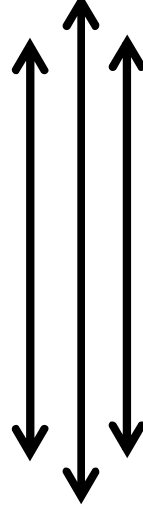
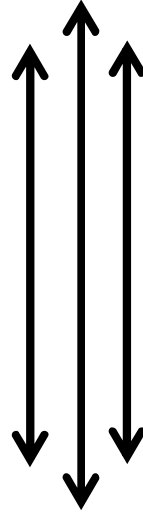


नेपाली सेना  
श्री भर्ना छनौट निर्देशनालय, कार्यरथी विभाग  
जंगी अड्डा



प्रा.उ.से.लाईब्रेरियन (खुला) पदको पेशा सम्बन्धी लिखित परीक्षा र प्रयोगात्मक  
परीक्षाको पाठ्यक्रम योजना



२०७५

## नेपाली सेना

### प्रा.उ.से.लाईब्रेरियन (खुला) पदको पेशा सम्बन्धी लिखित परीक्षा र प्रयोगात्मक परीक्षाको पाठ्यक्रम योजना

यो पाठ्यक्रम नेपाली सेनाको विभिन्न ईकाईहरूमा रिक्त रहेको प्रा.उ.से.लाईब्रेरियन (खुला) पदका उम्मेदवार छनौट परीक्षाको लागि निर्धारण गरिएको हो । लिखित परीक्षामा सहभागि हुने उम्मेदवारहरूको विविध विषय (अंग्रेजी, गणित, नेपाली र सामान्यज्ञान), पेशा सम्बन्धी विषय र पेशागत विषयको प्रयोगात्मक परीक्षाको लागि निम्न विषयहरूलाई आधार मानी प्रश्नहरू सोधिने छ ।

- (क) लिखित परीक्षाको माध्यम नेपाली/अंग्रेजी वा दुवै भाषा हुनेछ ।
- (ख) लिखित परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र अर्को चरणको परीक्षामा सम्मिलित गराइने छ ।
- (ग) प्रश्न पत्र निर्माण गर्दा पाठ्यक्रममा समावेश भएका सबै विषयहरूलाई समेटिनेछ ।
- (घ) नेपाली सेनाको आवश्यकता तथा विविध परिस्थितिमा नेपाली सेना अनुकूल हुने गरी उल्लेखित विवरणहरूमा हेरफेर हुन सक्नेछ ।
- (ङ) वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अङ्क कट्टा गरिनेछ । तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कट्टा पनि गरिने छैन ।
- (च) वस्तुगत बहुवैकल्पिक पत्रहरू हुने परीक्षामा कुनै प्रकारको क्याल्कुलेटर (Calculator) प्रयोग गर्न पाइने छैन ।
- (छ) विषयगत प्रश्न हुने पत्र/विषयका प्रत्येक भाग खण्ड/एकाइ/प्रश्नका लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरू हुनेछन् । परीक्षार्थी प्रत्येक भाग/खण्ड/एकाइ/प्रश्न प्रश्नको उत्तर सोही भाग/खण्ड/एकाइ/प्रश्नको उत्तर पुस्तिकामा मात्र लेख्नुपर्नेछ ।
- (ज) पाठ्यक्रमको रूपरेखा देहायमा उल्लेख गरे अनुसार हुनेछ ।
- (झ) पाठ्यक्रम लागू मिति २०७५/१०/२७ गतेदेखि ।

# प्रा उ.से.लाइब्रेरीयन (खुल्ला) पदको पेशा सम्बन्धी विषयको

## लिखित परीक्षा योजना र पाठ्यक्रम

विषय	पुर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली		प्रश्न संख्या x अङ्क	समय
पेशा सम्बन्धी	१००	४०	वस्तुगत (Objective)	बहुवैकल्पिक प्रश्न (MCQs)	४० प्रश्न x १ अङ्क = ४०	२ घण्टा ३० मिनेट
			विषयगत (Subject)	छोटो उत्तर	६ प्रश्न x ५ अङ्क = ३०	
				लामो उत्तर	३ प्रश्न x १० अङ्क = ३०	

## लिखित परीक्षाको पाठ्यक्रम

### 1. **Library and Society**

- 1.1 History and development of libraries and their roles in society
- 1.2 Role of libraries in modern society
- 1.3 Types of libraries: their aims, objectives and functions, a descriptive account of national libraries, academic libraries: university, college and school libraries, public libraries, special libraries mobile libraries and information centers.
- 1.4 Law of library science
- 1.5 Normative principles
- 1.6 Library legislation and library Act
- 1.7 ISBN and ISSN
- 1.8 Depository Act
- 1.9 Library Associations; systems and programs
- 1.10 Role of professional associations
- 1.11 Library activities of UNESCO, IFLA & INSDOC
- 1.12 Books Publisher's Association
- 1.13 Book Development Council

### 2. **Library and Information Management**

#### 2.1 **Management**

- 2.1.1 Library Management: Definition, Nature, Purpose, Characteristics and Functions
- 2.1.2 Managerial Roles: Interpersonal role, Informational roles and Decision roles
- 2.1.3 Management Skills: Technical, Human, Conceptual, Design
- 2.1.4 History and Development of Scientific Management
- 2.1.5 Administration vs. Management
- 2.1.6 Librarianship: Philosophy & Ethics
- 2.1.7 Scientific Management: Functions and Principles

#### 2.2 **Planning**

- 2.2.1 Library Buildings: Design and Preliminary Considerations
- 2.2.2 Space Management: Areas & Sub-areas
- 2.2.3 Library Furniture: Book racks, Catalogue Cabinets, Reading Room Tables & Chairs Counters, Display Racks
- 2.2.4 Standards and Specifications

## **2.3 Library House -keeping Operations**

- 2.3.1 Collection Development: Book Plan, Book Policies & Programmes
- 2.3.2 Acquisition Section, Book Selection, Ordering Procedure, Accessioning
- 2.3.3 Processing and Technical Sections: Need, Operations, Physical Preparation of the Document for Use
- 2.3.4 Maintenance: Relationship with other Sections, Stacking, Shelving, Binding, Stock-taking. Preservation and Conservation
- 2.3.5 Circulation Control: Functions, Routines, Registration of Borrowers, Circulation Systems, Inter-library Loan.

## **2.4 Financial Management**

- 2.4.1 Finance: Library Finances, Sources of Revenue, Income and expenditures
- 2.4.2 Budget: types, Methods of Budget making (Line by line , ZBBS, PPBS & IBB) General Standards, Budgetary control.
- 2.4.3 Library Statistics
- 2.4.4 Annual Reports

## **2.5 Human Resources Management**

- 2.5.1 Library Personnel Management: Job analysis, Job description, Staff recruitment, Staff manual, Performance appraisal

## **2.6 Library Committees**

- 2.6.1 Library Committee: Need, Purposes, Functions, Roles & types

## **2.7 Library Rules and Regulations**

- 2.7.1 Library rules and regulation: Need, Purpose, Functions and Enforcement, Contents
- 2.7.2 Library Brochures
- 2.7.3 Management Techniques: Systems analysis PERT/CPM, MIS

## **3. Library and Information System and Services in Nepal**

- 3.1 History of library and library science education in Nepal
- 3.2 Development of Public Libraries in Nepal
- 3.3 Academic library system in Nepal
- 3.4 Nepal National Library
- 3.5 Special libraries in Nepal
- 3.6 Bibliographic control mechanism in Nepal
- 3.7 Nepal National Union Catalogue
- 3.8 Nepalese National Bibliography
- 3.9 ISBN system in Nepal
- 3.10 Library legislation in Nepal
- 3.11 Information literacy in Nepal
- 3.12 Information Technology Policy of Nepal
- 3.13 Nepal Library Association
- 3.14 World intellectual property organization and intellectual property in Nepal

## **4. Library Cataloguing and Indexing**

- 4.1 Need, purpose and function of a library catalogue
- 4.2 Physical forms (External form)
- 4.3 Types of catalogue: Internal forms
- 4.4 Kind of entries
- 4.5 Data elements in different types of entries
- 4.6 Structures of names and their rendering
- 4.7 AACR –2 (Anglo-American Cataloging Rule)

- 4.8 Subject cataloguing & Indexing problems and models : chain procedure, PRCIS and POPSI
- 4.9 Card filing
  - 4.9.1 Alphabetical
  - 4.9.2 Classified
- 4.10 Copy Cataloging: Sources of Copy Cataloging
- 4.11 Cataloging on Computers: The MARC 21 Format, Original and Copy Cataloging on Computers

**5. Information Processing and Retrieval Technique (Library Classification)**

- 5.1 Definition, Need, Purpose and Function
- 5.2 History and Theory
- 5.3 Introduction to Major Schemes of Classification
  - 5.3.1 DDC
  - 5.3.2 CC
  - 5.3.3 UDC
- 5.4 Analytico-Synthetic Scheme of Classification
  - 5.4.1 Postulation Approach
  - 5.4.2 Fundamental Categories
  - 5.4.3 Phase Relations
  - 5.4.4 Call Number
- 5.5 Notation: Hospitality in Array and Chain, Kinds of Mnemonics.
- 5.6 Species of Classification Schemes
  - 5.6.1 Enumerative
  - 5.6.2 Analytico-Synthesis

**6. Information Sources, Services and Information Literacy**

- 6.1 Primary, secondary and tertiary information sources
- 6.2 Non-book materials and electronic sources
- 6.3 Need of information services
  
- 6.4 Reference and information services
  - 6.4.1 User orientation/User education
  - 6.4.2 Current Awareness Services
  - 6.4.3 Selective Dissemination of Information
  - 6.4.4 Evaluation of Information Service
  
- 6.5 Information literacy
  - 6.5.1 History
  - 6.5.2 Component of information literacy
  - 6.5.3 Characteristic of information literate persons.

**7. Library Automation**

- 7.1 Introduction, use scenarios in library automation, hardware and software for library automation, types of library automation systems, planning and implementation of library automation
- 7.2 Integrated library system and its different modules: acquisition, cataloging, circulation control, serials control, OPAC
- 7.3 Interoperability of information systems: the z39.50 standard, metadata initiatives
- 7.4 The open source software: history, the cost of open source, impact of open source in developing countries
- 7.5 Digital libraries: introduction, characteristics, the barriers, trends

**8. Information and Communication Technology**

- 8.1 Introduction to computers
- 8.2 Online databases

- 8.3 Webpage design
- 8.4 Information Technology (IT) policy of Nepal
- 8.5 Multipurpose Community Tele centers
- 8.6 UNESCO and ICT
- 8.7 Internet and email
- 8.8 Information Network
- 8.9 CD-ROM Databases
- 8.10 Networking: Local Area Networks and Wireless Networking
- 8.11 Networking Protocols: TCP/IP Protocol and OSI Model
- 8.12 IP Addressing and Subnetting

## 9. Bibliography and Documentation

- 9.1 Bibliography: Need, Types, Function, Bibliographic control
- 9.2 Abstracting techniques and types of abstracts, Importance
- 9.3 Bibliographic Services
- 9.4 Tools and Techniques for Indexing and Abstracting
- 9.5 Documentation: Definition, scope, functions and types
- 9.6 Documentation services: CAS, SDI, Current contents etc

## 10. Role of library and Information Centers in Education and Research

- 10.1 Library/ Information Centre/Documentation Centre: Meaning, Purpose, Functions and Development
- 10.2 Role of library and Information Centers in Education Definition, Need,
  - 10.2.1 Formal education and Academic Library Systems
  - 10.2.2 Informal education and Public Library Systems
- 10.3 Research and Librarianship
  - 10.3.2. Role of Librarianship in Research
  - 10.3.3. Definition, Need, Purpose
  - 10.3.4. Areas of Research in Librarianship
  - 10.3.5 Research Methodology in Library Services

यस पेशा सम्बन्धी विषयको पाठ्यक्रमका एकाईहरूबाट सोधिने प्रश्नहरू निम्नानुसार हुनेछ ।

एकाई	बहुवैकल्पिक प्रश्न (MCQs)	छोटो उत्तर प्रश्न सख्या	लामो उत्तर प्रश्न सख्या
१	४	६X ५	३X१०
२	४		
३	४		
४	४		
५	४		
६	४		
७	४		
८	४		
९	४		
१०	४		
जम्मा	४० X १	६X ५	३X१०

प्रा उ.से.लाइब्रेरीयन (खुल्ला) पदको पेशागत विषयको

प्रयोगात्मक परीक्षा पाठ्यक्रम

समय : १ घण्टा

पूर्णाङ्क : ५०

उत्तीर्णाङ्क : २५

क्र.सं.	विषय	प्रश्नको भार	समय
१	Accessioning	५	५ मिनेट
२	Call Number Building	५	१० मिनेट
३	Cataloguing	५	१० मिनेट
४	Data Entry in MARC Format	५	५ मिनेट
५	Circulation	५	५ मिनेट
६	End processing of Book	५	५ मिनेट
७	Shelving	५	५ मिनेट
८	Abstracting	५	५ मिनेट
९	Subject heading Assigning	५	५ मिनेट
१०	Information Retrieval	५	५ मिनेट
जम्मा		५०	१ घण्टा