

**Syllabus for Recruitment to the post of
Library & Information Assistant**

Paper I: English Language

This paper will test the skills and abilities of the candidate in Essay Writing, Precis Writing, Comprehension, Drafting of letters/notices/other forms of communications in English.

Paper II: 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.;