

Syllabus Phase-II Job Test & Efficiency Test

Junior Technical Assistant

Maximum marks : 30 marks

Duration : 30 minutes

Book Acquisition : Selection, Duplication Checking, Preparation of book order, received of books of the order from the supplier, recording of the books in the library record, processing of bills for payment.

Classification : Preparatory work of classification, deciding the subject (call number of books), assigning class number from the CC and DDC, assigning book number and sequence number.

Cataloguing : Determining the approaches about the book, preparing main entry, preparing added entry, use of OPAC, filing of entries.

Periodical publication : Allocation of budget, selection and ordering of periodicals, payment, control of serials, control of non-received issues.

Circulation : Membership, document transactions, exit checking of the issued books, reminder and control system, reservation of need documents and limitations, arrangement and merging of retained and consulted and preparation of statistics.

Reference service : Additional user's services, guidance to readers, guidance to research scholars, reference sources and the use.

Management and Organization : Library administration system, library building and annual report, finance, stock verification.

Efficiency Test

Maximum marks : 10 marks

Duration : 30 minutes

Ten questions related to classification and cataloguing practices, individuals personality, communication, human relation, adaptability co-operation obedience etc.

Syllabus Phase-II Job Test & Efficiency Test

Lab. Assistant/Lab. Technician

Job Test : 30 marks

Efficiency Test : 10 marks

Duration : 30 minutes each

1. अम्ल एवं क्षार, उत्प्रेरक
2. प्रमुख खनिज एवं अयस्क
3. प्रमुख रासायनिक यौगिक, गैसें, द्रव
4. कार्बन एवं उसके यौगिक
5. प्रकाश, अपवर्तन व परावर्तन लेन्स एवं लेन्स के प्रकार
6. सूक्ष्मदर्शी एवं दूरदर्शी
7. विद्युत, ऐम्पियर, वोल्ट, प्रतिरोधकता, सूचालक एवं कुचालक, अमीटर, वोल्ट मीटर
8. ऊर्जा एवं ऊर्जा स्रोत : कोयला, तेल, प्राकृतिक गैस, गैर-पारम्परिक ऊर्जा स्रोत ।
9. कोशिका, पादप समूह, पादपों का वर्गीकरण, प्राणियों का वर्गीकरण, पादपों एवं जन्तुओं का आर्थिक महत्त्व ।
10. पर्यावरण, पर्यावरण के घटक, प्रदूषण एवं प्रदूषक ।
11. प्रयोगशालाओं में प्रयुक्त होने वाले प्रमुख उपकरणों/सामग्री की सामान्य जानकारी ।
12. प्रयोगशाला में कार्य करते समय सावधानियाँ एवं सुरक्षा के उपाय ।