



CENTRAL UNIVERSITY OF TAMIL NADU

Notification No.: CUTN/NT/01/2026 dated 01.01.2026

Syllabus for the Post of SEMI-PROFESSIONAL ASSISTANT

SINGLE STAGE TEST

The written Examination will consist of an **Objective Type Paper** of 100 Multiple-Choice Questions (MCQs) divided into parts I and II of 25 and 75 MCQs each.

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Part -I	Multiple Choice Questions (MCQ) General Knowledge, General English, Numerical Aptitude, General Intelligence & Reasoning	25	50	2 Hrs
Part-II	Multiple Choice Questions (MCQ) Domain Knowledge	75		

Part-I : General Aptitude

Unit 1: General Intelligence

Questions shall be both verbal and non-verbal types. The test may include questions on Analogies, Similarities, Differences, Space Visualization, Problem solving, Observation, Statement-Arguments, Statements-Assumptions, Arithmetical Reasoning, Assertion and Reasoning, Arithmetical Number Series, Coding & Decoding, Blood Relations.

Unit 2 : General Awareness

Questions shall aim at testing the candidate's awareness of current and the environment around him/her besides testing the knowledge of Everyday Science, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity, and Indian Constitution.

Part-II : Domain Knowledge

Unit 1: Knowledge Organisation

1.1 Library Classification: Need and Functions of Library Classification, Modes of formation of Subjects, Species of Library Classification, Notation, Class Number, Book Number, Collection Number.

1.2 Library Classification Schemes: History and Development of Library Classification Schemes, Structure and Features of Dewey Decimal Classification (DDC), Colon Classification (CC), Universal Decimal Classification (UDC), Comparison between DDC, UDC and CC, Canons of Classification.

1.3 Library Cataloguing: Need and Functions of Library Cataloguing, Physical Forms of Catalogue-Card Catalogue, Book Catalogue, Shelf Catalogue, Dictionary Cataloguing, and Classified Catalogue, Cooperative, Centralized Cataloguing and Union Catalogue, Sear's List of Subjects Headings (SLSH), Chain Procedure.

1.4 Catalogue Code: Historical overview of different codes, canons of cataloguing. AACR-1, AACR-2, AACR2R, CCC and their revisions.

1.5 Cataloguing Standards and Online Cataloguing: ISBD, ISBN, ISSN, MARC, OPAC, Web-OPAC

Unit 2: Library Management

2.1 Technical Services: Acquisition: Collection Development Tools and Principles, - Selection Criteria of Books, Non-Block, Non-Print, Digital Methods of Acquisition (Traditional, Online), Accessioning, Technical Processing of Serials Policies, Selection Criteria, Methods of Subscription and Procurement, Circulation Services Policies, Functions, Charging and Discharging Systems, Stock Verification: Methods and Tools.

Unit 3: Reference and Documentation Services

3.1 Information Services: Types of Reference Service, CAS and SDI, Abstraction Services, Types of Indexes – Pre and Post Co-ordinate Indexing, Chain Indexing, POPSI, PRECIS, Alphabetical indexing, Key word Indexing, Types of Abstracts, Online/Digital Reference Service, Techniques of Translation and Reprographic Services.

Unit 4: Library Automation

4.1 Networks and Types: LAN, MAN and WAN, Library and Information Networks DELNET, INFLIBNET, ERNET, NICNET

4.2 Automation of Housekeeping Operations and Library Security Technology: Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management, RFID, Bar- Coding, Smart Card,

4.3 Library Software Packages: Features of WINISIS, KOHA, LIBSYS, SOUL, Greenstone, DSpace.

4.4 Digital, Virtual, Electronic and Hybrid Libraries: Concept, Definition and scope, Recent Developments, Hardware and Software Requirements.

4.5 Internet-based Resources and Services: Basic Services: E-Mail, Browsers, and Search Engines, Portals, Gateways, Electronic Journals, Search Techniques, Web-searching.
