JAGAT GURU NANAK DEV
PUNJAB STATE OPEN UNIVERSITY PATIALA
(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Duration: 60 Minutes   **Max. marks: 60**

Syllabus for the Post of Library Assistant

Sr No	Subject	Syllabus	Marks
1.	Usage of Information and Communication Technology (ICT) Libraries and other Routine Library applications and Procedures	• Laws of Library Science • Organizational Structure of libraries • Types of Libraries • Different Sections of Library • Library rules and procedures • Reference and Information Service • Knowledge of MS Office, ICT and networking • Library Automation and Digital library • Periodicals, E-resources, online databases • Web Browsers, Search Engines, Portals, Gateways, etc • Blog and Social Media application in libraries • RFID, Barcodes	30
2.	Quantitative Aptitude and Reasoning Ability	• Data Interpretation • Letter and Number Series • Average • Odd Man out Problems • Common Sense Test	10
3.	General Knowledge	• Current Events of National and International Importance	10
4.	Punjabi	• ਵਿਆਕਰਨ • ਸਮਾਨਅਰਥੀ ਸ਼ਬਦ • ਵਿਰੋਧੀ ਸ਼ਬਦ • ਬਹੁਤ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਇੱਕ ਸ਼ਬਦ • ਮੁਹਾਵਰੇ ਅਤੇ ਉਹਨਾਂ ਦੇ ਅਰਥ	05
5.	English	• Comprehension • Verbs, Idioms and tenses • Antonyms and Synonyms, • Vocabulary, Grammar	05