

**ANNEXURE- II****NOTIFICATION NO.05/ 2019****SCHEME FOR RECRUITMENT TO THE POST OF RESEARCH OFFICER IN A.P LEGISLATURE SECRETARIAT SERVICE***(GENERAL RECRUITMENT)***SCHEME OF THE EXAMINATION**

WRITTEN EXAMINATION (OBJECTIVE TYPE) Degree Standard				
Paper	Subject	No. Of Questions	Duration Minutes	Maximum Marks
Paper - I	General Studies & Mental Ability	150	150	150
Paper - II	Library & Information Science	150	150	300
Total				450
<b>N.B:1</b> As per G.O.Ms. No.235 Finance (HR-1, Plg & Policy) Dept, Dt: 06/12/2016, for each wrong answer will be penalized with 1/3 <sup>rd</sup> of the marks prescribed for the question in all Objective type papers.				

**SYLLABUS****PAPER-I: GENERAL STUDIES AND MENTAL ABILITY**

1. Events of national and international importance.
2. Current affairs- international, national and regional.
3. General Science and its applications to the day to day life Contemporary developments in Science & Technology and information Technology.
4. Social- economic and political history of modern India with emphasis on Andhra Pradesh.
5. Indian polity and governance: constitutional issues, public policy, reforms and e-governance initiatives with specific reference to Andhra Pradesh.
6. Economic development in India since independence with emphasis on Andhra Pradesh.
7. Physical geography of Indian sub-continent and Andhra Pradesh.
8. Disaster management: vulnerability profile, prevention and mitigation strategies, Application of Remote Sensing and GIS in the assessment of Disaster.
9. Sustainable Development and Environmental Protection
10. Logical reasoning, analytical ability and data interpretation.
11. Data Analysis:
  - a) Tabulation of data
  - b) Visual representation of data
  - c) Basic data analysis (Summary Statistics such as mean, median, mode, variance and coefficient of variation) and Interpretation
12. Bifurcation of Andhra Pradesh and its Administrative, Economic, Social, Cultural, Political, and Legal implications/problems.

**PAPER – II****Library & Information Science****1. INFORMATION, COMMUNICATION AND SOCIETY**

Information. information science, Information Society, Knowledge Society  
 Information transfer cycle- Information generation , collection, Storage and Dissemination  
 Data, Information and Knowledge  
 Communication -Channels , Barriers  
 Intellectual Property Rights-Concept , Copyright, Censorship-Print and non-Print media  
 Information Technology Act, Right to Information Act  
 National Information Policy in India  
 National Knowledge Commission  
 FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE  
 Five Laws of library Science  
 Types of Libraries and their functions  
 Role of UGC on Academic libraries  
 A.P.Library Movement and Library legislation in India with special reference to  
 A P.P.L.A.1960  
 Library Extension Services

Library and Information science education in India

Library Association in India, UK And USA

ILA, IASLIC, IATLIS, APLA SIS, LA and ALA

Library association organizations and information centres at national and international level  
RRRLF, NASSDOC, NISCAIR, DESIDOC, IFLA and UNESCO

## 2. INFORMATION SOURCES

Source of information-Primary , secondary and tertiary-Documentary and non-documentary  
References Sources-Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources,  
Year Book/ Almanacs, Directories, and Hand books, Statistical (salient features and evaluation)  
Bibliographical Sources-bibliographies, Union, Catalogue, indexing and Abstracting, Journal  
(salient features and evaluation)

E-Documents . e-Books E-Journals

Database-Bibliography, Numeric and full text evaluation

DBMS, CDS/ISIS, WINISIS

Information Literacy

## 3. INFORMATION SERVICES

information services : Types

Bibliographic services, Indexing and Abstracting services, CAS, SDI, Online Services, Document  
Delivery Services, referral services

User Education and User Studies

Information Seeking Behaviour and Information Needs

## 4. INFORMATION PROCESSING : (Classification and Cataloguing )

Organization of knowledge/information

Modes of formation of subjects

Library classification-Canons laws and Principles

Notational System, Fundamental categories, Call Number, isolates Library classification

Schemes-DDC, UDC, and CC

Library Cataloguing-Canons, laws and Principles

Library cataloguing codes-CCC and AACR\_II

Bibliographic standards : ISBD, MARC and CCF

Indexing ; Pre-Coordinate , Post-Coordinate

Vocabulary control:- Thesaurus, lists of Subjects Headings Database:- Search Strategies, Boolean

Operators Knowledge Management

## 5. LIBRARY MANAGEMENT

Management-Principles, Functions, Schools of Thought

Planning , Organisational Structure ,Delegation of authority, Decision-making System study

Analysis, evaluation and design

Collection Development-Books Serials, non-book, Material Selection Acquisition Maintenance,

ISBN, ISSN

Human resources Management-Manpower, planning, job analysis, Job description, selection,  
recruitment, Motivation, Training and development, Staff Manual , Leadership and performance  
evaluation

Financial Management-resources generation, types of Budgeting, Cost and Cost-Benefit analysis

PERT, CPM

Library Buildings and equipments Marketing information product and services Total quality  
management (TQM)

## 6. FUNDAMENTALS OF INFORMATION TECHNOLOGY

Information Technology:

Components of IT, Software and Hardware, storage devices Software – Operating Systems –  
Single User, Multi User. Types of Application Software Client -- Server Technology: Different types of  
Servers.

Communication Technology: Telecommunications. Modem.  
Switching Systems: Circular, Message and PSS. Gateways, Ethernet, Hub/Switches.  
Communication Media.  
ISDN.

Electronic Information:

Electronic / Digital Information.

Digital Collection, Digital Rights Management.

Digitization.

Software & hardware used for digitization. Image Formats (JPEG, GIF / BMP).

.Management of e-resources.

web 2.0

Communication Tools and Techniques:

Fax, E-mail, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media. List Serve / Electronic groups.

Open Source and Proprietary Software.

Digital Standards – Standards, Protocols and Formats. Interoperability.

Internet Communication.

Internet Communication. Features and Developments. Internet Connectivity: Types.

Data Security: Virus – Security Methods.

## **7. LIBRARY AUTOMATION AND NETWORKS**

Library Automation -Areas of automation, planning, Hardware and Software selection , OPAC

Networking -Concepts Topologies, Types-LAN, MAN, And WAN

Resource Sharing and Networks-ERNET, NICNET, DELNET, OCLC, INFLIBNET : Library Consortia

Internet-Components, Services Browsing-Web browser, Search Engine, Meta-Data, Digital Object

Identifies (DOI)

National and international information system-NISSAT, INIS, AGRIS, MEDLARS, INSPEC Regional

Information Systems

Library Automation and Digital Library Softwares

## **8. RESEARCH METHODOLOGY**

Types of Research

Scientific Method

Hypothesis , Data Collection methods : Sampling techniques

Methods of Research-Historical , Descriptive, Case Study, Survey, Comparative, delphi and experimental methods

Statistical Methods, Data Analysis

Report Writing

Research Methods in library and Information Science and Services Bibliometrics, scientometrics and webometrics