NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
Taramani, Chennai – 600113

SYLLABUS FOR THE WRITTEN TEST – PHASE II

Name of the Post: Assistant Section Officer (Librarian)

There will be 6 sections in the written test with 100 questions that account for a total of 100 marks. The subject-wise details are given below:

Section	Subject	No of Questions	Max Marks	Exam Duration
1	Library & Information Science	20	20	
2	Library Management	20	20	
3	Library Classification: Theory and Practice	15	15	
4	Library Cataloguing: Theory and Practice	15	15	90 minutes
5	Reference and Information Sources	15	15	
6	Information Services	15	15	
Total		**100**	**100**	

1. LIBRARY & INFORMATION SCIENCE
Library and Society: Laws of library science, various types of libraries, library associations, systems, and initiatives, as well as Indian library legislation; organisations and institutions - UNESCO, IFLA, FID, INIS, NISSAT, etc. involved in the growth of library and information services;

2. LIBRARY MANAGEMENT:
Collection development – Acquisition Process, Journal and Periodical Acquisition, Document Preparation for Use, Library Staff and Committee, and Library Rules and Regulations; Money and budget for libraries; principles of library management, structure, and organisation; Traffic, upkeep, shelving, inventory verification, binding and preservation, weeding out, etc. are all aspects of using and maintaining the library;

3. LIBRARY CLASSIFICATION THEORY AND PRACTICE:
Canons and Principles, Library Classification Schemes– DDC, CC, UDC.

4. LIBRARY CATALOGUING THEORY AND PRACTICE:
Canons and Principles; Library Cataloguing Codes – CCC and AACR.

5. REFERENCE AND INFORMATION SOURCES:
Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E-Documents, E-Books, E-Journals, etc., Intellectual Property Rights(IPR), Copyright Act, Open Educational Resources.

6. INFORMATION SERVICES:
Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services – CAS, SDI; Information Technology: Basics Introduction to computers; Use of computers in Library housekeeping, Library Automation; Software and software packages; Networks – Consortium – INFLIBNE,T DELNET, NICNET, etc.; National and International Information Systems – NISSAT, NASSDOC, INSDOC, DESIDOC, etc.

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DIRECTOR