KVS SYLLABUS

GENERAL PAPER

& LIBRARIAN

GENERAL DISCRIPTION

🔸 The written test is of 180 marks (180 objective type multiple choice questions).

🔸 Carrying 01 mark for each question.

🔸 The duration of written test will be 180 minutes.

Part	Section Name (Nature of Questions)	No. of items
Part-I: Proficiency in Languages (30 Marks)	A. **General English** (15 Marks) Reading comprehension, word power, Grammar & usage	15 questions
	B. **General Hindi** (15 Marks) पठन कौशल, शब्द सामर्थ्य, व्याकरण एवं प्रयुक्ति	15 questions
Part-II: General Awareness, Reasoning & Proficiency in Computers (50 Marks)	**General Knowledge & Current Affairs** (20 Marks)	20 questions
	Reasoning Ability (20 Marks)	20 questions
	Computer Literacy (10 Marks)	10 questions
Part III: Subject-specific Syllabus	**Subject-specific Syllab**us (100 Marks)	100 Question

Professional Competency Test:

The Professional Competency Test is of 60 marks (Demo Teaching -30 marks and Interview -30 Marks).

Note:

The weightage of Written Test and Professional Competency (Demo Teaching & Interview) will be in the ratio of 70:30. Final merit list will be based on the performance of the candidate in Written Test & Professional Competency Test taken together.

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GENERAL PART SYLLABUS

SUBJECT	DETAILED TOPICS
ENGLISH	Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Comprehension, Fill in the Blanks. Adverb, Error Correction, Sentence Rearrangement, Unseen Passages, Vocabulary, Antonyms, Synonyms, Grammar, Idioms & Phrases, etc.
HINDI	Antonyms, Vocabulary, Grammar, Synonyms, Translation of Sentences, Fill in the Blanks, Error Detection, Comprehension, Phrases/Muhavare, Plural Forms etc./भाषा, संज्ञा, सर्वनाम एवं सर्वनाम, विशेषण, क्रिया, अव्यय, वचन, लिंग, उपसर्ग एवं प्रत्यय, वाक्य निर्माण, पर्यायवाची, विपरीपार्थक, अनेकार्थक, समानार्थी शब्द, विराम चिन्हों की पहचान एवं उपयोग, मुहावरे एवं लोकोक्तियाँ, अलंकार, सन्धि, तत्सम, तद्भव, देशज एवं विदेशी शब्द, समास.
General Knowledge and Current Affairs	Important Days, Indian History, Books and Authors, Indian National Movement, Awards and Honors, Budget and Five Year Plans, General Polity, Current Affairs – National & International, Indian Economy, Capitals of India, International & National Organizations, Science – Inventions & Discoveries, Science & Technology, Sports,

	Abbreviations, Countries & Capitals.
Reasoning Ability	Arithmetic Number Series, Spatial Orientation, Observation, Figures Classification, Relationship concepts, Arithmetical Reasoning, Nonverbal series, Analogies, Discrimination, Visual Memory, Similarities and Differences, Spatial Visualization, Coding and Decoding etc.
Computer Literacy	Computer Basics, Using Paint Brush, More in Paint, About Desktop and Computer Peripherals, Word Processor, Formatting Word Document, Internet, Computer History, Word Processor, Exploring Windows, PowerPoint Presentation, etc.

SUBJECT SPECIFIC SYLLABUS: LIBRARY & INFORMATION SCIENCE

Part 1: Foundation of Library & Information Science

Unit 1: Library as a Social Institution
- Social & Historical foundations of Library.
- Different types of libraries- Academic, Public, Special –their distinguishing features and functions.
- Role of U.G.C. for development of Academic libraries.
- Role in Library of formal and informal education. Shivaji University, Kolhapur

Unit 2: Normative Principles of Lib. & Inf. Science
- Five Laws of Library Science.
- Implications of five laws in Lib. & Inf. Science
- Development of Libraries with special reference to India, Baroda Public Library system
- Library Co-operation Resource Sharing and Library Networking.

Unit 3: Laws relating to Libraries & Information
- Library legislation need and essential features.
- Library legislation in India.
- Maharashtra Public Library Act.
- Press and registration act & Delivery of Books act (Public Library).
- Copyright act, Intellectual Property rights.

Unit 4: Library and information Profession
- Attribution of profession.
- Librarianship as a profession.
- Professional ethics.
- Professional associations & their role.

- ↳ **National & International Library Associations- FID, IFLA, LA, ILA, ALA, IASLIC etc.**
- ↳ **Professional education & research.**

Unit 5: Promoters of Library & Information services

- ↳ **National level promoters- RRRLF.**
- ↳ **International level promoters- UNESCO**

Unit 6: Public relations & Extension activities

- ↳ **Definition**
- ↳ **Facets and programs.**
- ↳ **Publicity & extension, Outreach activities.**
- ↳ **Library path finders (Guides)**
- ↳ **Factors affecting Library development, Literacy, publishing, Book Trade.**

Part II: Knowledge Organization, Information Processing & Retrieval

Unit 1: Universe of Knowledge

- ↳ **Structure and attributes.**
- ↳ **Modes of formation of subjects.**
- ↳ **Different types of subjects.**
- ↳ **Universe of subjects as mapped in different schemes of classification.**

Unit 2: Bibliographic description

- ↳ **Catalogue purpose, Structure and types physical forms including OPAC filling rules.**
- ↳ **Normative Principles of cataloguing.**
- ↳ **Overview of principles and practice in document description.**
- ↳ **Current trends in Standardization, description and exchange.**
- ↳ **Standard codes of cataloguing.**

Unit 3: Methods of Knowledge Organization

- General theory of Library Classification.
- Normative principles of classification and their application.
- Species of Library Classification.
- Standard Schemes of Classifications and their features, CC, DDC, UDC.
- Notation: Need, Functions, Characteristics
- Design and development of schemes of Library Classification, Standard sub-division Index.
- Trends in Library Classification.

Unit 4: Subject Classification

- Principles of Subject Classification.
- Subject heading lists and their feature.

Part III: Information Technology: Basic

Unit 1: Information Technology

- Definition, Need, Scope and Objectives.

Unit 2: Computer Basic

- Introduction to Computers
- Overview of Historical Development of Computers.
- Generations of Computers, Classification of Computers.
- Essential Components of Computer system.

Unit 3: Computer Architecture-Organization of Computer

- Input and Output devices- Keyboard, Scanner, OCR, Printers, Monitor

Unit 4: Software

- Operating systems: Single & Multi User Systems, Basic features of MS-DOS, MS Windows, Linux,   UNIX, Windows NT etc.
- Programming Languages: Concepts and Tools
- Algorithm & Flowcharting.

Unit 5: Word Processors, Spread Sheet etc.

Unit 6: DBMS Package

- Familiarity with DBASE, FOXPRO, CDS/ISIS, SOUL, MS Access (Basic features)

Unit 7: Computer application to library & Information work

- Housekeeping operations

Unit 8: Communication Technology

- Communication Technology Basic Concepts
- Networking: Basic Concepts.
- Internet

Part IV: Management of Libraries & Information Centres/ Institutions

Unit 1: Management

- Concepts, definition and scope.
- Management styles and approaches.
- Management schools of thought.
- Functions and principles of Scientific Management.

Unit 2: Human Resource Management

- Organizational structure.
- Delegation, Communication and Participation.
- Job Description and Analysis, Job evaluation.
- Inter-personal relation.
- Recruitment procedures.
- Motivation, group Dynamics.
- Training and Development.
- Disciplines and Grievances.
- Performance Appraisal.

Unit 3: Financial Management

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- ↓ Resources Mobilization
- ↓ Budgeting Techniques and Methods PPBS, Zero Based Budgeting etc.
- ↓ Budgetary Control.
- ↓ Cost effectiveness and Cost Benefit analysis.
- ↓ Outsourcing.

Unit 4: Reporting
- ↓ Types of reports, Annual report-compilation, Contents and style.
- ↓ Library Statistics etc.

Unit 5: System Analysis and Design
- ↓ Library as a system
- ↓ Project Management PERT/COM
- ↓ Decision Tables.
- ↓ Performance evaluation standards, MIS.
- ↓ Performance Measurement, reengineering, Time and Motion Study
- ↓ SWOT (Strength Weakness Opportunities Threat)
- ↓ DFD (Data Flow Diagram)

Unit 6: Total Quality Management (TQM)
- ↓ Definition, Concept, Element
- ↓ Quality Audit, LIS related standards.
- ↓ Technology Management.

Unit 7: Library House Keeping Operations
- ↓ Different sections of Library & Information Center and their functions.
- ↓ Collection Development and Management Policies Procedures.
- ↓ Book Ordering (Acquisition)
- ↓ Technical Processing.
- ↓ Serials Control, Circulation Control, Maintenance etc.
- ↓ Stock Verification- Policies and Procedures.
- ↓ Evaluation and Weeding.
- ↓ Archiving-conservation-Preservation.

Restoration including Print, Non-Print and Electronic Materials.

Unit 8: Planning
- Concept, Definition, Need and Purpose, Types.
- Policies and Procedures, MBO
- Building and Space management in Libraries and Information Centers.
- Library Building, Interior & Exterior, Furniture, Equipment's, Standards & Types.
- Risk Management, Contingency Management.
- Planning of related Infrastructure, Library Standards.

Unit 9: Management of change
- Concept of change.
- Changes in Procedures, Methods, Tools and Techniques.
- Problems of Incorporating Change.
- Techniques of Managing Change.

Part V: Information Sources & Services

Unit 1: Reference and information sources
- Documentary Sources of Information, Print, Non-Print including Electronic: Special features, Scope, types
- Nature, Characteristic, Utility and evaluation of different types of Information sources: Physical formats, Authority, Content, Utility.
- Non-Documentary Information Sources.
- Reference Sources Categories, Primary, Secondary & Tertiary Information Sources.(Encyclopedia, Dictionary, Periodical, Thesis, Books, Year book, Patents, Trade literature, standards, Monographs, Reference Books, Year Books, Almanac, Atlas, Abstracting & Indexing periodicals, Bibliographies, Handbooks etc.)
- Internet as a Source of Information.

Unit 2: Reference Service
- Concept, Definition, Need, Scope and trends.

- ↓ Reference Interview and Search Techniques.

Unit 3: Information Services and Products
- ↓ Information services and Products.
- ↓ Information services concepts, Definition, Need and trends.
- ↓ Need, Techniques and Evaluation of Alerting services (CAS &SDI)
- ↓ Bibliographic, Referral, Document Delivery and Translation Services.

Unit 4: Information System and their Services
- ↓ Study of National, International and Commercial Information Systems and Services- Background,   their Services and Products.

Part VI: Library Users

Unit 1: Techniques of Library and Information Centers Survey.
- ↓ Proforma method.
- ↓ Interview method.
- ↓ Records analysis method.

Unit 2: Information users and their information Needs
- ↓ Categories of Information users.
- ↓ Information needs definition and models.
- ↓ Information seeking behavior.

Unit 3: User Education
- ↓ Goals and Objectives level, Techniques and Methods, Evaluation of Users Education Programmes.

Unit 4: User Studies
- ↓ Methods and techniques of User studies.
- ↓ Evaluation of User studies.

Unit 5: User Orientation Programmes

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Conventional and modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, PowerPoint Presentation, and Websites etc.

USEFUL LINKS

For more information click on this

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