

Kamala Nehru College Syllabus 2021
(Non-Teaching)

Kamala Nehru College Exam Pattern 2021

Senior Personal Assistant Post

Name Of The Subjects	Number Of Questions	Maximum Marks	
Questions pertaining to specific areas of the post concerned	50	100 Marks	
General Awareness	25	50 Marks	
Reasoning Ability	25	50 Marks	
Mathematical Ability	25	50 Marks	
Test of Language English or Hindi	25	50 Marks	

Paper -I (MCQ) Library Aptitude, General Awareness etc. (150 questions)	Time: 2 hrs.*	Max. Marks: 300 marks (150 questions)
Paper – II Library System etc.	Time: 3 hrs.*	Max. Marks: 150 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the concerned department/institution under the direct supervision of University Librarian, Deputy Librarian, College Librarian/or equivalent rank. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with Library’s functioning.	Time: 1 hrs.	The test will be of 50 marks. To qualify the candidate should obtain 25 marks. This will however be only qualifying in nature.
Total Marks (300+150)		450 marks

*15 minutes extra per hour would be given to Visually Handicapped, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

Paper – I	TEST COMPONENTS	DURATION: 2 hours	
		NO. OF QUESTIONS	MARKS
(i)	Library Aptitude	50	100
(ii)	General Awareness	25	50
(iii)	Reasoning Ability	25	50
(iv)	Mathematical Ability	25	50
(v)	Test of Language English or Hindi	25	50
TOTAL		150	300

C. Paper - II: The questions will be designed to test the ability of the candidate’s knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

Topic	Marks allocated
<ul style="list-style-type: none"> • Knowledge and application of Library and Information Science Procedures, rules & Regulations. • Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages. 	Section 1 - MCQ 100 marks (50 questions) Section 2 – Descriptive 50 marks (5 questions)

Junior Assistant

Paper-I	TEST COMPONENTS	DURATION: 3 hours	
		NO. OF QUESTIONS	MARKS
(i)	General awareness	50	50
(ii)	Reasoning ability	50	50
(iii)	Mathematical ability	50	50
(iv)	Language English or Hindi	50	50
	TOTAL	200	200

Paper-II	TEST COMPONENTS	DURATION: 1 hour
		MARKS
	Essay, comprehension & letter writing	100
TOTAL	100	

SKILL TEST	TEST COMPONENTS	DETAILS
	On spot typing test	Qualifying speed shall be at least 35 words per minute in English or 30 words per minute in Hindi, which will be tested on a computer (PC).*

PwBD candidates for whom complete exemption for type test is provided as per guidelines issued by Central Government, will be exempt from the skill test.

Library Attendant, MTS Laboratory Attendant

Name Of The Subjects	Number Of Questions	Maximum Marks	
Questions pertaining to specific areas of the post concerned	50	100 Marks	
General Awareness	25	50 Marks	
Reasoning Ability	25	50 Marks	
Mathematical Ability	25	50 Marks	
Test of Language English or Hindi	25	50 Marks	