

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH
(Office of the Registrar General at Jammu)**

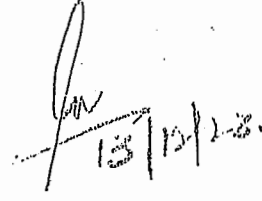
O R D E R

No. 1470 of 2023/RG/NG

Dated: 13-12-2023

In exercise of the powers conferred by Rule 6 of the Jammu and Kashmir High Court Staff (Conditions of Service) Rules, 1968, Hon'ble the Chief Justice has been pleased to approve the pattern and syllabus for written examination for filling up of the posts of Chief Librarian-Level-6F (40800-129200), Librarian- Level-6 (35400-112400), Librarian-Level-4 (25500-81100) and Library Assistant-Level-2 (19900-63200) as indicated in **Annexure A, B and C** to this order.

By Order.

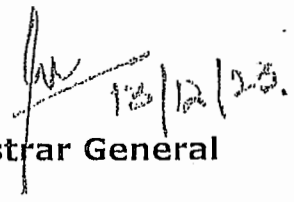

**(Shahzad Azeem)
Registrar General**

No.:55242-60/RG/NG

Dated: 13.12.2023

Copy to:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Jammu;
2. Joint Registrar/Secretary to Hon'ble Mr. Justice _____
_____ for information of their Lordships.
3. Registrar Judicial, High Court Wing, Jammu/Srinagar.
4. Registrar Rules, High Court of J&K and Ladakh, Jammu.
5. Registrar Computers (I.T), High Court of J&K and Ladakh, Jammu.
6. Director Finance, High Court Main Wing, Jammu.
.....for information.
7. Additional Registrar (Administration)/Deputy Registrar (Administration), High Court Main Wing, Jammu.
- ✓ 8. Central Project Coordinator, e-Court, High Court of J&K and Ladakh, Jammu, with the request to get the same uploaded on the official website of the High Court.
9. In-charge Library, High Court Wing, Jammu/Srinagar for keeping the record of the same.
10. Order file.


Registrar General

**Pattern and Syllabus for Written Examination/Viva-Voce for the
Post of Chief Librarian-Level-6F (40800-129200).**

Written Examination=80 Marks.

Viva-voce=20 Marks.

Time Duration=90 Minutes.

Annexure-A

Unit-1 (10 Marks)

Information, Information Science, Information Society, Knowledge Society
Information as a Resource/Commodity
Role of Information in Planning, Management, Socio-Economic Development
Technology Transfer
Intellectual Property Rights, Right to Information Act, IT Act
The Delivery of Books and Newspapers (Public Libraries) Act; and Plagiarism

Unit-II (10 Marks)

Types of Libraries-National, Public, Academic and Special
Historical Development of Libraries
Library and Information Policy at National Level
Role of UGC and RRLF in Growth and Development of Libraries in India

Unit-III (10 Marks)

Five Laws of Library Science
Library Resources Sharing and Networking
Library Movement and Library Legislation in India
Library Extension Services
Library and Information Science Profession
Library Association in India
Library Association Organization at International Level

Unit-IV (10 Marks)

Sources of Information-Primary, Secondary, and Non-Documentary Reference
Sources-Print and Online
E-resources (e-books, e-journals, database, website, portals, etc) Reference and
Information Service (Traditional and Online)

Unit-V (10 Marks)

Knowledge Organization-Classification(DOC) and Cataloguing (AACR-2)
Knowledge Management
Index and Indexing
Vocabulary Control-Thesaurus, lists of Subject Headings Database

Unit-VI (10 Marks)

Impact of ICT on Libraries
ICT application to Libraries
Digital Libraries Vs Virtual Libraries
Library Automation, Networking, Digitization and Telecommunication



Unit-VII

(10 Marks)

Library Management and its Administration

Collection Development-Acquisition, Organization and Maintenance, etc.

Human Resource Management, Financial Management

Library Building and other infrastructure

Marketing of Information Products and Services

TQM, Performance Evaluation of Libraries and its Services

Unit-VIII

(10 Marks)

Research Methods in Libraries, Research Design, etc.

User studies, User Education

Library Metrics

S. Suba

①

Pattern and Syllabus for Written Examination for the Post of Librarian-Level-6 (35400-112400) and Level-4- (25500-81100)

Written Examination=100 Marks.

Time Duration= 2 Hours

Annexure-B

Unit-1 20 Marks.

- (i) Types of Libraries and their Features
- (ii) Role of Libraries in contemporary Society
- (iii) Five Laws of Library Sciences
- (iv) Library Legislations in India
- (v) Digital Library
- (vi) Intellectual Property Rights (IPR)
- (vii) National and International Library Associations: ILA, IASLIC, IATLIS, IFLA, FID ALA, ASLIB etc
- (viii) National and intercalation Agencies: UNESCO, OCLC, PRRLF, UGC, INFLIBNET, DELNET etc
- (ix) Information Centres, DRTC, ISI, INSDOC (NISCAIR), NASSDOC, DESIDOC, SENDOC, etc

Unit-II 20 Marks.

- (i) Basic Terminology: call Number, Class Number, Book Number, Isolates
- (ii) Classification; concept & purpose.
- (iii) Types and characteristics of classification scheme.
- (iv) ISBD, ISBN, ISSN; classification schemes.
- (v) Features of DDC, UDC, and CC
- (vi) Five Fundamental Categories
- (vii) Notation: Definition and Purpose
- (viii) Library Catalogue; Definition and purpose
- (ix) Canons of Classification and Cataloguing

Unit-III 15 Marks.

- (i) Principles of Book Selection
- (ii) Selection Tool; Print and Non-Print Materials
- (iii) Processing of Documents; Accessioning, Classification, Cataloguing, labeling and shelving
- (iv) Difference between catalogue, Accession Register, bibliography and Shelf list.
- (v) Serials/ Journals; Selection and procurement
- (vi) Book Transaction System: Traditional and Modern
- (vii) Stock verification of Books; Methods and Tools
- (viii) Weeding Process



Unit-IV

15 Marks.

- (i) Information sources: Definition, types and importance;
- (ii) Information sources- Primary, Secondary and Tertiary.
- (iii) Information Services: Definition and need of reference, documentation and information services.
- (iv) Types of Dictionaries, Encyclopaedias
- (v) Geographical and Biographical Sources
- (vi) Indexing and Abstracting Sources
- (vii) Types of Bibliographies
- (viii) Bibliographies Sources

Unit-V

15 Marks.

- (i) Types of Reference service, Ready reference service, Long Rang Reference Service
- (ii) Reference Librarian: Role Skills and Competences
- (iii) User Education/ Information Literacy Skills
- (iv) CAS/SDI
- (v) International Information System; INIS, AGRIS, MEDLARS/MEDLINE, INSPEC
- (vi) Information Seeking Pattern

Unit-VI

15 Marks

- (i) Study of Computer including concept of Hardware.
- (ii) Library Automation Need and Purpose.
- (iii) Need for computer applications, Areas of computer applications. Automation in library Management. Software Packages for Library Management-Essential features
- (iv) Computer and its Units, Computer and its classification.
- (v) Study of Various operating systems.
- (vi) General-purpose application software: Word Processing such as MS-office, lotus.
- (vii) Special Purpose application software: CDS/ISIS.
- (viii) Library Networking: Needs & Purpose.
- (ix) OPAC AND Web-OPAC.



Pattern and Syllabus for Written Examination for the Post of Library Assistant-Level-2 (19900-63200)

Written Examination=100 Marks.

Time Duration= 2 Hours

Annexure-C

Unit-I 20 Marks.

- (i) Tenses
- (ii) Rearranging of jumbled sentences.
- (iii) Narration
- (iv) Models
- (v) Articles
- (vi) Comprehension with blanks to be filled in with
 - i. Phrases
 - ii. Pronouns
 - iii. Homonyms / homophones.
- (vii) Clauses
- (viii) Synonyms and antonyms
- (ix) Pairs of words and their use in meaningful sentences.
- (x) Idioms and phrases.
- (xi) Uses of Prepositions.
- (xii) Active & Passive Voice

Unit-II 20 Marks.

- (i) Types of Libraries and their Features
- (ii) Role of Libraries in contemporary Society
- (iii) Five Laws of Library Sciences
Library legislations in India
- (iv) Digital Library
- (v) Intellectual Property Rights (IPR)
- (vi) National and International Library Associations: ILA, IASLIC, IATLIS, IFLA, FID ALA, ASLIB etc.
- (vii) National and International Agencies: UNESCO, OCLC, PRRLF, UGC, INFLIBNET, DELNET etc
- (viii) Information Centres, DRTC, ISI, INSDOC (NISCAIR), NASSDOC, DESIDOC, SENDOC etc.

Unit-III 15 Marks

- (i) Basic Terminology: Call Number, Class Number, Book Number, Isolates.
- (ii) Classification; concept & purpose.
- (iii) Types and characteristics of classification scheme.
- (iv) ISBD, ISBN, ISSN; classification schemes.
- (v) Features of DDC, UDC, and CC
- (vi) Five Fundamental Categories

- (vii) Notation: Definition and Purpose
- (viii) Library Catalogue; Definition and purpose
- (ix) Cannons of Classification and Cataloguing

Unit-IV

15 Marks

- (i) Principles of Book Selection
- (ii) Selection Tool; Print and Non-Print Materials
- (iii) Processing of Documents; Accessioning, Classification, Cataloguing, labelling and shelving
- (iv) Difference between catalogue, Accession Register, bibliography and Shelf list.
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- (i) Information sources: Definition, types and importance;
- (ii) Information sources- Primary, Secondary and Tertiary.
- (iii) Information Services: Definition and need of reference, documentation and information services.
- (iv) Types of Dictionaries, Encyclopaedias
- (v) Geographical and Biographical Sources
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- (vii) Types of Bibliographies
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Unit-VI

15 Marks.

- (i) Types of Reference service, Ready reference service, Long Rang Reference
- (ii) Reference Librarian: Role Skills and Competences
- (iii) User Education/ Information Literacy Skills
- (iv) CAS/SDI
- (v) International Information System; INIS, AGRIS, MEDLARS/MEDLINE, INSPEC
- (vi) Information Seeking Pattern.

