NOTICE

It is notified for the information of the candidates, who have applied for the posts of <u>PHOTO LIBRARIAN (Information Deptt.), advertised vide advertisement notification No. 09 of 2010 dated 30-12-2010, item no. 229, Division cadre Jammu-</u> that the Board is going to conduct the Objective Type Written Test for the aforesaid posts in near future.

In this connection a SYLLABUS issued earlier (vide this office no. No. SSB/ /Sel/Secy/2015/8517-27 Dated: 26 -08-2015) pertaining to similar posts is applied to the posts mentioned above also.

The related SYALLBUS is appended to this notice at Annexure "A" for information and reference of these candidates.

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

No. SSB/ /Sel/Secy/2016/15112-127   Dated: 30 -05-2016.

Copy to the:-
1. Principal Secretary to the Hon'ble Chief Minister J&K.
2. Principal Secretary to the Hon'ble Governor, J & K State.
3. Divisional Commissioner, Jammu/ Kashmir for information.
4. Commissioner/Secretary, GAD for information.
5. Financial Commissioner, Revenue, J&K Govt., Srinagar.
6. Financial Commissioner, Industries and Commerce, J&K Govt., Srinagar.
7. Director General, Information, J&K Government Srinagar with the request to publish the said notification in at least three leading local newspaper of Jammu/Srinagar on three consecutive dates.
8. Director, Radio Kashmir, Srinagar. He is requested to kindly broadcast the above said notification appropriately.
9. Director, Doordarshan Srinagar. He is requested to kindly telecast the above said notification appropriately.
10. Administrative Officer, J&K Services Selection Board, Jammu /Srinagar.
11. Sr. Law Officer, J&K S.S.B, Srinagar.
12. Principal Pvt. Secretary to Chief Secretary J&K Government, Srinagar.
13. Pvt Secretary to Chairperson SSB, for information of the Ld. Chairperson.
14. Incharge Website for uploading of the Notice on the official website of the Board.
15. Notice Board.
16. I/c Grievance cell

Government of Jammu and Kashmir
J&K Services Selection Board
(www.jkssb.nic.in)

Annexure "A"

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

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: ILA,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–II   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

<u>Unit–IV</u>   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

<u>Unit–V</u>   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; INIS,AGRIS,MEDLARS/MEDLINE,INSPEC
- Information Seeking Pattern

<u>Unit–VI</u>   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/ISIS,   WINISIS

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