahdssrb.in](http://www.lahdssrb.in): email.lahdssrb@gmail.com 01982-252249+258789

**Subject: Syllabus for written test (Objective Type) for the post of Library Assistant.**

**Question = 80 / Marks = 80/ Time =1.20 hours**

**Unit-I**

- Types of Libraries and their Features.
- Role of Libraries in contemporary Society.
- Five Laws of Library Science.
- Library legislation in different states of India.
- Intellectual Property Rights (IPR)
- National and International Library Association: ILA, IASLIC, IATLIS SIS IFLA, FID ALA, ASLIB, SLA etc.
- National and International Agencies: UNESCO, OCLC, PRRLF, UGC INFLIBNET, DELNET etc.
- Information Centers, DRTC, ISI, INSDOC (NISCAIR), NASSDOC, DESIDOC, SENDOC, etc.

**Unit-II**

- Basic Terminology: call Number, Class Number, Book Number, Isolates
- Classification; concept, purpose and species
- Features of DDC, UDC, and CC
- Five Fundamental Categories
- Notation: Definition and Purpose
- Library Catalogue; Definition and purpose
- OPAC AND Web OPAC
- Cannons of Classification and Cataloguing

**Unit-III**

- Principles of Book Selection
- Selection Tool; Print and Non-Print Materials
- Processing of Documents; Accessioning, Classification, Cataloguing labeling and shelving
- Serials/ Journals; Selection and procurement
- Book Transaction System: Traditional and Modern
- Stock verification of Books; Methods and Tools
- Weeding Process

**Unit-IV**

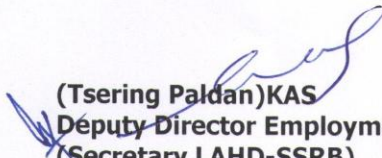
- Information Sources: Print and No-Print; Primary Secondary and Tertiary Sources
- Types of Dictionaries, Encyclopedias
- Geographical and Biographical Sources
- Indexing and Abstracting Sources
- Types of Bibliographies
- Bibliographies Sources

**Unit-V**

- Types of Reference service, Ready reference service, Long Rang Reference Service
- Reference Librarian: Role Skills and Competences
- User Education / Information Literacy Skills
- CAS/SDI
- International Information System;  
INIS, AGRIS, MEDLARS/MEDLINE, INSPEC
- Information Seeking Pattern

**Unit-VI**

- Computer Genesis
- Computer Generations
- Primary and Secondary Memory; Storage Devices
- Operation System: MS DOS, Windows, Linux
- Programming; Algorithm, Flowcharts, Languages
- MS-WORD, MS-EXCEL, MS Power Point, DBMS, CKS/ISIS, WINISIS

  
**(Tsering Paldan)KAS**  
**Deputy Director Employment, Leh**  
**(Secretary LAHD-SSRB)**