ANNEXURE-C

Syllabus for Written Test for the Post of Librarian

Sr. No.	Topics
1.	• Information Sources and Services. • Knowledge organization- Classification and Cataloguing • Information and Communication technology a) Library Automation b) Internet and its applications c) Digital Library Initiatives- National and International level
2.	• Content Creation and Management. • Information Storage and retrieval a) Indexing. b) Content analysis - Abstract and abstracting. c) Vocabulary control. d) Information searching and media. e) Information retrieval system
3.	• Research methods/ methodology and Statistical techniques. • Management of Library and Information Centers. • Information and communication. • Open access scholarly communication. • IPR- Intellectual Property Rights. • Information analysis- consolidation and repackaging- concept process and products • Planning, management and marketing of an information consolidation unit. • Information systems- management of Academic library system, special library system and business information system. • Repository, Shodganga, e-library, turnitin, digital circulation
4.	• Latest trends in LIS- Library and Information Science • All topics related to required Managerial and communication skills.
5.	**Disciplinary Procedures** • CCS(Conduct) Rules • CCS(CCA) Rules • Procedure for disciplinary actions. • Essential steps for handling disciplinary cases. • CVC Guidelines
6.	**Purchasing** • Purchasing Principles GFR-2017. • Various purchasing Systems etc. GeM Rules and Central Public Procurement Portal. • Preparation of Budget. • Legal aspects of Purchasing. • Procurement of Goods, Services and Works. • Payment procedure etc PFMS. • CVC Guidelines of Procurement • Functions of CAG Audit in Procurement
7.	**Store Management** • Contract Management, Inventory Management • Bill of Materials. • Stores Accounting. i. Stock-taking/stock verification ii. Valuation of stock in hand.