

GT- General Turn , BC - Backward Class, BCM –Backward Class Muslim, MBC/ DC - Most Backward Class/ Denotified Community, SC- Schedule Caste, A - Arunthathiar, G - General, W - Women, PSTM- Persons Studied in Tamil Medium.

(iii) Assistant Librarian and Information officer.

The rule of reservation of appointments is applicable for this post and the Distribution of vacancies will be announced later, after receipt of reply from the Director of Public Libraries.

3. IMPORTANT DATES AND TIME

Date of Notification	21.11.2017	
Last date for submission of application	20.12.2017	
Last date for payment of Fee through Bank(State Bank of India or Indian Bank)	22.12.2017	
Date of Written Examination		
Paper – I (Library and Information Science)	24.02.2018 FN	10.00 A.M. to 01.00 P.M
Paper – II (General Studies)	24.02.2018 AN	02.30 P.M. to 04.30 P.M

4. FEES

a)	<p>Registration Fee For One Time Registration (Revised with effect from 01.03.2017 vide G.O.(Ms).No.32, Personnel and Administrative Reforms (M) Department, dated 01.03.2017).</p> <p>Note Applicants who have already registered in One Time Registration system within the validity period of 5 years are exempted.</p>	Rs.150/-
b)	<p>Examination Fee For Examination</p> <p>Note The Examination fee should be paid at the time of submitting the online application for this recruitment if they are not eligible for the concession noted below.</p>	Rs.200/-

EXAMINATION FEE CONCESSION

Category	Concession	Condition
(i) Scheduled Castes/ Scheduled Caste (Arunthathiyars) and Scheduled Tribes	Full Exemption	--
(ii) Differently Abled Persons, Destitute Widow of all communities	Full Exemption	(i) For Differently Abled Persons, the disability should be not less than 40%. (ii) For DWs, the DW certificate should have been obtained from the RDO / Sub Collector / Assistant Collector.

(iii) Most Backward Class / Denotified Communities, Backward Classes (Other than Muslim), Backward Class (Muslim)	Those who have not availed three free chances so far in the previous recruitments may avail exemption from payment of examination fee.	Should not have availed three free chances in the previous recruitments.
(iv) Ex-Servicemen	Those who have not availed two free chances so far in the previous recruitments may avail exemption from payment of examination fee.	(i) Should not have availed two free chances in the previous recruitments. (ii) Fee concession will not apply to those who have already been recruited to any class or service or category.

Note:

- (i) The three / two free chances referred to above are not for **EACH POST** but for **ANY THREE / TWO APPLICATION ONLY**. The claim for exemption from payment of examination fee made in any application which is rejected/admitted or withdrawn will be counted as free chance availed.
- (ii) Failure to pay the prescribed fee along with the application in-time will be liable for rejection of application.
- (iii) The number of free chances availed by the applicant means, the total number of free chances hitherto availed by the applicant in his/her earlier application submitted to the Commission for any post/recruitment.
- (iv) If, the Examination fee concession claimed in the application is found to exceed the admissible limits as announced above, the application will be rejected at any stage of selection. The Number of free chances availed by the applicants will be counted from all previous applications submitted through One Time Registration and / or submitted directly without One Time Registration.

(For further details regarding examination fee concession, refer [para 12 of "Instructions to Applicants"](#)).

5. MODE OF PAYMENT OF EXAMINATION FEE

- Examination fee Rs.200/- (Rupees Two hundred only) is payable by online through Net Banking/Credit card/Debit card or it can be paid by offline at State Bank of India / Indian Bank within 2 days from the date of submission of online application by choosing the option in the online application.
- Applicants have to register their basic particulars through One -Time Registration which is mandatory on payment of Rs.150/- (Rupees One Hundred and Fifty only) towards registration fee and then should apply online for this recruitment. The One-Time Registration will be valid for 5 years from the date of registration. Thereafter, the registration should be renewed by paying the prescribed fee. Applicants who have already registered in one time Registration system by paying Rs.50/- before 01.03.2017 and having validity and those who have registered for One-Time Registration system are exempted from paying the registration fee for this recruitment.

- Applicants have also to pay the service charges applicable to the State Bank of India / Indian Bank.
- Applicants can avail exemption from paying examination fee as per eligibility criteria.
- Offline mode of payment in the form of Demand Draft / Postal Order etc. will not be accepted and the applications forwarded with such modes of payment will be summarily rejected.
- Those who have registered in the One-Time Registration system and paid the registration fee Rs.150/- and received the registration ID need not pay the Registration fee i.e., Rs.150/- and it is enough to pay the examination fee alone.
- Applicants who have made One-Time Registration must pay the prescribed examination fee for this recruitment. (One-Time Registration is only to avail exemption for Registration fee for a period of 5 years from the date of registration and it will not be considered as prescribed examination fee for this recruitment).

(For further details regarding the Examination fee concession, refer para 2(14) of "Instructions to Applicants").

6. QUALIFICATIONS

(A) AGE LIMIT (as on 01.07.2017)

Sl. No.	Category of Applicants	Maximum Age
1.	SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs and Destitute Widows of all Castes.	For all posts No Age limit
2.	'Others' [i.e. applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs].	For College Librarian and District Library Officer 35 Years (should not have completed) For Assistant Librarian and Information officer 30 years(should not have completed)

Note

"Others" [i.e Applicants not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs] who have put in five years and more of service in the State/Central Government are not eligible even if they are within the age limit.

(For further details refer para 5 of "Instructions to Applicants" and Section 3(r) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016)

Age Concession

(i) For Differently Abled Persons

- No maximum age limit for applicants who belong to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs.
- "Others" not belonging to any of the categories mentioned in item "a" above are eligible for age concession upto 10 years over and above the maximum age limit prescribed.

(ii) For Ex-servicemen

- No maximum age limit for applicants who belong to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs.

- (b) The maximum age limit is 48 years for "Others" i.e. applicants not belonging to any of the categories mentioned in item "a" above.
- (c) The above mentioned age concession will not apply to the Ex-servicemen applicants those who have already been recruited to any class or service or category.

(B) EDUCATIONAL QUALIFICATION (as on 21.11.2017)

Applicants should possess the following or its equivalent qualification awarded by any University or Institution recognized by the University Grants Commission or the State Board as the case may be.

Name of the post	Qualification
College Librarian in Government Arts and Science Colleges	(i) Master's degree in Library Science or Information Science or Documentation Science or an equivalent professional degree with not less than fifty five percentage of marks or its equivalent grade, where grading system is practiced and a consistently good academic record with knowledge on computerization of Library; and (ii) Pass in the National Eligibility Test (NET) or other accredited test like State Level Eligibility Test (SET) in Library Science conducted for the purpose by the University Grants Commission or any other agency approved by the University Grants Commission. "Provided that a person who is or has been awarded a Ph.D. Degree through a process of admission, registration, course work and external evaluation as laid down in the University Grants Commission (Minimum standards and procedure for award of Ph.D Degree) Regulation 2009, is exempted from passing the above tests".(Refer item(ii) above)
District Library Officer	(i) A Master's degree in Arts and Science. (ii) A Master's degree in Library Science. AND (iii) Experience for a period of not less than three years in any of the Libraries in a Supervisory cadre.
Assistant Librarian and Information Officer in Anna Centenary Library in the Public Libraries Department.	(i) A Master's degree of a University recognized by the University Grants Commission and (ii) A Master's Degree in Library Science or Library and Information Science of a University recognized by the University Grants Commission.

Note

- i. The degree in Information Science or documentation Science should be related to Library Science.

- ii. The qualification prescribed for these posts should have been obtained by passing the required qualification in the order of studies, viz., 10th + HSC or its equivalent + Bachelor's Degree + PG Degree from the recognised Institutions as required under Section 25 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016.
(Results of the examination should have been declared and experience should have been acquired on or before the date of notification)
- iii. The qualifications considered equivalent are indicated in **Annexure-I** to this notification.
(Refer also to the disclaimer annexed to the notification)
- iv. Applicants claiming equivalence of qualification should upload and submit evidence for equivalence of qualification in the form of G.O. issued prior to the date of this notification when called for, failing which, their application will be summarily rejected. The G.Os issued regarding equivalence of prescribed qualification after the date of this notification will not be accepted.
 - i) The applicants should upload or submit experience certificate as provided in **Annexure-II** to this Notification when called for.
(For further details refer [para10 of "Instructions to Applicants"](#)).

(C) CERTIFICATE OF PHYSICAL FITNESS

Applicants selected for appointment to the posts will be required to produce a certificate of physical fitness in the form prescribed below:

Name of the Post	Standard of Vision	Form of Certificate of Physical Fitness
College Librarian in Government Arts and Science Colleges	Standard-III or Better	Form prescribed for Executive post.
District Library Officer		
Assistant Librarian and Information Officer		

Applicants with defective vision should produce eye fitness certificate from a qualified eye specialist.

(D) KNOWLEDGE IN TAMIL

Applicants should possess adequate knowledge in Tamil.

(For details refer [para 11 of Commission's 'Instructions to Applicants'](#))

7. CONCESSIONS

- (i) Concessions in the matter of age and/or fees allowed to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s, BCMs, Destitute Widows, Differently Abled Persons, Ex-servicemen, other categories of persons etc., are given in [para 12 to 14 of the 'Instructions to Applicants'](#).
- (ii) Persons claiming concessions referred to above and other claims made in the application have to produce evidence for such claim when called for, otherwise his/her application will be liable for rejection.

Note

In all cases, an Ex-serviceman once recruited to a post in any class or service or category, **cannot claim the concession** of being called an Ex-serviceman for his further recruitment (Section 3(j) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016).

8. SCHEME OF EXAMINATION (OBJECTIVE TYPE) AND ORAL TEST

Subject	Duration	Maximum Marks	Minimum Qualifying Marks for selection	
			SCs, SC(A)s, STs, MBCs/ DCs, BC(OBCM)s and BCMs	Others
(i) Paper – I LIBRARY AND INFORMATION SCIENCE (Code No-267)(200 Questions). (Post Graduate Degree Standard)	3 Hours	300	171	228
(ii) Paper -II GENERAL STUDIES (Code No-003)(100 Questions) General Studies (Degree Standard) – 75 Questions and Aptitude and Mental Ability (SSLC Standard) – 25 Questions.	2 Hours	200		
(iii) Interview and Records	--	70		
Total		570		

Note

- (i) The Questions in Paper-I (Library and Information Science) will be set in English only and Paper-II "General Studies" will be set both in English and in Tamil.
- (ii) Refer [para 22 of "Instructions to Applicants"](#) in regard to Instructions to be followed while appearing for competitive Examinations conducted by the Commission.
- (iii) The syllabus for the subjects Paper-I (Library and Information Science) and Paper-II (General Studies) are available in [Annexure-III](#) to this Notification.

9. CENTRE FOR EXAMINATION

Examination will be held at the following Centres:

Sl.No.	Name of the Centre	Centre Code
1	Chennai	0100
2	Coimbatore	0200
3	Madurai	1000

Note

- (i) Request for change of venue will not be complied with (For further details refer "[Instructions to Applicants](#)").
- (ii) The Commission reserves the right to increase or decrease the number of examination centres and to re-allot the applicants.
- (iii) Applicants should appear for the written examination / Certificate Verification/ Oral Test at their own expenses.

10. SELECTION PROCEDURE

Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Oral Test in the shape of an interview. Final selection will be made on the basis of the total marks obtained by the Applicants at the Written Examination and Oral Test taken together subject to the rule of reservation of appointments. Applicant's appearance in the Written Examination and Oral Test is compulsory. An Applicant who has not appeared for the Written Examination or the Oral Test will not be considered for selection, even if he/she secures qualifying marks for selection.

(For further details refer paragraph 23 (b) of ["Instructions to Applicants"](#))

11. NO OBJECTION CERTIFICATE / INFORMATION TO THE EMPLOYER

No Objection Certificate obtained from appropriate authority shall be produced at the time of Certificate Verification. Failure to produce at that time will lead to rejection of application.

For details refer [para 15 \(g\) of 'Instructions to Applicants'](#). Any violation of this instruction will be liable for / end in rejection of application and forfeit his/her candidature.

12. GENERAL INFORMATIONS

- A. The rule of reservation of appointments is applicable to all the posts.
- B. In G.O.(Ms.) No.145, Personnel and Administrative Reforms (S) Department, dated 30.09.2010, and G.O.(Ms.)No.40 Personnel and Administrative Reforms(S) Department dated 30.04.2014 the Government have issued orders to fill up 20% of all vacancies in direct recruitment on preferential basis to persons who studied the prescribed qualification in Tamil Medium. The 20% reservation of vacancies on preferential allotment to Persons Studied in Tamil Medium (PSTM) will apply for this recruitment. (Applicants claiming this reservation should have studied the prescribed qualification for the post in Tamil Medium and should have the certificate for the same. Having written the examinations in Tamil language alone will not qualify for claiming this reservation). If the Applicants with PSTM Certificate are not available for selection for appointment against reserved turn, such turn shall be filled up by Non-PSTM Applicants but belonging to the respective communal category. The PSTM certificate shall be produced / uploaded by the applicant in prescribed format / proforma available in the Commission's website at www.tnpsc.gov.in which shall be obtained from the Head of the Institution when called for by the commission.
(For further details refer para 27 (XIX) of ["Instructions to Applicants"](#))
- C. The number of vacancies advertised is only approximate and is liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.
- D. The selection for appointment to the above said posts are purely provisional subject to final orders on pending Writ Petitions, if any, filed at Madras High Court and Madurai Bench of Madras High Court.
- E. As per Section 26 and 27(c) of Tamil Nadu Government Servants (Conditions of Service) Act, 2016, reservation of appointment to "Destitute Widows" and "Ex-servicemen" will not apply to this recruitment.
- F. If the post is identified as suitable for Differently Abled Persons for any category the reservation of 4% for Differently Abled Persons as per G.O.Ms. No.21, Welfare of Differently Abled

Persons (DAP 3.2) Department dated 30.05.2017 will be made applicable. Hence the Differently Abled Persons may apply to this recruitment. Their application will be accepted subject to the orders to be issued by the Government. The turn for Differently Abled Persons does not arise in this recruitment.

- G. The Differently Abled persons should submit a copy of Differently Abled Certificate from the Competent Authority specifying the nature of physical handicap and the degree of disability when called for by the Tamil Nadu Public Service Commission
- H. If no qualified and suitable women applicants are available for selection against the vacancies reserved for them, those vacancies will be filled by male applicants belonging to the respective communal categories
- I. Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- J. Evidence for claims made in the online application should be uploaded / submitted in time when documents are called for. Any subsequent claim made thereafter on submission of online application will not be entertained. Failure to submit the documents within the stipulated time limit **will entail rejection of application.**
- K. Correct and True information regarding arrest, convictions / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalised, participation in agitation or any Political Organisation, candidature in election for Parliament / State Legislature / Local Bodies etc, if any, should also be furnished to the Commission at the time of application i.e. the details thereof, originals of the judgement, order/ or G.O. dropping further action in Departmental proceedings or any document that may prove the suitability of such applicants for a Government appointment in such cases must be produced at the stage / time of certificate verification without fail.
- L. Incomplete applications and applications containing wrong / incorrect claims or incorrect particulars relating to category of reservation / other basic qualification / eligibility wise / age / communal categories / educational qualification / PSTM / physical qualification and other basic eligibility criteria **will be liable for rejection.**
- M. One Time Registration is not an application for any Post / Recruitment. Though the details / particulars were furnished in the one Time Registration by the applicants, the details / particulars furnished in the online application for this recruitment alone will be taken into consideration. Tamil Nadu Public Service Commission will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.

13. OTHER IMPORTANT INSTRUCTIONS

- a) Applicants **should ensure their eligibility for examination.** The Applicants applying for the examination should go through all instructions carefully and ensure that they fulfil all eligibility conditions for admission to examination. Their admission to all stages of the examination will be purely provisional subject to satisfaction of the eligibility conditions. Mere issue of memo of admission to the applicants will not imply that his/her candidature has been fully cleared by the Commission.

- b) The **Hall Tickets** for eligible applicants will be made available in the Commission's Website www.tnpsc.gov.in or www.tnpscexams.net or www.tnpscexams.in for downloading by applicants. No Hall Tickets will be sent by post. So the applicants should watch TNPSC website before the scheduled date of examination.
- c) **Communication to Applicants**
Individual communication regarding the date and time of certificate verification, oral test and counselling will not be sent to the applicants by post. The details will be made available on the Commission's website. Applicants will be informed of the above fact only through SMS and e-mail and they should watch Tamil Nadu Public Service Commission website in this regard.
- d) **Grievance Redressal Cell for guidance of applicants:** In case of any guidance /information / clarification regarding applications, candidature, etc., applicants can contact Tamil Nadu Public Service Commission's Office in person or over Telephone No. 044-25332833 / 25332855 or the Commission's Office Toll-Free No. 1800 425 1002 on all working days between 10.00 a.m. and 05.45 p.m.
- e) **Mobile Phones and other Articles Banned**
- i. Applicants are not allowed to bring Pager, Cellular Phone, Calculator, Watches and Ring with Inbuilt Memory Notes etc., or any other Electronic device and Non Electronic devices such as P&G Design Data Book, Books, Notes, Hand Bags and Recording Device either as separate piece or part of something used by the applicant such as Watch or Ring etc., to the examination hall / room on the date of examination.
 - ii. Do not bring into the Examination Hall any article such as books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Text Books, rough sheets etc., except the permitted writing material (i.e. pen).
 - iii. If they are found to be in possession of any such thing or instrument they will not be allowed to write the examination further, besides invalidation of answer paper and / or debarment. If it is considered necessary they will be subjected to thorough physical search including frisking on the spot ([For further details refer "Instructions to Applicants"](#)).
 - iv. Applicants are advised in their own interest not to bring any of the banned items including Mobile Phones / Pager to the venue of the examination, as arrangements for safekeeping cannot be assured.
- f) Unless specific instruction is given, applicants are not required to submit along with their application any certificates (in support of their claims regarding age, educational qualifications, physical qualification, community certificates and certificates regarding their physical disability etc.) which should be submitted when called for by the Tamil Nadu Public Service Commission. The applicants applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Written Examination and Oral Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. **If, on verification at any time before or after Written Examination, Certificate Verification and Oral Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be liable for rejection / cancellation by the Commission.** ([For further details refer "Instructions to Applicants"](#))

- g) If any of their claims is found to be incorrect, it will lead to rejection of their candidature and suitable penal action including debarment.
- h) **Unfair means strictly prohibited:** No applicant shall copy from the papers of any other applicant or permit his papers to be copied or give or attempt to give or obtain or attempt to obtain irregular assistance of any description. (For further details refer "[Instructions to Applicants](#)")
- i) **Conduct in Examination Hall:** No applicant should misbehave in any manner or create a disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely viewed and penalised. (For further details refer "[Instructions to Applicants](#)")
- j) For violation of "Instructions to Applicants" in any manner, suitable penalty will be imposed as per the "Instructions to Applicants" or as deemed fit by the Commission.

14. HOW TO APPLY

1. Applicants should apply only through online mode in the Commission's Websites www.tnpsc.gov.in / www.tnpscexams.net / www.tnpscexams.in
2. One Time Registration (OTR) and applicant Dashboard are mandatory before applying for any post. Applicant should register only once in the One Time Registration by paying Rs.150/- as registration fee. Successfully registered One Time Registration is valid for 5 years from the date of Registration. All the applications should be submitted using the One Time Registration ID and password registered by the applicant.
3. For applying in One Time Registration, the applicants should have scanned image of their photograph, certificate wherever insisted and signature in CD/DVD/Pen Drive to upload the photo, certificate and signature.
4. Applicants who have already registered in One Time Registration on or before 29.09.2015 shall use their existing user ID and Password to create applicants Dashboard in the new One Time Registration system. No applicant is permitted to create more than one registration ID in One Time Registration.
5. Enter the Unique ID and password to view the already available information and update them.
6. One Time Registration is not an application for any post. It is just collection of information from the applicants and giving a separate dashboard to each applicant to facilitate them to maintain their own profile. Applicants who wish to apply for this recruitment shall click "[Apply](#)" against the recruitment Notified in the Commission's Website using the same USER ID and PASSWORD given for ONE TIME REGISTRATION.
7. Select the name of the post or service for which the applicant wishes to apply.
8. Applicants are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
9. An Online application uploaded without the photograph, specified documents and signature will be rejected.
10. All the particulars mentioned in the online application including name of the Applicant, Post applied, Educational Qualifications, Communal Category, Date of Birth, Address, Email ID, Centre of Examination etc. will be considered as final and no modifications will be allowed after the last date specified for applying online. Since certain fields are firm and fixed and cannot be edited, applicants are requested to fill in the online application form with the utmost care and caution as no correspondence regarding change of details will be entertained.

11. Print Option

- a) After submitting the application, applicants can print / save their application in PDF format.
- b) On entering User ID and password, applicants can download their application and print, if required.
- c) Need not send the printout of the online application or any other supporting documents to the Commission. The application and certificates will be verified only when the applicants come up for next stage of selection.

12. One Time Registration will not be considered as an application for any post.

15. UPLOAD OF DOCUMENTS**For the post of District Library Officer:**

Applicants should upload or submit the Certificate of Experience referred to the said post in paragraph 6(B) of the Notification as provided in Annexure – II when called for. If, the required certificate is not uploaded or submit by the applicant their application will not be consider for the post of District Library Officer.

16. LAST DATE FOR SUBMITTING APPLICATION

The Online Application can be submitted upto 20.12.2017 till 11.59 p.m., after which the link will be disabled.

(For detailed information applicants may refer Commission's 'Instructions to Applicants' at the Commission's website www.tnpsc.gov.in)

Secretary

DISCLAIMER

“The Government orders relating to Equivalence of qualification have been hosted in the Tamil Nadu Public Service Commission website. However the applicants while applying for the examination should furnish the details of equivalence of qualification in the form of Government orders issued prior to the date of this notification, if any, which are not mentioned in Annexure-I to the notification and produce the same when called for by Tamil Nadu Public Service Commission, failing which their application will be rejected. The Government Orders regarding equivalence of qualification issued after the date of this notification will not be considered.”

Secretary

ANNEXURE-I

Sl. No.	Equivalent Qualifications	Government Orders
1.	Degree in Library and Information Science is equivalent to a Degree in Library Science	G.O.(Ms).No.37 Higher Education(K2) Department dated 17.02.2016

ANNEXURE-II**EXPERIENCE CERTIFICATE (MODEL FORMAT)****(For the post of District Library Officer)**

1.	Name of the Employee and Date of Birth		
2	Name and Address of the organisation	:	
3	Type of Institution (Government/Aided/Self-Financing) (i) Recognition No. / Registration No. (if Self-Financing)	:	
4	Qualifications possessed by the Employee on the Date of Joining Service	:	
5	Designation and period of Experience of the Employee	:	
6	Nature of the Work/Duty performed by the Employee	:	
	a) Experience in supervisory capacity	:	From.....To.....
7	No. of Subordinates worked under him.(when in supervisory cadre)	:	
8	Certificate by Manager of the organisation.	:	The above said employee is experienced in maintenance and upkeep of Library as stated above. The above particulars furnished by us are correct

Office Seal:

Date:

Place:

Signature

Name & Designation of
the issuing Authority**Note:**

The Library authority / Institution which issues the certificate is cautioned that issuing of any certificate containing false details will lead to legal/penal action on them.

PAPER-I
LIBRARY AND INFORMATION SCIENCE
(PG DEGREE STANDARD)

CODE NO: 267

UNIT – I INFORMATION AND COMMUNICATION

- (i) Data, Information and Knowledge; Information – Notions; Information Theories
- (ii) Library – Social relevance; Types; Functions, Legislation.
- (iii) Information Transfer Cycle; Diffusion pattern; Communication – Theories and Models; Channels and Barriers to Communication
- (iv) Information / Memory institution of different kinds: Libraries, Archives, Documentation Centers, Information Analysis Centers, Museums and respective roles and functions.
- (v) Professional bodies and Association – UNESCO, IFLA, ALA, CILIP, ILA, IASLIC, IATLIS, etc

UNIT-II MANAGEMENT OF INFORMATION CENTRES

- (i) Management - Concept, Definition; Schools of Management Thought, functions of Management (POSDCORB).
- (ii) Human Resource Management - Organisation models; job description and job Analysis; selection, recruitment, training
- (iii) Financial Management: Planning and Control; Resource generation; Budget and Budgeting; Budgetary control techniques; Cost Benefit, Cost Effective analysis
- (iv) Materials Management: Collection development Policy; Issues – selection, acquisition; Library routines, Circulation, Preservation and conservation, Physical facilities - building and equipments, Marketing of information.
- (v) Planning – Concept, Definition Types; Systems Analysis and Design; Knowledge Management, total quality management, MBO and MIS

UNIT-III KNOWLEDGE ORGANISATION

- (i) Universe of Subjects; Modes of formation of Subjects; Knowledge Organization
- (ii) Classification- Various Schemes of Classification - CC, UDC, LC and DDC – Overview; BSO; General theory of classification; CRG; Cannons and Principles - Idea, Verbal and Notation planes; Facet analysis;
- (iii) Cataloguing - Purpose, Structure, Types – Inner and Physical forms; Normative Principles, Canons & Laws; Standards – ISBDs, AACR, RDA; FRBR
- (iv) Subject Cataloguing – Principles; Subject heading lists; Thesauri and Vocabulary control
- (v) Bibliographic formats – International Standards - ISO 2709, MARC21, UNIMARC, CCF and National formats. Metadata – Standards: Dublin Core, Mark up languages – HTML, XML, RDF

UNIT-IV INFORMATION SOURCES

- (i) Information Sources – Types – Documentary and Non documentary; Primary, Secondary and Tertiary; Electronic Sources of Information; Human and Institutional Sources; Invisible Colleges; Technological Gatekeepers

- (ii) Reference Sources - Ready Reference Sources – Types - Dictionaries, Encyclopedias, Annuals, Biographical sources, Handbooks and Manuals, Geographical Sources.
- (iii) Bibliographical Sources – Bibliographies; Union Catalogues; Indexing and Abstracting sources; News summaries;
- (iv) Web Resources - Subject Gateways and Portals; Databases – Bibliographical, Abstracting and Indexing; Full-text databases; Citation Databases
- (v) Evaluation of Information sources - Print and Web Resources; Multimedia; Open Access Resources

UNIT-V INFORMATION SYSTEM, PRODUCTS AND SERVICES

- (i) Information Systems - Concept, Purpose, and Types; Global & National Information Systems; MEDLARS, INIS, AGRIS, INSPEC, OCLC, ERONAT, NISCAIR, NASSDOC, Library Networks: INFLIBNET, DELNET, etc.
- (ii) Information Services- Users Education and Information Literacy; Documents Delivery, Translation; Current Awareness, SDI, E-Alert & Web-based Services
- (iii) Users of Information- Understanding the users; Categories of users and their needs; Information use contexts; Information seeking behaviour of users; Theories of Information seeking behaviour.
- (iv) Information Analysis and Consolidation Products and Services.
- (v) Use Studies; Methods of Users studies; Major information users and use studies and their findings

UNIT-VI INFORMATION STORAGE AND RETRIEVAL

- (i) Information Retrieval System – Concept, Definition, and Components
- (ii) Indexing systems – Pre-coordinate and Post-coordinate; General Theory of Subject Indexing; Keyword Indexing; Citation Indexing
- (iii) Information Retrieval Models – Boolean, Probabilistic, Cognitive and Vector Models; Alternative IR Models: algebraic and probabilistic models (Bayesian networks)
- (iv) Search and Searching - Search Process; Search strategies; Search engines
- (v) Evaluation of Information Retrieval Systems - Purpose, Criteria – Recall and Precision; Major Evaluation Studies – MEDLARS; SMART Retrieval; STAIRS, Project TREC.

UNIT-VII RESEARCH METHODS

- (i) Research - Concept, Definition, Objectives and Significance; Types; Research Problems
- (ii) Research Design – Definition, Need; Sampling; Hypothesis – Types and Testing
- (iii) Methods and Tools - Data collection - Survey, Experimental, Case-study, Observation, Questionnaire, Interview schedules.
- (iv) Introduction to Statistics; definition of statistical terms-population, sample, data and variables; frequency distributions; scales of measurement; presentation of data- graphical and tabular; frequency tables, histogram, frequency curves; correlation and regression analysis; measures of central tendency.
- (v) Report Writing – Components of a Research Report; Style manuals – MLA, APA, Chicago, Turabian.

UNIT-VIII INFORMATION TECHNOLOGY (IT) AND LIBRARY AUTOMATION

- (i) Information Technology – Concept – Definition - Evolution of Digital Computers; Introduction to Telecommunications; Number Systems: Binary, Octal, Hexadecimal, Representation of Numbers in Computers; Character Representation: ASCII, ISCII and UNICODE; File formats
- (ii) Basic components of a Computer – Arithmetic Logic Unit; Control Unit; Memory Unit – Static and Dynamic RAM, ROM, Cache memory; Input / Output devices
- (iii) Operating System- Linux, Windows; Fundamentals of Programming; Introduction to C programming; Object Oriented programming; Java, PHP
- (iv) Database Management System– Concepts, Functions; Integrity and Security issues
- (v) Library Automation - Overview of library automation software; Criteria for selection of software; and Hardware (including differently-abled); Open and Commercial LMS

UNIT-IX DIGITAL LIBRARIES

- (i) Digital Libraries - Concept and Definition; Historical development of Digital Libraries. Copyright and license issues.
- (ii) Digitization Process - Software, Hardware and Best practices; Scanners and Scanner types; OCR and OCR software
- (iii) Technology for DLs - Open source software - Open Standards and File formats; Harvesting metadata, OAI-PMH and DL Interoperability;
- (iv) Digital Library Architecture - Grid architecture; Open URL integration;
- (v) Digital Resources Management - Digital Preservation- Persistent identifiers – DOI and CNRI Handles; Multilingual digital repositories and Cross- language information retrieval

UNIT-X QUANTITATIVE TECHNIQUES AND INFORMETRICS

- (i) Informetrics - Genesis, Scope and Definition; Librametry, Bibliometrics, Scientometrics and Webometrics
- (ii) Classical Bibliometrics laws - Zip's Law, Lotka's Law, Bradford's Law of Scattering; Generalized Bibliometrics distributions. 80-20 rule, Price's Law relating to scientific productivity; Analysis of use statistics.
- (iii) Growth and Obsolescence of literature - Various growth models; Aging factor and half-life: real vs. apparent; synchronous vs. diachronous.
- (iv) Citation analysis - Bibliographic Coupling and Co-citation Analysis
- (v) Bibliometric indicators: Impact factor, h-index, g-index,i-10;Mapping of Science; Citation Index.

PAPER-II**GENERAL STUDIES (DEGREE STANDARD/OBJECTIVE TYPE)****(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 and Communication -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-Communicable diseases and non- communicable diseases- prevention and remedies- 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 1. India's foreign policy 2. Latest court verdicts – public opinion 3. Problems in conduct of public elections 4. Political parties and political system in India 5. Public awareness & General administration 6. Role of Voluntary organizations & Govt., 7. 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 including Surface 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: L 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-Need for economic planning-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, Nethaji -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 AND MENTAL ABILITY TESTS

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-Behavioural 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.
