



NITC/13-3(II)/2022-RO

Dated: 03 August 2023

Group B and C Recruitment : Scheme of Examination and Syllabus for Skill Test

SCHEME OF EXAMINATION

1. The skill test would be of qualifying nature. The skill test would be conducted in two phases viz., preliminary and advanced.
 - (a) Preliminary test may consist of written exam of 60 to 90 minutes duration and may consist of MCQ or descriptive questions related to the trade / specialization / post.
 - (b) Advanced test – to test the practical and advanced knowledge of the candidate related to the trade / specialization / post. May be Practical / MCQ / Descriptive type.
 - (c) Qualification Criteria: To qualify the skill test, the candidate has to qualify both preliminary and advanced phases separately.
2. The preliminary and advance skill tests may be combined depending upon the requirements of the post and administrative necessity of the Institute.

SYLLABUS

Post : Junior Engineer

Will be intimated later

Post : Library and Information Assistant

(for both preliminary and advanced)

Data, Information, Knowledge and Wisdom, Information Life Cycle, IPR and Legal Issues - Categories, Conventions, Treaties, Laws, Plagiarism, Right to Information Act (RTI); Information Technology Act, National Knowledge Commission. Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act, Laws of Library Science, Library and Information Science Profession, International – IFLA, ALA, CILIP, ASLIB, SLA; Role of UGC, RRRLF and UNESCO in Promotion and Development of Libraries, Library Public Relations and Extension Activities, Type of Users.

Sources of Information - Primary, Secondary and Tertiary; Documentary and Non-Documentary, Primary Information Sources - Journals, Conference Proceedings, Patents, Standards, Theses & Dissertations, Trade Literature, Secondary Information Sources (Print and Electronic) - Dictionaries, Encyclopedias, Bibliographies, Indexing & Abstracting, Statistical sources, Handbooks and Manuals, Tertiary Information Sources (Print and Electronic)- Directories, Year Books, Almanacs, Reference Sources - Bibliographical, Biographical, Educational, Language and Geographical,



Electronic Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups, Databases: Bibliographic, Numeric, Full text, Multimedia; Open Access Databases, Evaluation of Reference Sources and Web Resources.

Different types of services – Reference, Referral, Alerting, Mobile based Library Services and Tools – Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo-Location, Reference Enquiry, Web 2.0 and 3.0 - Library 2.0- Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Collaborative Services- Social Networks Web – Scale Discovery Services National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network, Library Resource Sharing and Library Consortia – National and International.

Knowledge Organisation - Classification – Theories, Canons, and Principles, Trends in Classification, Mapping of Subjects in Library Classification Schemes – DDC, UDC and CC, Knowledge Organisation: Cataloguing - Canons and Principles; Centralized and Co-operative Catalogue; Library Cataloguing Codes: CCC and AACR – II, Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe Library and Information Centers Management - Book Selection Tools and Principles; Library Acquisition, Technical Processing, Circulation, Serial Control, Maintenance and Stock Verification; Preservation and Conservation; Hazards and Control Measures of Library Materials, Human Resource Management – Planning, Job Analysis, Job Description, Job Evaluation, Selection, Recruitment, Motivation, Training and Development, Performance Appraisal; Staff Manual, Financial Management in Libraries - Sources of Finance, Resource Mobilisation, Budgeting Methods; Cost Effective and Cost Benefit Analysis, Annual Reports & Statistics; Library Authority and Committee.

Computer Technology in Library, Library Automation – Areas, Planning, Selection of Hardware and Software, Implementation and Evaluation; Standards for Library Automation, Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications, Digitization – Planning, Selection of Materials, Hardware, Software, Process, Issues, Digital Library: Genesis, Characteristics, Types, Architecture; Standards, Formats and Protocols, DOI, Digital Preservation - Need, Purpose, Standards, Methods, Techniques, Projects (National and International), Digital Library Initiatives – National and International, Institutional Repositories - Need, Purpose, Types and Tools; Institutional Repositories in India; ROAR, DOAR, SHARPA-ROMIO, Content Management Systems – Architecture, Data Integration, CMS Software – Selection, Implementation and Evaluation, Application of Artificial Intelligence, Expert Systems and Robotics in Libraries; Social Mobile Analytics Cloud (SMAC); Cloud Computing, Ontology – Tools (RDF, RDFS, Potege); Semantic Web, Linked Data, Big Data, Data Mining, Data Harvesting.



Post : SAS Assistant

(for both preliminary and advanced)

History of Physical Education; Human Anatomy; Human Physiology; Health Education; Kinesiology; Sport Psychology; First Aid and Safety Education; Sports Injuries; Methodology of Sports Training; Organization and Administration in Physical Education and sports;

Fundamentals of Track & Field; Basics of Football; Basics of Basketball; Badminton; Basics Volleyball; Fundamentals of Strength and Conditioning; Kho Kho; Table Tennis; Hockey; Handball; Kabaddi; Fundamentals of Cricket etc.

Post : Superintendent

Preliminary Skill Test

(a) For General Administration Candidates - The topics covered will include applications of Computer Software like MS Word, MS Excel, MS Power Point, etc. used in day-to-day office work; Internet, e-mail and various online tools used in day-to-day office work; central government rules & regulations related to service conditions of employees; stores & purchase; office procedures, RTI Act 2005 etc.

(b) For Finance & Accounts candidates - The topics covered will include finance & accounts, book keeping, balance sheet preparation; applications of Computer Software like MS Word, MS Excel etc used in day-to-day office work and accounting software like Tally; Internet, e-mail and various online tools used in day-to-day office work; central government rules & regulations related to finance, office procedures etc.

Advance Skill Test

(a) For General Administration candidates - Test on Noting and Drafting (the given matter will have to transcribed on computer / paper), knowledge of CSMOP 2022, MS Excel, typing skill test, calculation of leave entitlements, retirement benefits, service rules, GoI rules etc.

(b) For Finance & Accounts candidates – Proficiency in practical use of software like Tally, MS Excel, calculation of pay/ Income Tax etc, reconciliation of accounts, knowledge of PFMS/TSA, TA/DA Rules, LTC Rules, GFR, GoI Rules, budget etc.

Post : Technical Assistant

Will be intimated later



Post : Pharmacist

(for both preliminary and advanced)

Pharmaceutics, Pharmaceutical Chemistry, Pharmacognosy, Biochemistry & Clinical Pathology, Human Anatomy & Physiology, Health Education & community pharmacy, Pharmacology & Toxicology, Pharmaceutical Jurisprudence, Drug store and Business Management, Hospital & Clinical Pharmacy etc.

Post : Senior Assistant & Junior Assistant

Preliminary Skill Test (Knowledge level will vary for Sr. Assistant & Jr. Assistant)

(a) For General Administration Candidates - The topics covered will include applications of Computer Software like MS Word, MS Excel, MS Power Point, etc. used in day-to-day office work; Internet, e-mail and various online tools used in day-to-day office work; basic knowledge of leave rules, stores & purchase, office procedures etc.

(b) For Finance & Accounts candidates - The topics covered will include finance & accounts; applications of Computer Software like MS Word, MS Excel etc used in day-to-day office work and basic knowledge of accounting software like Tally; Internet, e-mail and various online tools used in day-to-day office work; basic knowledge of central government rules & regulations related to finance, office procedures etc.

Advance Skill Test [(Knowledge level will vary for Sr. Assistant & Jr. Assistant)

(a) For General Administration candidates - Test on Noting and Drafting (the given matter will have to transcribed on computer / paper), knowledge of CSMOP 2022; typing speed test (as per recruitment rule), calculation of leave entitlements, retirement benefits, service rules, GoI rules etc.

(b) For Finance & Accounts candidates – typing speed test (as per recruitment rule), Knowledge of using software like Tally, MS Excel, reconciliation of accounts, knowledge of PFMS/TSA, TA/DA Rules, LTC Rules, GFR, GoI Rules, budget etc.

Post : Senior Technician

Will be announced later.

Post : Technician

Will be announced later.



നാഷണൽ ഇൻസ്റ്റിറ്റ്യൂട്ട് ഓഫ് ടെക്നോളജി കാലിക്കറ്റ്
राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Post : Office Attendant

(for both preliminary and advanced)

The topics covered will include Basic Computer Skills and knowledge in office procedures etc.

Post : Lab Attendant

(for both preliminary and advanced)

The topics covered will include Basic Computer Skills and knowledge about basic lab equipment, safety and precautions, identification of lab instruments etc.
