

Indian Institute of Information Technology,
Design and Manufacturing, Kancheepuram

Ref: Advt No: IITDM/NT/R/01/2023 dated 16.06.2023

05.10.2023

SYLLABUS FOR THE POST OF “JUNIOR SUPERINTENDENT (LIBRARY)”

Levels	Details	Remarks
Level 1	Screening Test (Objective Type)	All Shortlisted Candidates notified
Level 2	Written Test (Descriptive Type)	Only for the Shortlisted Candidates of Level 1 Examination
Level 3	Practical Test	

• **Level 1 (Objective Type Questions)**

Quantitative Aptitude

Test of Reasoning

Current Affairs

General English

• **Level 2: (Objective & Descriptive questions)**

Library, Information and Society: Five laws of Library Science; Types of Information Institutions; Library Associations; History, Library movement and library legislations in India; Library Information Networks and Consortia: National and International; Organizations and Institutions involved in the development of information services - UNESCO, RRRLF, INIS, NISCAIR, IFLA etc.

Information Sources and Services: Concept and Need for Information; Categorization of information sources – Primary, Secondary, Tertiary, Digital documents; Bibliography and Reference sources; Types of Information services – Reference Services, Literature search and Database Services; Abstracting and Indexing services; Computer based Information services – CAS, SDI etc.

Knowledge organization and Managing Information: Library Classification Types, Schemes – UDC, DDC, LCC, CC; Library cataloguing codes – CCC and AACR; Cataloguing and the Role of Technology; Types and Forms of Catalogues; Bibliographic standards – ISBD, ISO – 2709; Online Catalogue and MARC Database, USMARC, UNIMARC, CCF etc., Physical Catalogue to Online Public Access Catalogue.

Recent Information and Communication Technology in Libraries: Computer Peripherals and Hardware; Generations of Computer; Computer Architecture etc.; Communication Protocols/Standard, LAN, WAN, WiFi; Operating Systems, Programming Languages and DBMS; Library Automation Software; Digital Libraries; Barcode and RFID Technology; Search Engines, WWW, E-mail, Web 2.0; Library Networks – DELNET, NICNET etc.

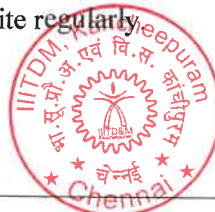
Management of Library Information centre: Human Resource Management; Library Organization and Structure; Personnel for Physical, Technical processing and Circulation systems; LAC; Library Collection development, Acquisition process of Books, Journals, etc.; Subscription of Magazine and E-Journals etc.; Planning for a Library Building, Library Finance and Budget; Physical maintenance, Stock verification etc.; English.

• **Level 3: (Practical Test) -**

Practical questions on KOHA Library Software

Working knowledge in MS office (MS Word, MS Excel and MS PowerPoint)

Note: The list of shortlisted candidates, schedule and Instructions to the candidates will be uploaded in the website shortly. The candidates are advised to check the website regularly.



Registrar

5/10/23