**ANNEXURE-C**

**Syllabus for Written Test for the Post of <u>Assistant Librarian</u>**

| Sr. No. | Topics |
|---|---|
| 1. | Information Sources and Services.<br>Knowledge organization- Classification and Cataloguing<br>Information and Communication technology<br>a) Library Automation<br>b) Internet and its applications<br>c) Digital Library Initiatives- National and International level |
| 2 | Content Creation and Management.<br>Information Storage and retrieval<br>a) Indexing.<br>b) Content analysis - Abstract and abstracting.<br>c) Vocabulary control.<br>d) Information searching and media.<br>e) Information retrieval system |
| 3 | • Research methods/ methodology and Statistical techniques.<br>• Management of Library and Information Centers.<br>• Information and communication.<br>• Open access scholarly communication.<br>• IPR- Intellectual Property Rights.<br>• Information analysis- consolidation and repackaging- concept process and products<br>• Planning, management and marketing of an information consolidation unit.<br>• Information systems- management of Academic library system, special library system and business information system. |
| 4 | Latest trends in LIS- Library and Information Science<br>All topics related to required Managerial and communication skills. |