



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

Following instruction are given w.r.t. conduct of the test for the post of Information cum Office cum Library Manager:-

1. One set will have 4 versions as in the board exams where questions are jumbled up to create different question papers reducing the scope for copying etc.
2. The question paper will consist of 300 multiple-choice questions (MCQs).
3. All MCQs shall have four choices to answer.
4. Each question shall carry one mark and in case of wrong answer there shall be deduction of 1/4 or 0.25 marks against each case.
5. 3 hours or 180 minutes shall be given to answer 300 MCQs
6. Each MCQ shall carry equal marks i.e. 1 against each.

Syllabus

A) 150 MCQs shall be based on following topics/issues/affairs:

1. Internet, Email and Social Networking
2. General Intelligence
3. General Ability
4. General Knowledge
5. Current Affairs
6. MS Office
7. Sarva Shiksha Abhiyan
8. Rashtriya Madhyamik Shiksha Abhiyan
9. Right to Information Act
10. Right to Education Act
11. National Movement
12. Indian Culture & History]
13. Indian Constitution
14. Indian Education System
15. Famous Books (Ancient, Medieval and Modern) of Indian writers

B) Fifty (50) MCQs will be from following topics:-

1. E-file Management, Traditional File Management, Paper under Consideration (PUC) & How to use Printer



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

2. Verbal and Non-verbal Communication.
3. Data Interpretation, Chart Preparation on MS Excel, Word and Power Point, Data Collection, Data Compilation and Data release.
4. Various kind of official Letters.
5. Office hierarchy and its importance.
6. Arithmetic of class Xth Level.
7. Historic, Geographic & Administrative knowledge about Haryana.
8. Information Education and Communication (IEC) and its importance in Government Offices.
9. Reasoning and Phrase Analysis
10. Role of Information Technology in Office Management.

C) Manager (Fifty (50) MCQs will be from following topics)

1. **Data Base Management Systems:** ER Diagram, data models- Relational and Object Oriented databases.
2. **Data Base Design:** Conceptual data base design, Normalization Primitive and Composite data types, concept of physical and logical databases, data abstraction and data independence, data aggregation and Relational Algebra.
3. **Application Development using SQL:** Host Language interface, embedded SQL programming, Stored procedures and triggers and views, Constraints assertions.
4. **Internal of RDBMS:** Physical data organization in sequential, indexed random and hashed files. Inverted and multi list structures, B trees, B+ trees, Query Optimization, Join algorithm. Transaction Processing, concurrency control and recovery management. Transaction model properties and state serialisability. Lock base protocols, two phase locking. Different server multi user, multiprocessor operating systems and requirement for client interfaces in distributed application environments.
5. **Data Communication and Computer Networks:** Computer Network Architecture, Circuit switching, Packet and Message Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms. Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees. TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention. Transport layer and TCP/IP. Network Management and Interoperability.



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

6. **System concept:** Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study, prototyping, role of system analyst.
7. System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables. IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object oriented Design Concepts and methods. Software Life Cycle, Software Engineering paradigms.
8. **System analysis:** Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.
9. **System Design:** design fundamentals, Modular Design, Data and procedural design, object oriented design.
10. **System Development:** Code documentation, Program design paradigms, Efficiency Consideration. Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.

D) Librarian (Fifty (50) MCQs will be from following topics)

1. **Library as a Social Institution and Normative Principles :**
 - a. Social and historical foundations of library. Different types of libraries :
 - b. Their distinguishing features and functions. Role of library in formal and informal education. Library Philosophy : Five Laws of Library Science & their implications.
2. **Library Development & Library Legislation :**
 - a. Development of libraries with special reference to India. Library legislation : Need and essential features. Library legislation in India with special reference to features of all the Acts (Descriptive study to be excluded). Press and Registration Act and Delivery of Books (Public Libraries) Act . Copyright Act.
3. **Resource Sharing and Library & Information Profession :**
 - a. Resource sharing and library networking. Attribution of profession. Librarianship as a profession. Professional ethics. Professional associations and their role. National and International library associations (ILA, IASLIC, IATLIS and IFLA). Professional education and research .
4. **Library Promoters, Public Relations and Extension Activities :**



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

- a. National level promoters – RRRLF. International level promoters – UNESCO. Public Relations : Definition, Facets and Programmes . Publicity, extension and outreach activities. Library Guides. Consultancy including promotional Web tools.

5. Concept of Classification :

- a. Knowledge Organisation. Classification as a base of organization of knowledge and information retrieval in libraries. General theory of library classification (Bliss, Sayers and Ranganathan). Development of schemes of library classification. Normative principles of classification and their application.

6. Universe of Knowledge :

- a. Development of Subjects : Structure and Attributes. Modes of Formation of Subjects, Methodology of Designing Classification schemes. Standard schemes of classification and their features: CC, DDC, UDC.

7. Methods of Knowledge Organisation :

- a. Species of Library Classification. Notation: Need, Purpose and Qualities. Postulates, Fundamental Categories and Facet Analysis, Common Isolates, Devices. Concept of Call Number : Class Number, BookNumber and Collection Number.

8. Role of Major Organizations :

- a. Documentation Training and Research Centre (DRTC). Classification Research Group (CRG), International Society for Knowledge Organization (ISKO). Trends in library classification. Role of Computers.