

Assistant (Library) Pay Level - 5 (GP: 2800)

Tentative date of written exam: 2nd/ 3rd week of November 2025

The syllabus (domain based) of written exam (MCQ / skill based descriptive) for promotion on the post of Assistant (Library) will be as follows:

1.	ICT in Library and Information Science; Library Automation – standards, evaluation, software's etc. (Koha, Libsys, SOUL etc.); Digitization, planning selection, process issues, Institutional Repository Software (Dspace); Library management - Tools, Principles, Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance and Stock Verification, Preservation and Conservation; Library Classification – Theories, Canons, Principles, library classification schemes – DDC, UDC and CC; Cataloguing – Canons, principles, library catalogue codes CCC and AACR – 2; Standards of Bibliographic Record Formats – ISBD, CCF, RDA, MARC 21; Metadata Standards – Dublin Core, MARC 21 etc. Laws of Library Science; National Information Systems and Networks – NISCAIR, DESIDOC, INFLIBNET, DELNET, NKN etc.; Library Consortia in India – UGC-INFONET, e-ShodhSindhu, N-LIST, INDEST-AICTE etc.; Intellectual Property Rights (IPR); Information Sources, Databases and Information Services.
2.	Basic Knowledge of GFR, CCS (Leave) Rules, Office Procedure, Record Management, SPAs Statutes & Act, Academic Ordinances of SPAB.

For further updates, please keep visiting the Institute website regularly.