पीएस—3/2025—इंगारामासं.(पार्ट—1)

इन्दिरा गाँधी राष्ट्रीय मानव संग्रहालय,

शामला हिल्स, भोपाल—462 003

दिनाँकः 22.01.2026

नोटिस

इन्दिरा गाँधी राष्ट्रीय मानव संग्रहालय द्वारा विभिन्न पदों की रिक्तियों को भरने के लिए पात्र उम्मीदवारों से आवेदन आमंत्रित किए गए थे।

तत्संबंध में निम्नलिखित पद हेतु समस्त योग्य अभ्यर्थियों की लिखित एवं प्रोफेशिएंसी परीक्षा (Written and Proficiency Examination) का आयोजन इन्दिरा गाँधी राष्ट्रीय मानव संग्रहालय, शामला हिल्स, भोपाल, मध्य प्रदेश में दिनाँक 31/01/2026 को आयोजित किया जा रहा है।

पुस्तकालय एवं सूचना सहायक — अनारक्षित—01

— दिनांक 31/01/2026 — लिखित परीक्षा (MCQ – 60 Marks)

— दिनांक 31/01/2026 — प्रोफेशिएंसी परीक्षा (Proficiency Exam – 40 Marks)

इस संदर्भ में समस्त योग्य अभ्यर्थियों को उनके द्वारा आवेदन फार्म में उल्लिखित ई—मेल पर सूचना भेज दी गई है। परीक्षा संबंधी अन्य निर्देश निम्नवत् हैं:

1. समस्त अभ्यर्थी दिनाँक 31 जनवरी, 2026 को प्रातः 08:00 बजे लिखित परीक्षा हेतु संग्रहालय के पुस्तकालय में रिपोर्ट करेंगे।

2. समस्त अभ्यर्थी परीक्षा तिथि पर समस्त वांछित दस्तावेजों (शैक्षणिक योग्यता, अनुभव, जाति प्रमाण, इत्यादि) की मूल प्रति के साथ सरकार द्वारा मान्य मूल पहचान पत्र (आधार कार्ड, वोटर आईडी, इत्यादि) एवं ई—मेल की प्रति के साथ अनिवार्य रूप से उपस्थित होएं। **वांछित मूल दस्तावेज एवं मूल पहचान पत्र के अभाव में अभ्यर्थी को प्रवेश नहीं दिया जाएगा।**

3. लिखित एवं प्रोफेशिएंसी परीक्षा का आयोजन दिनांक 31 जनवरी, 2026 को होगा। अपरिहार्य कारण से प्रोफेशिएंसी परीक्षा 1.2.2026 को भी हो सकती है। अतः समस्त बाह्य अभ्यर्थी अपने ठहरने की व्यवस्था के साथ आना सुनिश्चित करें।

4. परीक्षा पद्धति **अनुलग्नक 1** में वर्णित है।

5. समस्त अभ्यर्थियों को सलाह दी जाती है कि वह समय—समय पर संग्रहालय की वेबसाइट www.igrms.gov.in and www.igrms.org.in का अवलोकन करते रहें।

6. किसी भी परिस्थिति में निदेशक, इन्दिरा गाँधी राष्ट्रीय मानव संग्रहालय, भोपाल का निर्णय अंतिम एवं बाध्यकारी होगा।

—हस्ता—

निदेशक

इन्दिरा गाँधी राष्ट्रीय मानव संग्रहालय,
शामला हिल्स, भोपाल—462 003

पुस्तकालय एवं सूचना सहायक – अनारक्षित–01 पद हेतु पाठ्यक्रम एवं परीक्षा पद्धति

Written Test: 30 Questions (MCQ), Total Marks: 60 (Each Question carry 02 marks)

Time: 02 Hours, Negative Marking: No

*Proficiency Test (40 marks): **The Test focuses on practical assessment of Library and as required for the said post to be decided by the Subject Expert.**

*** The Proficiency Test is to be taken of top 10 candidates securing highest marks in the written examination**

Syllabus of Written Examination:

- Role of Libraries: Library as a Social Institution Development of Libraries in India, Role of Library and Information Centres in Modern Society Five Laws of Library Science.
- Types of Libraries, Professional Associations and Organizations: National Library of India: Concept, Functions and Services Public Libraries, Academic Libraries and Special Libraries, Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International Organizations: RRRLF, UNESCO and IFLA Digital Libraries
- Library Legislation: Library Legislation: Need, Purpose, Objectives and Model Library Act Library Legislation in India: Structure and Salient Features, Press and Registration Act, Delivery of Books (Public Libraries) Act
- Information and Communication: Information: Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge Communication channels, models and barriers, National Knowledge Commission and Information Policy Information, Intermediaries
- Library and Information Profession: Professional Skills and Competencies Professional Ethics, Role of Library and Information Professionals in Digital Era
- Elements of Library Classification: Concepts, Terminology Need, Purpose and Functions, Species of Classification Schemes
- Theory and Development: Historical Development, General Theory: Normative Principles Modes of Formation of Subjects
- Approaches to Library Classification: Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates, Devices in Library Classification
- Notation and Construction of Classification Number: Notation: Need, Purpose, Types and Qualities, Call Number: Class Number, Book Number and Collection Number, Construction of Class Numbers
- General and Special Classification Schemes: Dewey Decimal Classification Universal Decimal Classification Colon Classification, Current Trends in Library Classification
- Introduction to Computers: Computers: Generations, Types, Input and Output Devices, Computer Architecture Data Representation and Storage, Introduction to System Software and Application Software, Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation, Graphics Software: Basic Functions and Potential Uses Communication Software
- Library Automation: Library Automation: Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21, Introduction to Metadata: Types of Metadata Dublin Core,

- Library Software Packages: Overview and House Keeping Operations Case Studies: WINISIS, Alice for Windows and SOUL
- Database Management Systems: Database: Concepts and Components, Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses
- Web Interface to WINISIS Databases: Introduction to Web Interface: WWWISIS, Introduction to Web Servers: Apache Server and Internet Information Server Web Interface Software: GENISIS
- Introduction to Internet: Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, Eresources and Online Databases
- Principles of Library Management: Management Vs Administration General Principles and their Application, Library Organisation Structure and Library Governance Library Planning: Need, Objectives and Procedures Basics of Total Quality Management
- Financial and Human Resource Management: Library Finance and Sources of Finance Library Budget, Budgeting and Accounting, Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal
- Library Building and Resources Management: Library Building Collection, Development, Acquisition of Periodicals and Serials Technical Processing of Documents
- Services and Maintenance of the Library: Circulation Work, Maintenance Shelving and Stock Verification Preservation, Library Services, Reference and Information Service
- Library Records and Statistics: Staff Manual, Library Statistics, Annual Report
- Fundamental Concepts: Meaning, Definition, Importance, Nature and Characteristics, Printed and Electronic Information Sources, Types of Information Sources and Services, Criteria for Evaluation of Reference Sources
- Sources of Information: Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/ Dissertations, Trade Literature etc.), Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals, Tertiary
- Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues.
- Reference and Information Services: Users and their Information Needs, Theory and Functions of Reference and Information Service Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment
- Types of Information Services: Documentation Services: Abstracting and Indexing Services,
- Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service
- Information Literacy Programmes: Concept, Objectives, Initiation of Users, Users and their Information needs: Categories of users, Ascertaining users Information needs Information Literacy Products
- Fundamental Concepts and Historical Developments: Library Catalogue: Definition, Objectives, Purposes and Functions, History and Development of Library Catalogue Codes, Physical Forms of Catalogues Types of Catalogues
- Types of Catalogue Entries: Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries in Classified and Alphabetical Catalogues
- Choice and Rendering of Headings: Personal Authors: Western and Indic Names Corporate Authors
- Subject Cataloguing: Subject Cataloguing: Concept, Purpose and Problems Chain Indexing, Subject Headings Lists: LCSH, SLSH
- Trends in Library Cataloguing: Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN