

Pattern of Written Exam for the post of Library & Information Assistant

S. NO	Topics	No. of Questions	Marks	Duration
1.	Reasoning	25	25	2 ½ Hours
2.	Numerical Aptitude	25	25	
3.	General English	25	25	
4.	General Awareness	25	25	
5.	Library Methods & Techniques	50	50	
	Total	150	150	2 ½ hours

Reasoning

- Logical Sequence of Words.
- Visual memory
- Discriminating observation
- Figure Classification.
- Analysis
- Judgment
- Decision making
- Non-Verbal Series.
- Number Ranking.
- Number Series.
- Alphabet Series.
- Arithmetical Computation.
- Analogy.
- Coding-Decoding.
- Problem Solving.
- Verbal and Figure Classification.
- Arithmetical Number Series.
- Relationship Concepts
- Arithmetical Reasoning etc.

Quantitative Aptitude

- Number System.
- Computation of Whole Numbers
- Simplification.
- Relationship between Numbers
- Decimal & Fractions.
- Profit and Loss.
- Discounts.
- Percentages.
- Fundamental arithmetical operations
- Ratio and Time.
- Averages.
- HCF & LCM.
- Use of Tables and Graphs.
- Mensuration.
- Time and Work.

- Simple & Compound Interest.
- Time and Distance.
- Tables and Graphs.
- Data Interpretation etc.

English

- Verb.
- Tenses.
- Adverb.
- Articles.
- Subject-Verb Agreement.
- Fill in the Blanks.
- Error Correction.
- Comprehension.
- Sentence Rearrangement.
- Vocabulary.
- Grammar.
- Unseen Passages.
- Idioms & Phrases.
- Synonyms, Antonyms.

General Awareness

- Indian Constitution.
- Books.
- Awards and Honors.
- History, Culture.
- Current Affairs – National & International.
- Geography.
- Economic
- Sports and Games.
- Important Days.
- Polity.
- Books and Authors.
- Science – Inventions & Discoveries.
- Abbreviations.
- Important Financial & Economic News.

Library Methods and Techniques

- **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.;
- **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 Organization and Structure; Use and Maintenance of the Library - Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;