

# **ANNEXURE – III**

## **TAMIL NADU PUBLIC SERVICE COMMISSION**

**Librarian Grade-I/ Librarian/ Film Librarian/ Librarian and Information  
Assistant Grade-I/ Librarian and Information Assistant Grade-II/  
Librarian in Legislative Assembly**

### **PAPER - I**

**LIBRARY AND INFORMATION SCIENCE (B.L.I.S) (DEGREE STANDARD)**

**Objective type**

**CODE NO: 266**

#### **UNIT-I : LIBRARY AND SOCIETY**

- (i) Library as a Social Institution; Impact of Libraries on Social, Political, Economical, and Cultural aspects, Laws of Library Science.
- (ii) Types of Libraries – Public, Academic and Special Libraries; Library movement in India;
- (iii) Library Legislation; Public Library Act; Delivery of Books and Newspapers (Public Library) Act; Intellectual Property Rights – Copyright Act.
- (iv) Library associations and Professional bodies - UNESCO, IFLA, ALA; CILIP; ILA; IATLIS.
- (v) Role of government agencies in library development – RRRLF; UGC-INFLIBNET.

#### **UNIT –II : LIBRARY MANAGEMENT**

- (i) Management – Concept; Definition; School of Thoughts – Functions of Management; (POSDCORB); Library Authority and Committee.
- (ii) Library Sections and Routines – Acquisition, Technical, Maintenance, Circulation, Reference and Periodical.
- (iii) Human Resource Management – Job Analysis, Job Description, Recruitment, Selection, Training, performance Appraisal, training, motivation, etc.
- (iv) Financial Management– Budget – Types, Sources of income to various types of libraries, Physical facilities – Building and Furniture.
- (v) Library Records - Statistics; Reports.

#### **UNIT-III : INFORMATION PROCESSING ( LIBRARY CLASSIFICATION)**

- (i) Library Classification – Concept; Definition; Need and Purpose.
- (ii) Library Classification – Types: General and Special; Various Schemes of classification – Colon Classification; Dewey Decimal Classification; Universal Decimal Classification and Library of Congress Classification.
- (iii) Structure of knowledge – Modes of Formation of Subject, - Canons and Laws.
- (iv) Facet and Facet analysis – Fundamental categories (PMEST); Analytico-Synthetic approach and Devices.
- (v) Notation – Types; Characteristics.

## **UNIT- IV : INFORMATION PROCESSING (LIBRARY CATALOGUING)**

- (i) Library Cataloguing – Concept; Definition; Need, Purpose and Functions.
- (ii) Library Catalogue – Types – Physical forms and Inner forms - Alphabetical, Classified, and Alphabetico-Classified; Trade catalogue;
- (iii) Cataloguing Standards – ISBDs; Cataloguing Codes – Classified Catalogue Code of Ranganathan, Anglo-American Cataloguing Rules
- (iv) International Standards – MARC – CCF; UNIMARC; MARC21; Metadata
- (v) Subject Headings – Sears’ List of Subject Headings, LCSH, Centralised and Co-Operative Cataloguing.

## **UNIT – V :- INFORMATION SOURCES**

- (i) Information Sources – Types – primary, secondary, and tertiary; Print Vs. Electronic resources; Human Vs. Institutional
- (ii) Evaluation of Information Sources – Criteria
- (iii) Secondary Sources: Dictionaries, Encyclopedias, Indexing and Abstracting Sources, Directories, Biographical Sources; Geographical Sources
- (iv) Electronic Information Sources - Databases; Full-text databases
- (v) Information Sources – Discipline-oriented sources – Pubmed; INSPEC; etc; UGC- e-Sadhsindhu Open sources

## **UNIT – VI:- INFORMATION SERVICES**

- (i) Information Services - Types: Ready reference and Long range reference services; User education; Information literacy
- (ii) Literature search – Bibliography compilation and Bibliographical services
- (iii) Current Awareness Service, SDI
- (iv) Indexing and Abstracting services; Referral Service.
- (v) Reprography, Translation and other specialized services

## **UNIT – VII:- COMPUTER AND COMPUTER APPLICATIONS**

- (i) Computer – Definition; Characteristics; Classification of Computers Hardware – Generations; Input and Output Devices; Secondary Storage Devices; Telecommunication – Concept and Components.
- (ii) Computer Software – Meaning; Types – System Software and Application Software; Operating System – Single user vs. Multi-user; Open Sources vs Proprietary
- (iii) Database – Concept; Database Management System (DBMS) – Concepts; Functions;
- (iv) Library Automation - Need and Purpose; Areas of library automation; Library automation software packages – Proprietary vs. Open.
- (v) Web Technology – Browser, Search Engine, Protocol, ISDN.

## **UNIT- VIII :- RESOURCE SHARING AND NETWORKING**

- (i) Resource sharing – Concept, Definition, Need, Purpose.
- (ii) Library Co-operation – Concept, Definition, Need and Purpose.
- (iii) Computer Networks – Types – LAN, WAN, MAN; Internet and Intranet
- (iv) Library Networks – Concept, Need, Functions.
- (v) Library Network System – International, OCLC Worldcat; National – INFLIBNET, DELNET.

## **UNIT- IX :- INFORMATION SYSTEM**

- (i) Information System – Concept, Characteristics and Functions.
- (ii) Information System, Types – International, National; Subject – Mission Oriented; National Knowledge Commission; National Mission on Libraries.
- (iii) Information Systems – International UNESCO, INIS, AGRIS, INSPEC, PUBMED, CAS; National – NISCAIR, DESIDOC.
- (iv) Library Consortia – Trends, Functions; UGC – e-sodhsindhu, N-LIST, CSIR Consortium.
- (v) Open Access movement; Open Access System.

## **UNIT-X :- DIGITAL LIBRARY**

- (i) Digital Library – Concept, Definitions, Characteristics, Theoretical framework, Merits and Demerits.
- (ii) Digital Library Management – Design, Architecture, Standards.
- (iii) Digital Library Initiatives - Initiatives in India; Open Archives Initiatives.
- (iv) Metadata – Definition, Standards, Metadata Harvesting.
- (v) Digital Library – Building process – Digitization; Software and Hardware; Institutional repositories.

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## Paper - II

### Paper - II GENERAL STUDIES (Degree Standard)

#### Objective Type

Subject Code No.003

#### UNIT – I : GENERAL SCIENCE

**Physics:** - Universe - General Scientific laws - Scientific instruments - Inventions and discoveries - National scientific laboratories - Science glossary - Mechanics and properties of matter - Physical quantities, standards and units - Force, motion and energy - electricity and Magnetism - Electronics & communications - Heat, light and sound - Atomic and nuclear physics - Solid State Physics-Spectroscopy - Geophysics - Astronomy and space science.

**Chemistry:** - Elements and Compounds - Acids, bases and salts - Oxidation and reduction - Chemistry of ores and metals - Carbon, nitrogen and their compounds - Fertilizers, pesticides, insecticides - Biochemistry and biotechnology - Electrochemistry - Polymers and plastics.

**Botany:** - Main Concepts of life science-The cell-basic unit of life-Classification of living organism - Nutrition and dietetics-Respiration - Excretion of metabolic waste-Bio-communication.

**Zoology:** - Blood and blood circulation-Endocrine system-Reproductive system-Genetics the science of heredity-Environment, ecology, health and hygiene, Bio-diversity and its conservation-Human diseases, prevention and remedies-Communicable diseases and non- communicable diseases-Alcoholism and drug abuse-Animals, plants and human life.

#### UNIT – II: CURRENT EVENTS

**History:** - Latest diary of events - National - National symbols -Profile of States-Defence, national security and terrorism - World organizations-pacts and summits-Eminent persons & places in news-Sports & games - Books & authors - Awards & honours - Cultural panorama - Latest historical events - India and its neighbours - Latest terminology- Appointments - who is who?

**Political Science:** - India's foreign policy - Latest court verdicts - public opinion - Problems in conduct of public elections- Political parties and political system in India- Public awareness & General administration- Role of Voluntary organizations & Govt.,- Welfare oriented govt. schemes, their utility.

**Geography:** - Geographical landmarks-Policy on environment and ecology.

**Economics:** - Current socio-economic problems-New economic policy & govt. sector.

**Science:-** Latest inventions on science & technology - Latest discoveries in Health Science - Mass media & communication.

### **UNIT – III: GEOGRAPHY**

Earth and Universe - Solar system - Atmosphere hydrosphere, lithosphere - Monsoon, rainfall, weather and climate - Water resources - rivers in India - Soil, minerals & natural resources-Natural vegetation - Forest & wildlife-Agricultural pattern, livestock & fisheries - Transport & communication - Social geography – population-density and distribution-Natural calamities – disaster management-Climate change - impact and consequences - Mitigation measures - Pollution Control.

### **UNIT – IV: HISTORY AND CULTURE OF INDIA**

Pre-historic events - Indus valley civilization-Vedic, Aryan and Sangam age - Maurya dynasty - Buddhism and Jainism - Guptas, Delhi Sultans, Mughals and Marathas - Age of Vijayanagaram and the bahmanis - South Indian history - Culture and Heritage of Tamil people - Advent of European invasion - Expansion and consolidation of British rule-Effect of British rule on socio-economic factors - Social reforms and religious movements - India since independence - Characteristics of Indian culture - Unity in diversity – race, colour, language, custom - India-as secular state - Organizations for fine arts, dance, drama, music-Growth of rationalist, Dravidian movement in TN-Political parties and populist schemes – Prominent personalities in the various spheres – Arts, Science, literature and Philosophy – Mother Teresa, Swami Vivekananda, Pandit Ravishankar , M.S.Subbulakshmi, Rukmani Arundel and J.Krishnamoorthy etc.

### **UNIT – V: INDIAN POLITY**

Constitution of India - Preamble to the constitution - Salient features of constitution - Union, State and territory - Citizenship-rights amend duties - Fundamental rights - Fundamental duties - Human rights charter - Union legislature – Parliament - State executive - State Legislature – assembly - Status of Jammu & Kashmir - Local government – panchayat raj – Tamil Nadu - Judiciary in India – Rule of law/Due process of law - Indian federalism – center – state relations - Emergency provisions - Civil services in India - Administrative challenges in a welfare state - Complexities of district administration - Elections - Election Commission Union and State - Official language and Schedule-VIII - Amendments to constitution - Schedules to constitution-Administrative reforms & tribunals-Corruption in public life - Anti-corruption measures – Central Vigilance Commission, lok-adalats, Ombudsman, Comptroller and Auditor General of India. - Right to information - Central and State Commission - Empowerment of women- Voluntary organizations and public grievances redressal - Consumer protection forms.

### **UNIT – VI: INDIAN ECONOMY**

Nature of Indian economy - Five-year plan models-an assessment - Land reforms & agriculture - Application of science in agriculture -Industrial growth - Capital formation and investment - Role of public sector & disinvestment - Development of infrastructure- National income - Public finance & fiscal policy - Price policy & public distribution - Banking, money & monetary policy - Role of Foreign Direct

Investment (FDI) – WTO - globalization & privatization - Rural welfare oriented programmes - Social sector problems – population, education, health, employment, poverty - HRD – sustainable economic growth- Economic trends in Tamil Nadu - Energy Different sources and development - Finance Commission - Planning Commission - National Development Council.

### **UNIT – VII: INDIAN NATIONAL MOVEMENT**

National renaissance- Early uprising against British rule-1857 Revolt- Indian National Congress - Emergence of national leaders- Gandhi, Nehru, Tagore, Netaji - Growth of militant movements -Different modes of agitations-Era of different Acts & Pacts-World war & final phase struggle - Communalism led to partition- Role of Tamil Nadu in freedom struggle - Rajaji, VOC, Periyar, Bharathiar & Others - Birth of political parties /political system in India since independence.

### **UNIT – VIII: APTITUDE & MENTAL ABILITY TEST ( SSLC STANDARD )**

Conversion of information to data - Collection, compilation and presentation of data - Tables, graphs, diagrams - Parametric representation of data-Analytical interpretation of data - Simplification – Percentage - Highest Common Factor (HCF) - Lowest Common Multiple (LCM) - Ratio and Proportion - Simple interest - Compound interest - Area-Volume - Time and Work - Behavioral ability - Basic terms, Communications in information technology - Application of Information and Communication Technology (ICT) - Decision making and problem solving.

**Logical Reasoning** - Puzzles – Dice - Visual Reasoning - Alpha numeric Reasoning- Number Series - Logical Number/Alphabetical/Diagrammatic Sequences.

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