

Syllabus for Test for Non-teaching Posts

Syllabus for Librarian:

LIBRARY ORGANISATION AND MANAGEMENT

1. Libraries: Organisation, purpose and functions of Libraries; Laws of Library Science, Different types of Libraries ; Library Movement in India after 1947; Library Cooperation.
2. Different sections of the Library and their functions : Acquisition, Periodical, Technical, Reference, Circulation and Maintenance; Library Rules. Elementary knowledge of computer application in libraries.

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.

Document Bibliography

Definition, need and purpose of document bibliography ; kinds of document bibliographies ; National Bibliography (I. N. B./ B. N. B.); Subject Bibliography; Trade Bibliography.

ORGANISATION OF LIBRARY MATERIALS

Classification (Theory)

Classification: Definition, need, purpose: Fundamental categories and Facet analysis: Notation; Call Number; Book number and Collection number; Introduction to Dewey Decimal Classification and Colon Classification, Schemes of Library Classification.

Cataloguing (Theory)

Library Catalogue : Definition, need, purpose and functions; Physical forms of catalogues, Types of Catalogues; Kinds of entries and their functions; Parts of entries; Subject headings and chain procedure; filing of entries.

LIBRARY CLASSIFICATION (PRACTICE)

Classification practice of simple titles by the Colon and Dewey Decimal Schemes of Library Classification as per editions of the Schemes prescribed below : (Titles having phase Relations and Classic Devices are omitted).

Colon Classification

Dewey Decimal Classification

LIBRARY CATALOGUING (PRACTICE)

Cataloguing practice of simple books by classified Catalogue Code (5th ed.).

Syllabus for Clerk:

Office Machines

Meaning and Relevance of Office Automation, Types of Machines used in Office with Special Emphasis on use of Computers in Office, Hardware and Software (MS-Office-MS Word, MS Excel, Types and use of Printers, Scanners, Copiers and other Appliances).

Fundamentals of Information Technology

1. Elements of Computer System: Computer Hardware and Software. Computer Organization.
2. CPU: Memory Input Devices, Output Devices, Storage Devices, and Communication Devices, Multimedia Devices
3. Introduction to operating system

Introduction to Internet

Concept of Internet, Use of Internet, Requirements of Internet, Internet Domain, Internet Server, establishing connectivity on the Internet, Types of Internet Providers, Constitute of Internet Protocol, Browsing the Internet Tools and Service of Internet, Procedure of opening e-mail account on internet and mail merging.

Formal Letters, Noting and Drafting.

Syllabus for Data Entry Operator:

Office Machines

Meaning and Relevance of Office Automation, Types of Machines used in Office with Special Emphasis on use of Computers in Office, Hardware and Software (MS-Office-MS Word, MS Excel, MS Power Point and MS Outlook), Types and use of Printers, Scanners, Copiers and other Appliances.

Fundamentals of Information Technology

1. Elements of Computer System: Computer Hardware and Software. Computer Organization.
2. CPU: Memory Input Devices, Output Devices, Storage Devices, and Communication Devices, Multimedia Devices
3. Introduction to operating system

Introduction to Internet

Concept of Internet, Use of Internet, Requirements of Internet, Internet Domain, Internet Server, establishing connectivity on the Internet, Types of Internet Providers, Constitute of Internet Protocol, Browsing the Internet Tools and Service of Internet, Procedure of opening e-mail account on internet and mail merging.

Syllabus for Senior Lab Attendant:

Science up to Matric Level (as per the Punjab School Education Board Syllabus)

Syllabus for Library Restorer:

Social Science upto matric level

Syllabus for Accountant:

Accounting: Meaning, Scope and Importance, Branches of Accounting, Accounting Concepts and Conventions, Capital, Revenue and deferred revenue expenditure – Capital and revenue receipts Double Entry System, Preparation of Journal, Subsidiary Books including Cash Book, Ledger, Trial Balance, Preparation of Final Accounts of Sole Traders Depreciation Accounting (including provision & reserves)

Cost Accounting: Introduction – Meaning of Cost, costing and Cost Accounting – Comparison between Financial Accounts and Cost Accounts, Cost concepts and Classification of Costs, Cost Unit– Cost Center –Elements of Cost – Preparation of cost sheet, Marginal Costing and its applications, Budgetary Control, Standard Costing

Management Accounting: Origin, Concept, nature and scope of Management Accounting. Distinction between management accounting and financial Accounting Nature, Importance and Limitations of financial statements. Tools of Financial Analysis; Ratio Analysis (Liquidity, Activity, Solvency and Profitability ratios). Trend Analysis common size financial statements and comparative financial statements. Funds Flows Analysis, Cash Flow Analysis, Price Level Accounting, Social Accounting, Human Resource Accounting (Concepts only).

Structure of Question Paper

SCHEME/STRUCTURE AND CONTENT OF TEST:

All questions in the test will be multiple choice questions. Each carrying one mark, with four alternatives out of which one answer will be correct. There shall be no negative marking.

Detailed scheme and structure for all three levels is as given here under:

There shall be only one paper in this category. All questions will be Multiple Choice

Questions (MCQs) each carrying one mark with four alternatives out of which one answer will be correct.

No. of MCQs–100; Duration of Examination: Two hours.

Structure and Content:

(i) General awareness/Intelligence and Reasoning Ability (Compulsory)	20 MCQs	20 Marks
(ii) Language I (Punjabi) (Compulsory)	20 MCQs	20 Marks
(iii) Language II (English) (Compulsory)	20 MCQs	20 Marks
(iv) Post Specific Test	40 MCQs	40 Marks

NATURE AND STANDARD OF QUESTIONS:

- The test items on General Intelligence and Reasoning Ability shall be both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, coding & decoding, etc.. Questions shall aim at testing the candidate's awareness of current events and environment around him/her, besides testing the knowledge of Everyday Science, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, Indian Constitution, etc.
- The test items for language I (Punjabi) will be designed to test the candidate's understanding, correct usage and knowledge of Punjabi Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions, Articles, etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.
- The Language II (English) will be designed to test the candidate's understanding, correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions, Articles, etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms, etc.

Note: 1) The difficulty level for the post of Librarian, Restorer and SLA will be +2.

2) The difficulty level for the post of Accountant, Data Entry Operator and Clerk will be Graduation.

- The test items in Post specific test will focus on the working knowledge which a candidate is supposed to have to render his/her duty efficiently.

NEGATIVE MARKING: There shall be no negative marking.