RASHTRIYA SANSKRIT SANSTHAN
(DEEMED UNIVERSITY)
JANAKPURI, NEW DELHI

Selection Criteria and Scheme of Examination for the post of Professional Assistant

1.   General

1.1   The examination will consist of a written examination in two parts, Objective and Descriptive.

Objective Type (General Awareness): The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application in Library and Information Science and aptitude in General English and Sanskrit language.

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness in Library and Information Science, and recent developments in the field, with particular reference to Sanskrit language.

1.2   Descriptive Test answers scripts will be evaluated only of those candidates who qualify the Objective Test.

1.3   In the event of tie in scores, the following will be taken in order of preference in deciding the merit.

> (a) Marks obtained in Graduation in Library Science or AIS/ALIS.
> (b) Marks obtained in 12th examination.
> (c) Marks/grade obtained in the 10th exam.

1.4   Merit shall be decided based on combined marks secured in Objective and Descriptive test. Minimum qualifying marks are 40% in each of the tests. The weightage/marks in each test will be as under:-

(i)	Objective Test	-	200 Marks
(ii)	Descriptive Test	-	100 Marks
	Total	**-**	**300 Marks**

2.   Scheme of the written examination and syllabus for Objective Type test:

2.1   The written examination will consist of one Objective Type paper as shown below:

OBJECTIVE TYPE

Section	Subjects	Questions	Marks	Duration	Qualifying marks
A	Library Administration and Information Science	50	50	3 Hours	40% of 200
B	English Language	50	50		
C	Sanskrit Language	50	50		
D	General Awareness	50	50		
		200			

2.2   Section (A):- Library Administration and Information Science:

Laws of Library Science, Methods of Book Classification, Cataloguing and Numbering, Display and Storage of Documents, Preservation of Significant Books, Journals, Periodicals, etc., Issue and Return of Books, Systems of Access, Library Accession System, Methods of Purchase/Subscription, J-Store, Inter-Library Loan, Weeding Out and Writing off Books/Reading Materials, Online Systems and Software for Library, Networking and Security Systems, Various Sections of Library, Management of Manuscripts and Rare Books, Fundamentals of Information Science.

2.3   Section (B):- English Language:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.4   Section (C):- Sanskrit Language:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.5   Section (D):- General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and

experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

4.   Descriptive Test: (100 Marks)

Descriptive Test will consist of two parts i.e. Section A and Section B as shown below:-

Section A:- (50 Marks)

Noting and Drafting, Precis Writing, Letter Writing, Transcription with diacritical marks, MS-Office including Word, Excel and Power Point, Specialized Library Software Packages, Data Analysis Packages, Knowledge of Computer   Hardware such as CPU, Peripheral devices, etc., Networking (LAN, WAN & MAN).

Section B:-   (50 Marks)

Laws of Library Science, Methods of Book Classification, Cataloguing and Numbering, Display and Storage of Documents, Preservation of Significant Books, Journals, Periodicals, etc., Issue and Return of Books, Systems of Access, Library Accession System, Methods of Purchase/Subscription, J-Store, Inter-Library Loan, Weeding Out and Writing off Books/Reading Materials, Online Systems and Software for Library, Networking and Security Systems Various Sections of Library, Management of Manuscripts and Rare Books, Fundamentals of Information Science.

5.   The General Instruction are as under:-

5.1   Candidates must write the papers/indicate the answers in their own hand. (except for VH).

5.2   Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.

5.3   If any candidate is found to possess any electronic gadgets unless permitted as in (2) in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the Sansthan's examination.

5.4   Whenever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated.

5.5   In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

5.6   For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination   for VH candidates will be 3 hours and 40 minutes.