# भारतीय सूचना प्रौद्योगिकी अभिकल्पना एवं विनिर्माण संस्थान कर्नूल
## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KURNOOL

(An Institute of National Importance under Ministry of Education, Govt. of India)
Jagannathagattu, Kurnool-518008, Andhra Pradesh, INDIA

## RECRUITMENT OF JUNIOR SUPERINTENDENT(LIBRARY)

## EXAMINATION SYLLABUS VIDE RECRUITMENT NOTIFICATION NUMBER: IIITDMK/7/1/2023.Admn.Staff.Rec  dated:04.10.2023

**Level 1:**

**Aptitude**: Averages, Number Systems, Profit and Loss, Time and Work, Problems on Trains, Compound Interest, Decimal Fractions, Calendar, Area, Problems on Numbers, Square Root and Cube Root, Boats and Streams, Probability, Interest, Percentage, Ratio, Time and Distance, Problems on Ages, Partnership, Clock, Simplifications, Volume and Surface, Problems on H.C.F And L.C.M, Logarithm, Chain Rule, Pipes and Cistern, Odd Man Out and Series, Height and Distance.

**Reasoning**: Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Direction Sense Test, Puzzle, Verbal Classification, Matching Definitions, Logical Deduction, Series Compilations, Classification, Missing Character Finding, Odd Man Out, Blood Relations, Analogy, Coding And Decoding, Truth Verification of The Statement, Syllogisms, Analogies, Verbal Reasoning, Statement And Conclusions, Letter And Symbol Series, Logical Problems, Logical Sequence Of Words, Arithmetic Reasoning, Data Sufficiency and Numerical Ability.

**General English**: Antonyms, Synonyms, Spelling Check, Change of Voice, Spotting Errors, Sentence Improvement, One Word Substitute, Selecting Words, Sentence Corrections, Idioms and Phrases, Communication Skills, Common Error Detection, Sentence Compilation, Ordering of Words, Ordering of Sentences, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.

**Data Interpretation**: Pie Chart, Bar Chart, Line Chart, Table Chart and their interpretations.

**General Knowledge**: Indian History, Indian Economy, Indian Culture, Environmental Science, Awards And Honors, Famous Places In India, World Organization, Sports, Books And Authors, Famous Personalities, Days And Years, World Geography, Basic General Knowledge, Physics, Biology, Indian Politics, Indian Geography, General Science, Chemistry, Technology, Inventions, Current Affairs.

**Computer Fundamentals**: Components of computer, Input and output devices, Operating Systems, Word processing software, data representations and conversions.

**Level 2:**

**Library, Information and Society:** Five laws of Library Science; Types of Information Institutions; Library Associations; History, Library movement and library legislations in  India; Library Information Networks and Consortia: National and International; Organizations and Institutions involved in the development of information services –  UNESC0, RRRLF, INIS, NISCAIR, IFLA etc.

**Information Sources and Services:** Concept and Need for Information; Categorization of information sources – Primary, Secondary, Tertiary, Digital documents; Bibliography and Reference sources; Types of Information services – Reference Services, Literature search and Database Services; Abstracting and Indexing services; Computer based Information services – CAS, SDI etc.

**Knowledge organization and Managing Information:** Library Classification Types, Schemes – UDC, DDC, LCC, CC; Library cataloguing codes – CCC and AACR; Cataloguing and the Role of Technology; Types and Forms of Catalogues; Bibliographic standards – ISBD, ISO — 2709; Online Catalogue and MARC Database, USMARC, UNIMARC, CCF etc., Physical Catalogue to Online Public Access Catalogue.

**Recent Information and Communication Technology in Libraries:** Computer Peripherals and Hardware; Generations of Computer; Computer Architecture etc.; Communication Protocols/Standard, LAN, WAN, WiFi; Operating Systems, Programming Languages and DBMS; Library Automation Software; Digital Libraries; Barcode and RFID Technology; Search Engines, WWW, E-mail, Web 2.0; Library Networks – DELNET, NICNET etc.

**Management of Library Information Centre:** Human Resource Management; Library Organization and Structure; Personnel for Physical, Technical processing and Circulation systems; LAC; Library Collection development, Acquisition process of Books, Journals, etc.; Subscription of Magazine and E-Journals etc.; Planning for a Library Building, Library Finance and Budget; Physical maintenance, Stock verification etc.;

**General Topic:** Drafting of Note/Letters and other form of written communication in English.

**Level 3:**

    a)      Classification
    b)      Cataloguing
    c)      Book Retrieval from Shelves
    d)      Journals search from the database
    e)      Working with MS office & Library software.
    f)      Usage of plagiarism tools