



University of Kashmir

NAAC Accredited Grade A+
University Campus, Hazratbal, Srinagar 190006, Kashmir.

NOTIFICATION

It is notified for the information of all the candidates who had applied for the posts of **Junior Professional Assistant** advertised vide Advertisement Notice NO.07 dated 28-07-2023, that the selection criteria, scheme and syllabus, for the said post shall be as under. Further, the written test (OMR based) will be tentatively conducted in the 2nd week of October 2023.

Scheme & Selection Criteria

Short listing /Selection Criteria	Maximum Marks
1. Objective Type written test (OMR based)	80 Marks
2. Interview	20 Marks
Total Marks	100

The candidate(s) who qualify the written examination with minimum of 20 marks shall be listed in the order of merit and called for appearing in the interview in the ratio of 1:5 in each category of the advertised post.

Scheme for Objective-Type Written Test (OMR based)

Number of objective type questions	80
Number of objective type questions from each unit	16
Marks allotted to each correct answer	01
Negative marks	0.25 per wrong answer
Time allowed	90 minutes

No: F(NT-07)KU/23
Dated: 11-09-2023

Sd/-
Deputy Registrar
Recruitment

Jr. Prof. Assistant

Unit I Foundations of Library and Information Science

Library: Basic Concept; Historical Foundation of Libraries; Types of Libraries; Information & Knowledge Society; Information Communication Cycle (Channels & Barriers); Role of Libraries in the Contemporary Society; Five Laws of Library Science; Library Development in India; Library Legislation and its Development in India; Intellectual Property Rights; Librarianship and Professional Associations (National & International); Library Science Education in India; Resource Sharing & Library Networks (Global & Indian); Library Extension Activities

Unit II Knowledge Organization: Classification & Cataloguing (Theory & Practice)

Classification: Basic Concepts and Terminology; Historical Development; Classification & Universe of Knowledge; Schemes of Classification; Modes of Formation of Subjects; Notation and Construction of Class Numbers; Classification of Basic & Compound Subjects; Cataloguing: Basics; Types & Forms of Catalogues; Historical Development; Centralised and Cooperative Cataloguing; Union Catalogue; Cataloguing Formats and Standards; Cataloguing of Documents in Libraries; Subject Indexing and Emerging Trends; Indexing Languages; Indexing Types: Pre & Post Coordinate Indexing; Web Indexing; Vocabulary Control Tools; Subject Heading Lists; Recent Trends & Technological impact on Knowledge Organization

Unit III Management of Library and Information Centres/Organizations/Institutions

Principles and Practices of Management; Application of Principles of Management in Libraries and Information Centres; Management Schools of Thought and their Application on Libraries & Information Centres; Total Quality Management in Libraries; Library House Keeping Operations; Collection Development & Technical Processing in Libraries; Serial Control & Circulation; Stock Verification, Evaluation & Weeding; Infrastructural Planning in Libraries; Maintenance and Preservation in Libraries; Disaster Management Strategies in Libraries; Financial Management in Libraries; Sources of Finance and Resource Mobilisation in Libraries; Budgeting Techniques and Budget Preparation in Libraries; Cost Analysis in Libraries; Human Resource Management & Planning in Libraries (Human Selection, Recruitment, Training, Development, Performance Appraisal); Human Resource Development in Libraries; Service & Project Management in Libraries; Marketing of Library Products & Services

Unit IV Information Sources and Services

Information Sources: Basic Concepts; Documentary and Non-Documentary Sources; Online Information Sources; Evaluation of Information Sources; Reference Sources; Evaluation of Reference Sources; Literature Search & Academic/Research Databases; Information Services & Types; Reference & Referral Services; Types of Reference Services; Digital Reference Services; Document Delivery Services; Electronic Document Delivery Services; Indexing/Abstracting Services; Information Analysis, Consolidation and Repackaging; Information Use & User Studies; Reference Librarian: Role, Skills and Competencies; Virtual Reference & Information Networks; National & International Information Systems; Web Retrieval Tools and Basics of Web Searching; Translation Services

Unit V Information and Communication Technology Applications in Libraries and Information Centres

Information Technology: Foundation & Components; Computer: Genesis, Generations, Components & Functions; Hardware & Software; Operating Systems; Microsoft Office; Programming Languages: Basic Concept; Database Management Systems; Library Automation and Development; Library Automation: Planning

and Implementation; Integrated Library Management Software (ILMS); Digital Libraries; Digital Library Software