NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

OFFICE OF THE REGISTRAR

No:- NITS/Estt/Advt/Non-Teaching/01/26 Date: 06/11/2026

SCHEME AND SYLLABUS OF WRITTEN TEST FOR ASSISTANT LIBRARIAN

Name of the Post	**Assistant Librarian**
Scheme of Written Test	1. Objective-type test (MCQ) consisting of 60 questions. 2. Total Marks: 120 (each question carries 02 marks). 3. Syllabus: • General Aptitude : 20 questions • Domain Knowledge: 40 questions 4. Negative Marking: 0.5 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. 5. Duration of Written Test: 90 Minutes. 6. Date of Written Test & Personal Interview: 21.11.2026 (Saturday) 7. Venue: NIT Silchar.

Based on the marks obtained in the written test, the top 10 candidates, (may vary based on merit), will qualify to appear in the Personal Interview. Selection of the candidates will be done solely based on the performance in the Personal Interview and recommendation of the Selection Committee.

The online link for downloading the admit card will be made available soon in the institute website. Candidates can download and take a print of the admit card. He/she must carry a hard copy of the admit card to the venue along with a valid photo ID proof. No candidate will be allowed to appear for the tests without the admit card and valid photo identification proof. All candidates are asked to go through the instructions mentioned in the admit card. For any queries, candidates can sent an email to **staff_recruitment@nits.ac.in.**

BROAD SYLLABUS OF GENERAL APTITUDE FOR THE POST OF ASSISTANT LIBRARIAN

General Awareness: Includes questions relating to the Indian constitution, geography, economics, general policy, science & scientific research, national/ international organisations/ institutions, current events, environment etc., questions related to the NIT structure and statutes etc.

Reasoning: Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetic reasoning, verbal & figure classification, arithmetical number series etc.

Quantitative Aptitude: Includes questions relating to simplification, decimals, fractions, LCM, HCF, ratio & proportion, percentage, average, profit & loss, discount, simple & compound interest, mensuration, time & work, time & distance, tables & graphs, solving algebraic equations.

BROAD SYLLABUS OF DOMAIN KNOWLEDGE FOR THE POST OF ASSISTANT LIBRARIAN

Information & communication

Data, Information, Knowledge and Wisdom, Information Life Cycle - Generation, Collection, Storage and Dissemination, Role of Information in Planning, Management, Socio-economic, Cultural, Educational and Technological Development. Information and Society; IPR and legal issues-categories, conventions, Treaties, Laws, Plagiarism-concept and types, RTI; Information Technology Act.

Librarianship, History & Society

Historical development of Libraries; Committees and Commissions on libraries in India, Types of Libraries; Library Legislation and Library Acts, laws of Library science, Library and Information Science Profession- Professional Ethics. Professional Associations involved in the development of Library and Information Services -National/ International – UNESCO, IFLA, INIS, NISSAT, etc.;

Library and information science education in India, User studies, User education.

Information literacy –Areas, standards, Types and models

Library Management:

Management - Principles, Functions and Schools of thought. Library and Information Centers. Management - Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance and Stock Verification; Preservation and Conservation; Hazards and Control Measures of Library Materials. Human Resource Management. Financial Management in Libraries. Project Management - SWOT, PEST, PERT / CPM. Total Quality Management (TQM) - Six Sigma; Evaluation of Services of Libraries and Information Centers. Library Building, Green Library Building. Management Information System (MIS), MBO, Change Management, Disaster Management, Crisis Management. Knowledge Management. Marketing of Library Products and Services.

Knowledge Organization:

Knowledge Organisation - Classification – Theories, Cannons, and Principles; Simple Knowledge Organisation System (SKOS), Taxonomies, Folksonomy, Trends in Classification. Mapping of Subjects in Library Classification Schemes. Cataloguing. Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe.

Information Sources, Systems & Services:

Sources of Information - Primary, Secondary and Tertiary; Documentary and Non-Documentary. Reference Sources - Bibliographical, Biographical, Educational, Language and Geographical. Electronic Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups.

Community Information Services, Reference Service – Concept and Types; Referral Services, Alerting Services - CAS, SDI, Inter Library Loan and Document Delivery. Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo-Location, Reference

Enquiry. Web 2.0 and 3.0 - Library 2.0- Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian Collaborative Services- Social Networks, Academics Social Networks, Social Tagging, Social Bookmarking. Web – Scale Discovery Services, Library Co-operation Resource Sharing and Library Networking. National Information Systems and Networks: NISCAIR, DESIDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network, International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS). Library Resource Sharing and Library Consortia – National and International.

Note: The syllabus provides an indicative framework and covers only the broad topics. Candidates are expected to possess comprehensive and in-depth knowledge of the subject as a whole.

Sd/-

Registrar