



PUBLIC SERVICE COMMISSION, WEST BENGAL
161-A, S.P.Mukherjee Road, Kolkata – 700 026

**RECRUITMENT TO THE POST OF LIBRARY ASSISTANT UNDER THE WEST BENGAL
LEGISLATIVE ASSEMBLY SECRETARIAT, GOVT. OF W.B.**

[ADVT. NO. 14/2022]

SCHEME OF SCREENING TEST

SCHEME :

- a) **Type of Examination** :Objective type test (MCQ) in 4(Four) different series, viz., A,B,C,D. for Library Science(Part–A) and Descriptive Test for English(Part-B).
- b) **No. of Questions** : For Library Science (Part- A): MCQ type : 80 Questions(Each question carrying 1 mark);
For English (Part-B) : Descriptive type 2 Questions.
- c) **Full marks**: 100 [MCQ : 80 marks + Descriptive : 20 marks].
- d) **Duration**: 1 hour 30 minutes.

N.B.: There will be negative marking for each wrong answer in MCQ type part. $\frac{1}{4}$ th of the marks, i.e., 0.25 will be deducted for each wrong answer. Candidates must have to obtain 50% marks in English to qualify for the Interview.

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SATYANANDA ROY
Section Officer
Public Service Commission
West Bengal

SYLLABUS OF SCREENING TEST

1 . English (Part-B): Letter Writing and Reporting.

2. Library Science (Part- A): As follows:-

A :

1. Library and Information Science Profession – Librarianship as a Profession, Professional Skills and Competences; Professional Ethics.
2. Library Public Relations and Extension Activities.
3. Type of Users – User Studies, User Education.

B :

1. Sources of Information – Primary, Secondary and Tertiary; Documentary and Non-Documentary.
2. Reference Sources – Bibliographical, Biographical, Educational, Language and Geographical.
3. Databases: Bibliographic, Numeric, Full Text, Multimedia; Open Access Databases.
4. Evaluation of Reference Sources and Web Resources.

C :

1. Community Information Services.
2. Alerting Services – CAS, SDI, Inter Library Loan and Document Delivery.
3. Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo-Location, Reference Enquiry.
4. International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS).
5. Library Resource Sharing and Library Consortia – National and International.
6. Library Act: Laws relating bibliographic control. Press & Registration of Books Act, D.B. Act. Intellectual Property Rights. Patents, Copyright. Right to Information. Censorship. Data Protection.

D :

1. Knowledge Organisation: Cataloguing – Cannons and Principles; Centralized and Co-operative Catalogue; Library Cataloguing Codes: Classified Catalogue Code(CCC) and AACR - II.
2. Library classification : Classification of documents representing simple subjects by DDC, Classification of documents requiring use of tables by DDC, Classification of documents requiring “add” notation by DDC, Assignment of books numbers by using Cutter-Sanborn table
3. Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe.
4. Indexing Systems and Techniques: Assigned – Pre-coordinate; Post-coordinate; Derived – Title-based; Vocabulary Control.
5. Information Retrieval System – Features, Components, Models and Evaluation.

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E :

1. Library and Information Centers management – Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance and Stock Verification; Preservation and Conservation; Hazards and Control Measures of Library Materials.
2. Project Management – SWOT, PEST, PERT / CPM.
3. Total Quality Management (TQM) – Concepts, Principles and Techniques, Six Sigma; Evaluation of Services of libraries and Information Centers.
4. Management Information System (MIS), MBO, Change Management, Disaster Management, Crisis Management.

F :

1. Types of Software – System Software, Application Software.
2. Computer Networks – Topologies, Types of Networks – LAN, MAN, WAN.
3. Internet – Web browsers, WWW, E-mail; Search Engines, Meta and Entity Search engines.
4. Internet Protocols and Standards – HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL.
5. Hypertext, Hypermedia, Multimedia, Video conferencing, Virtual Reality, Augmented Technologies.
6. Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System.

G :

1. Library Automation – Areas, Planning, Selection of Hardware and Software [**a) Library Software:** Free or open source software and proprietary software, **b) Library Management Software:** KOHA, LIBSYS, OPALS, **c) Digital Library Software:** DSPACE, GREEN STONE], Implementation and Evaluation; Standards for Library Automation.
2. Digitization – Planning, Selection of Materials, Hardware, Software, Process, Issues.

H :

1. Methods of Data Collection: Questionnaire, Interview, Observation, Library Records, Scales and Checklist.
2. Statistical Packages – Spreadsheet, SPSS, Bibexcel, 'R' Statistics.
3. Impact Factors – Journal, Institutional and Authors; h-Index, g-Index, i10 Index.

I :

1. Types of libraries and their characteristics and functions. Role of libraries in promoting reading habits.

N.B.: The Syllabus is indicative only. Candidates should be prepared to answer any question from essential qualification / Degree mentioned in the advertisement for the relevant post.

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