

**Indicative Syllabus for written test and selection criteria for recruitment to the post of
LIBRARY and INFORMATION ASSISTANT (SG-II) on Deputation , Pay level 8
(Advt. No. NITM.1/(2C-Estt)/MP/R-N/2022/903, dated 11th March 2025)**

Paper I	Paper II
Part—A: General Aptitude & Reasoning: The test will include questions on analogies, similarities and differences_ problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions. Part—B: General Knowledge: Questions in this component will be aimed at attesting the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to National Institute of Technology Manipur, North-Eastern States, India and other countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity and Scientific Research. Part—C: General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms. Antonyms, Sentence Completion, Phrases and Idiomatic use of words. Comprehension of Passages.	Library Information Science (Descriptive) Unit-I: Library Organization and Administration: - Library in society, concept and role, etc - Fundamentals of Library Planning - Types of Libraries - Laws of Library Science - Library Cooperation - Professional Organizations - Library housekeeping operations - Stock verification - Conservation and preservation of Library materials Unit-II: Information Sources and Services: - Sources of information - Repackaging of information - Reference and information services - Five laws and reference service Unit-III: Organization of Knowledge: Library classification - Definition, need and purpose - General theory of classification - Classification schemes. Library Cataloguing - Definition, need and purpose - Kinds of entries - Dictionary, Classified and Subject cataloguing - Centralized and cooperative cataloguing - Anglo American Cataloguing Rules-2 (AACR-2) - Classified catalogue code (CCC) Unit-IV: Information Technology: - Fundamentals of Information Technology - Internet and Networking - Library Automation - Digital Library - Electronic Resources and Access - Institutional Repository - Plagiarism - Social Media and its application in library services

Post Name: Library and Information Assistant (SG-II) (On Deputation) – Scheme of Examination, Selection criteria and Instructions		
Scheme of Examination	Selection Criteria	Instructions
Paper I Questions: 100 Marks: 100 Duration: 02 hours Paper II Marks: 100 Duration: 02 hours	a) Candidates fulfilling the minimum eligibility criteria will be considered provisionally eligible to appear for written tests. b) Paper I is qualifying in nature for evaluation of Paper II. c) Minimum qualifying mark for paper-I and paper-II is 50 marks. d) Final merit list is prepared based on the performance in Paper II. e) Success in the examination confers no right of appointment unless the Institute is satisfied after conducting enquiry that the candidate is suitable in all respects of appointment to the service/post.	• Paper I consists of multiple choice questions. • Paper II consists of two parts, part A and part B. Part A is having 50 multiple choice questions for 50 marks, and Part B is of the descriptive type of 50 marks. • For each incorrect answer, there will be negative marking of $\frac{1}{4}$ of the marks for multiple choice questions. • The unanswered questions will not attract negative marks. • Compensatory time for persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.