

GOVERNMENT OF JAMMU AND KASHMIR,
SERVICES SELECTION BOARD,
Zum Zum Hotel, Rambagh, Srinagar

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(www.jkssb.nic.in)

NOTICE

It is notified for the information of the candidates, who have applied for the post of (e.g Jr Librarian / Library Assistant / Film Librarian / Cataloguer etc) for which the Board is going to conduct the Objective Type Written Test during the Month of September 2015 for which the syllabus is appended to this notice at Annexure "A".

<i>Item No.</i>	<i>Adv.N.No.</i>	<i>Name of the Department</i>	<i>Name of the post</i>	<i>Cadre</i>
909	01 of 2011	School Education	Jr Librarian	Reasi
874	01 of 2011	School Education	Jr Librarian	Kishtwar
810	01 of 2011	School Education	Jr Librarian	Rajouri
740	01 of 2011	School Education	Jr Librarian	Samba
831	01 of 2011	School Education Department	Jr Librarian	Udhampur
723	01 of 2011	School Education	Library Assistant	Jammu
722	01 of 2011	School Education	Jr Librarian	Jammu
315	01 of 2011	Higher Education	Library Assistant	Div Kashmir
161	02 of 2011	Hr. Education	Junior Librarian	Div. Jmu
254	04 of 2013	information Department	Film Librarian	State
741	01 of 2011	School Education	Library Assistant	Samba
788	01 of 2011	School Education	Library Assistant	Poonch
832	01 of 2011	School Education	Library Assistant	Udhampur
811	01 of 2011	School Education	Library Assistant	Rajouri
006	01 of 2014	Law Department	Library Assistant	State
005	01 of 2014	Law Department	Librarian	State
233	09 of 2010	Toursim	Cataloguer	Div Jammu
140	02 of 2014	Animal/Sheep Husbandary Department	Librarian	Div. Kmr
895	01 of 2011	School Education	Library Assistant	Ramban
234	09 of 2010	Toursim	Librarian	Div Jammu
235	09 of 2010	Toursim	Jr Librarian	Div Jammu

(S.A Raina), KAS,
Secretary,
J&K Services Selection Board,
Srinagar.

No. SSB/ /Sel/Secy/2015/8517-27

Dated: 26-08-2015.

Copy to the:-

1. Principal Secretary to Hon'ble Chief Minister J&K.
2. Principal Secretary to the Hon'ble Governor, J & K State.
3. Director Information, J&K Government Srinagar with the request to publish the above notification in at least three leading local newspaper of Jammu/Srinagar on three consecutive dates

4. Director, Radio Kashmir, Kashmir. He is requested to kindly broadcast the above said notification appropriately.
5. Director, Doordarshan Kashmir. He is requested to kindly telecast the above said notification appropriately.
6. Deputy, Secretary, JKSSB, Jammu.
7. Sr. Law Officer, J&K S.S.B., Srinagar/ Jammu
8. Administrative Officer, Service Selection Board, Jammu/Srinagar.
9. Private Secretary to Chairperson.
10. Incharge Website, SSB. He shall upload the notice on the official website of the Board.
11. Record File.



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Annexure “A”

Sub: Syllabus for written test (Objective Type) for the above said posts.

Marks:150
Time:-2.30 hours

Unit-I Marks 25

- Types of Libraries and their Features
- Role of Libraries in contemporary Society
- Five Laws of Library Sciences
- Library legislation in different states of India
- Intellectual Property Rights(IPR)
- National and International Library Associations: I LA, IASLIC, IATLIS, SIS IFLA, FID ALA, ASLIB, SLA etc
- National and intercalation Agencies : UNESCO, OCLC, PRRLF, UGC, INFLIBNET, DELNET ,etc
- Information Centres, DRTC, ISI, INSDOC(NISCAIR),NASSDOC, DESIDOC, SENDOC, etc

Unit-II Marks 25

- Basic Terminology: call Number, Class Number, Book Number, Isolates
- Classification; concept, purpose and species
- Features of DDC, UDC, and CC
- Five Fundamental Categories
- Notation: Definition and Purpose
- Library Catalogue; Definition and purpose
- OPAC AND WebOPAC
- Cannons of Classification and Cataloguing

Unit-III Marks 25

- Principles of Book Selection
- Selection Tool; Print and Non-Print Materials
- Processing of Documents; Accessioning, Classification, Cataloguing labeling and shelving
- Serials/ Journals; Selection and procurement
- Book Transaction System: Traditional and Modern
- Stock verification of Books; Methods and Tools

- Weeding Process

Unit - IV

Marks 25

- Information Sources: Print and No- Print ; Primary, Secondary and Tertiary Sources
- Types of Dictionaries, Encyclopedias
- Geographical and Biographical Sources
- Indexing and Abstracting Sources
- Types of Bibliographies
- Bibliographies Sources

Unit - V

Marks 25

- Types of Reference service ,Ready reference service, Long Rang Reference Service
- Reference Librarian: Role Skills and Competences
- User Education/ Information Literacy Skills
- CAS/SDI
- International Information System;
I N I S,AGRI S,MEDLARS/MEDLINE,I NSPEC
- Information Seeking Pattern

Unit - VI

Marks 25

- Computer Genesis
- Computer Generations
- Primary and Secondary Memory; Storage Devices
- Operating System: MS DOS, Windows, Linux
- Programming; Algorithm, Flowcharts, Languages
- MS-WORD , MS-Excel -Ms-Power point, DBMS,CDS/I S I S, W I N I S I S

(S.A Raina), KAS,
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