

Test Structure for Written and Practical tests

1. The Written Test (Library & Information Science) will consist of MCQ based questions.
2. The candidates will be required to pass the written test with at least 40% qualifying marks.
3. The test will be conducted in both English and Punjabi languages.
4. There will be no negative marking.
5. Qualifying marks of Practical test (Computer) will be 40%.

SYLLABUS for the post of General Assistant (Library) – on contract basis

WRITTEN TEST (LIBRARY & INFORMATION SCIENCE):

I- Library organisation and management

Libraries: Organisation, purpose and functions of Libraries; Laws of Library Science, Different types of Libraries. Different sections of the Library and their functions: Acquisition, Periodical, Technical, Reference, Circulation and Maintenance; Library Rules.

II- Reference service and document bibliography

Reference Service: Definition, need and purpose of Reference Service; Initiation of fresh reader; Kinds of Reference Service; and Reference and Information Sources, Definition, kinds and uses.

III- Organisation of library materials

Classification, Definition, need, purpose: Call Number; Book number and Collection number; Introduction to Dewey Decimal Classification. Cataloguing: Library Catalogue: Definition, need, purpose and functions; Physical forms of catalogues.

IV – Library automation and applications of computers in libraries

Basic Computer Skills: MS Windows: Desktop, My Computer, Files and folders using windows explorer; Control Panel, Searching Files and folders, MS-Word, MS-EXCEL, Internet: Basic Internet terms, Web Page, Website, Homepage, Browser, Email, URL, Basic knowledge of library automation.

PRACTICAL TEST (COMPUTER):

Unit 1: Introduction to Windows, Computers, File management and Internet

Introduction to Internet and Web: Definition of Web, Access to Internet, Wifi, etc. Introduction of URL and Hyperlinks. Web Browsers: Address bar, Search bar, back and forward button, scroll bars, tabs, navigation between the opened tabs. Searching an information on Internet: search engine and its working, Web Browsing: Create and organize favourites, Changing your home page, How to delete your browsing history and cookies, How to increase the security of your browser, Identify when you are on a secure website, How to view and use your history, Find feature.

Unit 2: Introduction to Word Processors

Introduction to Word Processors, Creating a Basic Documents: The Word, Environment, The Ribbon, etc., Get Help Using Word, Enter Text, Save a New Document, Preview a Document, Print a Document, Templates available in Word, Editing a Document: Navigate in a Document, Insert Text, Select Text, Move and Copy Text, Delete Blocks of Text, Undo Changes, Find and Replace Text, Formatting Text: Change Font and Size, Apply Font Styles and Effects. Change Text Color, Highlight Text, Copy Formats, Clear Formatting, Formatting Paragraphs: Set Tabs, Change Paragraph Alignment, Indent Paragraphs, Add Boarders and Shading, Apply Styles, Create Lists, Change Spacing Between Paragraphs and Lines.

Unit 3: Introduction to spreadsheets

Introduction to Spreadsheets, Create a simple spreadsheet: Moving Around a Worksheet, Selecting Cells, Columns, Rows and Ranges, The Zoom Features, Entering and Deleting Data, Using Undo and Redo, Autofill and Complete, Dragging and Dropping Cells, Insert and Delete Cells, Rows and Columns, Creating a New Workbook, Opening a Workbook, Saving a Workbook, Closing a Workbook, Printing Your Spreadsheet: Opening Print Preview, Using the Print Preview, Quick Printing, The Print Dialogue, Using Page Setup, Functions and Formulas: Basic Mathematical Operators, Working with Basic Formulas, Using formulas with Multiple Cell References, Relative and Absolute Cell References, Fixing Formula Errors, Displaying and Printing Formulas, What are Functions?, Finding the right function, Some Useful and simple Functions, Using Autosum feature.