

Library Information Science- Library Clerk

LIBRARIES: AN INTRODUCTION

LIBRARIES: BASICS AND CONTEXTS: Role of Libraries in Society, Types of Libraries and their Functions, Functional Unit and Operational Aspects, Library Staff: Role and Responsibilities, LIBRARY ROUTINES: Document Selection and Acquisition, Physical Processing, Library Records, Library Maintenance

DOCUMENT PROCESSING AND ORGANISATION

CLASSIFICATION: Basics of Classification, Classifying Documents using DDC (Dewey Decimal Classification), CATALOGUING: Basics of Cataloguing, Different Types of Selection Tools and their Importance, FILING AND SHELVING: Filing Rules, Shelving and Shelf Rectification

INFORMATION SOURCES AND SERVICES

INFORMATION SOURCES AND THEIR USE: Categories of Information Sources, Types of Information Sources, LIBRARY SERVICES: Circulation Service, Reference Service, Awareness Service, User Orientation

ICT IN LIBRARIES

DIGITAL LITERACY: Computer Basics, Office Tools, LIBRARY AUTOMATION: House-Keeping Operations, Library Automation Packages, INTERNET TOOLS AND SERVICES: Internet Basics, Web Tools, Web-based Services

General Intelligence and Reasoning

Verbal and Non-verbal reasoning, Semantic Analogy, Seating arrangement, Figural Analogy, Venn Diagrams, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Symbolic/ Number classification, Figural Pattern-folding and completion, Word Building, Social Intelligence Coding and de-coding, Blood Relation, Direction, Assertion and Reasoning

General Awareness

History of India, Geography of India, Economics issues in India, National news (current), Scientific observations, Indian Culture, New Inventions, Political Science- The Constitution of India, About India and its neighbouring countries, National and international current affairs, Countries and capitals, Science and innovations, World organizations.

Quantitative Aptitude

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers; Fundamental arithmetical operations: Simplification, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work, Data Interpretation; Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Probability, Permutation and Combinations

English

Spot the Error, fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, One-word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Reading Comprehension, Idiom and Phrases