



All India Institute of Medical Sciences, Jodhpur

Indicative Syllabus for the Examination for the Post of Librarian Grade I (Documentalist)

(Syllabus is only indicative. The questions can assess any aspect of knowledge, aptitude, attitude and practical skills, which is expected from a trained person to work efficiently at the advertised post)

Section A

40% Questions covering the following topics:-

General Intelligence & Reasoning: It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Quantitative Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

Computer Knowledge: Candidates' understanding of the Basics of Computer Knowledge, its parts, functions, emails, MS office, etc.

Section B

60% Questions to be based on librarian responsibilities and duties from the following topics:-

- Foundations of Library & Information Science
- Library Organization
- Reference Service
- Information retrieval
- Knowledge Organisation
- Document Description
- Library & Information Technology
- Library Systems
- Library Management
- Reference Sources
- Documentation Technique
- Management of Libraries & Information Centers / Institutions
- Library and Information Centres:
 - Concept and Role in Society;
 - Types of Libraries and information Centres:
 - Public, Academic, Special and National;
 - Modern Library: Automated, Digital and Virtual;



- Five Laws of Library Science; Overview of Information Sources; Types of Information Source; Reference Sources; E-Resources;
- Organization of Library Material: Concept, Need and Purpose;
- Processing of Library Material: Classification and Cataloguing Arrangement and Maintenance of Library Material; Library and Information Services for the Users; Traditional Library Services: Responsive and Anticipatory Modern Library Services; Library System and Management;
- Library Staff; Library Users; Librarianship as a Career;
- Information Retrieval Concept of Scope Information Retrieval Tools: Catalogue, Index, Subject Heading Lists;
- Search Techniques: Basic and Advanced; Web Based Search.

