

IIITDM Kancheepuram - Recruitment of Non-Teaching Posts

(Advt.No.IIITDMK/R/3/2019 Dated: 19th June, 2019)

List of Shortlisted Candidates for screening test and Schedule of exams for the post of Junior Technician (LIBRARY)

Qualification and experience	Degree from recognized university with Diploma in library science. or 3 year degree in Library science.
Desirable	Post qualification experience /Exposure in Library operation of Educational Institutions; Exposure in RFID/ Computerized Management System.
Additional Scrutiny criteria	55% throughout academic career

Application Numbers of Shortlisted Candidates			
1903JTL0003	1903JTL0047	1903JTL0082	1903JTL0114
1903JTL0010	1903JTL0052	1903JTL0089	1903JTL0117
1903JTL0022	1903JTL0053	1903JTL0090	1903JTL0118
1903JTL0027	1903JTL0055	1903JTL0095	1903JTL0123
1903JTL0029	1903JTL0058	1903JTL0096	1903JTL0124
1903JTL0033	1903JTL0060	1903JTL0097	1903JTL0127
1903JTL0034	1903JTL0062	1903JTL0101	1903JTL0128
1903JTL0038	1903JTL0068	1903JTL0102	1903JTL0129
1903JTL0040	1903JTL0071	1903JTL0106	1903JTL0131
1903JTL0042	1903JTL0076	1903JTL0110	1903JTL0133
1903JTL0045	1903JTL0078	1903JTL0112	1903JTL0135
1903JTL0137			

Schedule:

Level 1 exam :	15.12.19 (Sunday) - 10:00 AM	(Reporting Time: 08: 30 AM)
Level 2 exam :	16.12.19 (Monday) - 10:00 AM	<i>Only for candidates qualified in Level 1 exam</i>
Level 3 exam :	16.12.19 (Monday) - 02:00 PM	

Note:

All the shortlisted candidates are required to bring original mark sheets (SSLC onwards), degree certificates, experience certificates and valid community certificate (SC/ST/OBC/EWS) at the time of reporting. Employees serving in Govt. Organizations /autonomous bodies are to submit No Objection Certificate from the present employer. Only the Candidates satisfying the requirement will be permitted to attend the written Test.

Scheme of Examination

I. Levels of Exams:

Level 1:

All the shortlisted candidates shall write screening test carrying maximum of 100 Marks (Objective type).
Maximum duration of exam: 2 hours

Level 2:

It is the subject knowledge test designed to test the candidate's knowledge in the concerned subject of specialization. The questions will be objective/descriptive type carrying maximum of 100 marks.

Maximum duration of exam: 1 hour 30 minutes

Level 3:

It is the trade test to assess the practical knowledge of the candidate in the concerned subject carrying maximum of 100 marks.

Maximum duration of exam: 1 hour 30 minutes

** The standard of questions for the tests will generally be in conformity with education standard prescribed for the post.*

II. Weightage of exams:

Level 1:

Candidates securing the minimum qualifying marks shall be shortlisted for further evaluation process scheduled on the next day. In case of SC/ST candidates, the minimum qualifying marks is relaxable at the discretion of the competent authority. The marks secured in the screening test shall not be taken into account for preparation of final selection list.

Level 2 & Level 3:

Level 2 and Level 3 are of qualifying nature and merit list will be prepared based on the following allocation of weightage.

Level 2 : 60% and Level 3: 40%

*** In case of tie, suitable criteria decided by duly constituted committee will be followed.*

Note:

Success in the examination confers no right of appointment unless the candidate fulfills all requirements of the institute.

Syllabus of Examination

Level 1:

Verbal Reasoning & Aptitude, General English, General Knowledge, Current affairs

Level 2:

Library, Information and Society: Five laws of Library Science; Types of Information Institutions; Library Associations; History, Library movement and library legislations in India; Library Information Networks and Constortia: National and International; Organizations and Institutions involved in the development of information services – UNESCO, RRRLF, INIS, NISCAIR, IFLA etc.

Information Sources and Services: Concept and Need for Information; Categorization of information sources – Primary, Secondary, Tertiary, Digital documents; Bibliography and Reference sources; Types of Information services – Reference Services, Literature search and Database Services; Abstracting and Indexing services; Computer based Information services – CAS, SDI etc.

Knowledge organization and Managing Information: Library Classification Types, Schemes – UDC, DDC, LCC, CC; Library cataloguing codes – CCC and AACR; Cataloguing and the Role of Technology; Types and Forms of Catalogues; Bibliographic standards – ISBD, ISO – 2709; Online Catalogue and MARC Database, USMARC, UNIMARC, CCF etc., Physical Catalogue to Online Public Access Catalogue.

Recent Information and Communication Technology in Libraries: Computer Peripherals and Hardware; Generations of Computer; Computer Architecture etc.; Communication Protocols/Standard, LAN, WAN, WiFi; Operating Systems, Programming Languages and DBMS; Library Automation Software; Digital Libraries; Barcode and RFID Technology; Search Engines, WWW, E-mail, Web 2.0; Library Networks – DELNET, NICNET etc.

Management of Library Information centre: Human Resource Management; Library Organization and Structure; Personnel for Physical, Technical processing and Circulation systems; LAC; Library Collection development, Acquisition process of Books, Journals, etc.; Subscription of Magazine and E-Journals etc.; Planning for a Library Building, Library Finance and Budget; Physical maintenance, Stock verification etc.;

General Topic: Drafting of Note/Letters and other form of written communication in English.

Level 3 :

- Classification
- Cataloguing
- Book Retrieval from Shelves
- Journals search from the database
- Working with MS office, etc.