



पूर्वाञ्चल विश्वविद्यालय
सेवा आयोग
गोठगाउँ, मोरङ

खुल्ला प्रतियोगिता लिखित परीक्षाको पाठ्यक्रम

मुख्य सहायकस्तर
मुख्य सहायक (पुस्तकालय)
प्रथम पत्र (वस्तुगत)

पूर्णाङ्क: १×१००=१००
समय: ३:०० घण्टा

१. नेपालको भूगोल
२. नेपालको इतिहास, संस्कृति तथा सामाजिक व्यवस्था
३. क्षेत्रीय तथा अन्तर्राष्ट्रिय संघ संस्थाहरू
४. नेपालको संवैधानिक निकायहरू
५. नेपालको आर्थिक तथा राजनैतिक नवीनतम घटनाक्रमहरू
६. पूर्वाञ्चल विश्वविद्यालयको ऐन तथा नियमावलीहरू
७. कर्मचारी प्रशासन, शैक्षिक प्रशासन तथा अन्य प्रशासन सम्बन्धी ज्ञान
८. कार्यालय व्यवस्थापन, सार्वजनिक खरिद ऐन, लेखा जिन्सी सम्बन्धी ज्ञान
९. नेपालको शैक्षिक इतिहास
१०. नेपालमा विश्वविद्यालयहरूको स्थापना तथा विश्वविद्यालय अनुदान आयोग (UGC) सम्बन्धी ज्ञान

मुख्य सहायकस्तर
मुख्य सहायक (पुस्तकालय)
द्वितीय पत्र (विषयगत)

पूर्णाङ्क: १००
समय: ३:०० घण्टा

1. Information:

- Introduction, sources, characteristics, value and usefulness
- Development of writing and printing,
- books and its components,
- e-publications
- Data ,Information & Knowledge
- Primary, Secondary and Tertiary sources
- Books in print ,Publishers catalogue ,Websites. exhibitions , Reference books , Union catalogue , Book reviews

2. Development of libraries:

- a. Concepts of a modern library
- b. Role, types & functions of a library

3. Library and Information Science (LIS):

- Need, Objectives , Usefulness of LIS education
- Explanations of the five laws, implications in brief
- Melvil Dewey and his contributions
- S.R. Ranganathan and his contributions

4. Library planning, organization:

- Need, Purpose of planning, Library organization, staffing and job description
- Library Budget

5. Acquisition principles and processes:

- Publisher's catalogues, Book reviews, Recommendations ,Websites etc...
- Selection criteria of books, Selection tools of books, Drury's principle and other principles
- Acquisition of books and periodicals, Accessioning of Nepali books ,Accessioning of English book

6. Information processing:

- Classification
- Introduction, need & usefulness, Steps in determining thought content of a given book
- Elements of classification, Introduction to DDC, UDC and CC
- DDC's first summary (10 main classes) Second summary (100 divisions), Third summary (1000 sections)
- General instructions i.e. Add to base number numbers following...; Class in... etc, 3 digits simple number building ,Single subject number building (General subjects) - 2 2 5. Make use of Standard subdivisions Use of Table:1 i.e. Standard Subdivisions (SS) for DDC's 100 and 200 divisions: Philosophy and Religion, where applicable

b. Cataloguing

- Functions ,Physical types (formats) ,Types ,AACR II ,Skeleton structure
- Entry elements, Shelving sequence ,Card filing rules Punctuation rules etc.
- Rules about spellings ,Singularity, plurality of keywords
- author, title, subject and other catalogue cards using AACR-II skills & techniques of determining Subject headings
- Subject headings / Keywords, Salient features of MARC 21 and Z39.50

7. Dissemination

- Membership categories & procedures ,No. of cards/ books to be issued ,User profile forms circulation procedures
- NEWARK charging system ,BROWNE charging system, Automated charging/ Barcode
- Prepare reservation slips, Reserve books for users. Informing the users

8. Reference service, reference tools

- Definition, use and categories of reference book/tools
- Long range reference service, Short range reference service, RSS feeds etc. CAS / SDI service
- Categories of users' queries and their corresponding reference books/tools (Dictionaries, Encyclopaedia, Almanacs, Yearbooks etc.)

9. Preservation of library materials

- Deterioration & loss / preventive measures and remedies
- Stock taking, verification, weeding out and digitization of rare materials



- Natural ,Human ,Other factors, Humidity control ,Temperature control ,Anti-rodent measures, Fumigation ,Traditional methods
- Creation and management of digital documents
- Basic facilities and requirements for digitization
- Types of bindings for various types of materials.
- Full binding, half binding etc, Leather binding, cloth bindings, Spiral binding, ring binding etc
- Lamination (Full cover /half)

10. Information and Communication Technology (ICT) in library

- ICT; hardware, software, multimedia
- Library computerization and automation ,Internet, digital libraries, online resource
- System software and application software
- Operating systems Linux, MS DOS, MS Windows, FOSS etc
- Picture, text, graphics, audio, video

11. Library computerization, automation and its subsystems

- Introduction, use scenario, hardware and software for library automation
- Meaning, need, file oriented approach vs. DBMS approach, benefits of DBMS
- Database components and architecture, centralized and distributed databases
- Acquisition module ,Cataloguing module, OPAC module and basic & advance search systems ,Circulation module and Serials control module
- Software installation, data entry, editing, deleting, data import, export, data updating, searching & retrieval, printing records, back-up of data, Bar code generation and printing etc.
- Library 2.0, Digital library / E-library
- Second generation cataloguing, Internet basics, web browsers, online resources
- Available online resources, Search engines and searching techniques, Web browsers, URLs, Blogs, Twitter, Face book

12. Inter-personal communication/Office etiquette/Stress management

- Communication, mass communication, printing technology
- Technical writing ,Reviewing, in-house publications
- Introduction to communication
- Mass communication media, Traditional media, Definition, Characteristics, process and functions of mass media, typing, photo integration, colour separation, printing, binding, cutting etc.

13. पूर्वाञ्चल विश्वविद्यालय ऐन र नियमावली सम्बन्धी



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