# Essential Qualification

**SEMI PROFESSIONAL ASSISTANT**
**(PB-1) Rs. 5200-20200 + G.P. Rs. 2800 on VI CPC(Level-5) as per VII CPC**

**Total Post: 01 Unreserved**

**Essential:**
1. Graduate in Arts/ Science/ Commerce or any other discipline or any other higher qualification with 50% marks.
2. B.Lib.Sc/ B.L.I.Sc with 50% Marks.
3. Course in Computer Applications at Graduate or PG Level or 6 months Computer course from a recognized institution.

**Maximum Age Limit:** 35 years (Age relaxation will be allowed as per the guidelines of University of Delhi/ UGC)

**The Scheme of Examination for recruitment**
The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Semi Professional Assistant by the direct recruitment.

**Scheme of the Examination:**

| Written Test | | | |
|---|---|---|---|
| | **Type of Examination** | **Time** | **Maximum Marks allowed** |
| **Paper I** | MCQ Type (*Library Aptitude, General Awareness etc.*) | 2 hours* | 300 marks (150 questions) |
| **Paper II** | Library Operations etc. | 3 hours* | 150 |
| **Total Marks** | | | **450** |

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

| Paper I | Test Components | Duration: 2 hours | |
|---|---|---|---|
| | | **No. of Question** | **Marks** |
| (A) | Library Aptitude ** | 50 | 100 |
| (B) | General awareness | 25 | 50 |
| (C) | Reasoning ability | 25 | 50 |
| (D) | Mathematical ability | 25 | 50 |
| (E) | Test of Language English or Hindi | 25 | 50 |
| | **Total** | **150** | **300** |

** The candidate has to secure 50% marks in Section (A) of this paper, 5% relaxation will be provided for SC/ ST/ OBC/ PwD.

**I. Syllabus:**

**(i)** **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

**(ii)** **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of every day observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries especially pertaining to History, Indian Polity & Constitution. Art and culture, Geography, Economics, General Policy, Science and Scientific Research, National / International Organisations /Institutions, events etc.

**(iii)** **Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment decision making, visual memory, discrimination, observation, relationship, concept arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

**(iv)** **Mathematical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification. Decimals, Fractions, LCM, HCF Ratio and Proportion, Percentage, Average, Profit and Loss, Discount. Simple and Compound Interest, Mensuration, Time and Work, Time and Distance, Tables and Graphs, etc.

**(v)** **Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

**Paper II:** The questions will be designed to the test ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

| Topic | Marks allocated |
|---|---|
| Knowledge and application of Library and Information Science Procedures, Rules and Regulations. | **Section I** – MCQ 100 marks (50 questions) |
| Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages | **Section II** – Descriptive 50 marks (05 questions) |

**Note:**

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/ diploma/ examination which is defined as the minimum eligibility for the respective post.
3. The minimum overall qualifying marks for Paper I and Paper II shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ ST/ PWD category.
   a. However, section (ii), (iii), (iv) and (v) of the paper will evaluated only if a candidate obtains 50% marks in the section (i) of the paper, 5% relaxation will be provided for SC/ST/OBC/PwD.
4. Answer script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I.
5. There shall be negative marking for wrong answers in Paper I to the tune of $1/4^{th}$ of marks allocated per question.

6. Merit shall be drawn only for candidates who qualify both Paper I, Paper II and skill test, if any separately. The Merit shall be drawn on the basis of combined scores of the Paper I and Paper II only.
7. In case of bunching/ bracketing of candidates in the results of the written test, the priority/ merit list would be decided as follows:
8. The candidate having more marks in aggregate in the examination /degree /diploma which is defined as the minimum eligibility for the respective post will be given preference.
9. In case of further bunching /bracketing of candidates. Candidate senior in age will be given preference.
10. In case option at (a) and (b) is exhausted, it will be decided through draw of lots.