

**लोक सेवा आयोग**  
नेपाल शिक्षा सेवा, पुस्तकालय विज्ञान समूह तथा नेपाल संसद सेवा, शिक्षण तथा मुद्रण समूह, पुस्तकालय विज्ञान उपसमूह,  
राजपत्राङ्कित तृतीय श्रेणी पदहरूको खुला प्रतियोगितात्मक परीक्षाको पाठ्यक्रम

यस पाठ्यक्रम योजनालाई दुई चरणमा विभाजन गरिएको छ :

प्रथम चरण :-	लिखित परीक्षा (Written Examination)	पूर्णाङ्क :- २००
द्वितीय चरण :-	(क) सामूहिक परीक्षण (Group Test)	पूर्णाङ्क :- १०
	(ख) अन्तर्वार्ता(Interview)	पूर्णाङ्क :- ३०

**परीक्षा योजना (Examination Scheme)**

**प्रथम चरण : लिखित परीक्षा(Written Examination)**

**पूर्णाङ्क :- २००**

पत्र	विषय	खण्ड	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली		प्रश्नसंख्या × अङ्क	समय
प्रथम	General Subject	Part I: General Awareness & General Reasoning Test	१००	४०	वस्तुगत (Objective)	बहुवैकल्पिक प्रश्न (MCQs)	५० प्रश्न × १ अङ्क	१ घण्टा ३० मिनेट
		Part II: General Technical Subject					५० प्रश्न × १ अङ्क	
द्वितीय	Technical Subject		१००	४०	विषयगत (Subjective)	छोटो उत्तर लामो उत्तर	४ प्रश्न × ५ अङ्क ८ प्रश्न × १० अङ्क	३ घण्टा

**द्वितीय चरण : सामूहिक परीक्षण (Group Test) र अन्तर्वार्ता (Interview)**

**पूर्णाङ्क :- ४०**

पत्र / विषय	पूर्णाङ्क	उत्तीर्णाङ्क	परीक्षा प्रणाली	समय
सामूहिक परीक्षण (Group Test)	१०		सामूहिक छलफल (Group Discussion)	३० मिनेट
अन्तर्वार्ता (Interview)	३०		बोर्ड अन्तर्वार्ता(Board Interview)	-

**द्रष्टव्य :**

- लिखित परीक्षाको माध्यम भाषा नेपाली वा अंग्रेजी अथवा नेपाली र अंग्रेजी दुवै हुनेछ ।
- प्रथमपत्र र द्वितीयपत्रको लिखित परीक्षा छुट्टाछुट्टै हुनेछ ।
- वस्तुगत बहुवैकल्पिक (Multiple Choice) प्रश्नहरूको गलत उत्तर दिएमा प्रत्येक गलत उत्तर बापत २० प्रतिशत अङ्क कटौत गरिनेछ । तर उत्तर नदिएमा त्यस बापत अङ्क दिइने छैन र अङ्क कटौत पनि गरिने छैन ।
- बहुवैकल्पिक प्रश्नहरू हुने परीक्षामा कुनै प्रकारको क्याल्कुलेटर (Calculator) प्रयोग गर्न पाइने छैन ।
- विषयगत प्रश्नहरूको हकमा तोकिएको अंकको एउटा लामो प्रश्न वा एउटै प्रश्नका दुई वा दुई भन्दा बढी भाग (Two or more parts of a single question) वा एउटा प्रश्न अन्तर्गत दुई वा बढी टिप्पणीहरू (Short notes) सोध्न सकिने छ ।
- द्वितीय पत्रमा (विषयगत प्रश्न हुनेका हकमा) प्रत्येक खण्डका लागि छुट्टाछुट्टै उत्तरपुस्तिकाहरू हुनेछन् । परीक्षार्थीले प्रत्येक खण्डका प्रश्नहरूको उत्तर सोहीखण्डको उत्तरपुस्तिकामा लेख्नुपर्नेछ ।
- यस पाठ्यक्रम योजना अन्तर्गतका पत्र/विषयका विषयवस्तुमा जेसुकै लेखिएको भए तापनि पाठ्यक्रममा परेका कानून, ऐन, नियम तथा नीतिहरू परीक्षाको मिति भन्दा ३ महिना अगाडि (संशोधन भएका वा संशोधन भई हटाईएका वा थप गरी संशोधन भई) कायम रहेकालाई यस पाठ्यक्रममा परेको सम्झनु पर्दछ ।
- प्रथम चरणको परीक्षाबाट छनौट भएका उम्मेदवारहरूलाई मात्र द्वितीय चरणको परीक्षामा सम्मिलित गराइनेछ ।
- यस भन्दा अगाडि लागू भएका माथि उल्लेखित सेवा, समूहको पाठ्यक्रम खारेज गरिएको छ ।
- पाठ्यक्रम लागू मिति : - २०८०/०७/२०

**प्रथम पत्र (Paper I): General Subject**

**Part (I) : - General Awareness & General Ability Test (50 Marks)**

1. **General Awareness and Contemporary Issues** (25 ×1 Mark = 25 Marks)
  - 1.1 Physical, socio-cultural and economic geography and demography of Nepal
  - 1.2 Major natural resources of Nepal
  - 1.3 Geographical diversity, climatic conditions, and livelihood & lifestyle of people
  - 1.4 Notable events and personalities, social, cultural and economic conditions in modern history of Nepal
  - 1.5 Current periodical plan of Nepal
  - 1.6 Information on sustainable development, environment, pollution, climate change, biodiversity, science and technology
  - 1.7 Nepal's international affairs and general information on the UNO, SAARC & BIMSTEC
  - 1.8 The Constitution of Nepal (From Part 1 to 5 and Schedules)
  - 1.9 Governance system and Government (Federal, Provincial and Local)
  - 1.10 Provisions of civil service act and regulation relating to constitution of civil service, organisational structure, posts of service, fulfillment of vacancy and code of conduct
  - 1.11 Functional scope of public services
  - 1.12 Public Service Charter
  - 1.13 Concept, objective and importance of public policy
  - 1.14 Fundamentals of management : planning, organizing, directing, controlling, coordinating, decision making, motivation and leadership
  - 1.15 Government planning, budgeting and accounting system
  - 1.16 Major events and current affairs of national and international importance
2. **General Reasoning Test** (25 ×1 Mark = 25 Marks)
  - 2.1 **Logical Reasoning** (9×1 Mark = 9 Marks)

Verbal Ability, Alphanumeric Series, Reasoning Analogies, Classification, Coding-Decoding, Order & Ranking, Distance & Directions, Analytical and Logical Reasoning, Assertion and Reason, Statement and Conclusion, Input-Output, Venn- diagram
  - 2.2 **Numerical Reasoning** (8×1 Mark = 8 Marks)

Arithmetic Series, Analogy, Classification, Arithmetical Reasoning, Fraction. Percentage, Ratio, Average, Profit & Loss, Time & Work, Date & Calender, Data Sufficiency, Data Interpretation & Data Verification
  - 2.3 **Spatial Reasoning** (8×1 Mark = 8 Marks)

Figure Series, Figure Analogy, Figure Classification, Figure Matrix, Pattern Completion, Embedded Images, Image Formation & Analysis, Mirror and Water Images, Cubes and Dices, Paper Folding & Cutting

**Part (II) : - General Technical Subject (50 Marks)**

**Section A- 30%**

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 Furnitures: Book racks, Catalogue Cabinets, Reading Room Tables & Chairs Counters, Display Racks (for Periodicals)
    - 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, IFLA PAC
    - 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 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
  - 2.8 **Management Techniques:**
    - 2.8.1 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
    - 3.6.1 Nepal National Union Catalogue
    - 3.6.2 Nepalese National Bibliography
    - 3.6.3 ISBN system in Nepal
  - 3.7 Library legislation in Nepal
  - 3.8 Information literacy in Nepal
  - 3.9 Information Technology Policy of Nepal
  - 3.10 Nepal Library Association
  - 3.11 World intellectual property organization and intellectual property in Nepal

### **Section B- 20%**

- 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 Comparative study of AACR –2 (Anglo-American Cataloging Rule)
  - 4.8 Subject cataloguing & Indexing problems and models (techniques only) specially chain procedure, PRCIS and POPSI
  - 4.9 Card filing
    - 4.9.1 Alphabetical
    - 4.9.2 Classified

**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

**Section C- 30%**

**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
- 6.5 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 Definition, need, purpose and functions of library automation
- 7.2 Library Management Software e.g. CDS/ISIS or WINISIS
- 7.3 Designing Bibliographic Databases
- 7.4 Library Housekeeping Systems
- 7.5 OPAC
- 7.6 MARC
- 7.7 OCLC

**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 Telecentres
- 8.6 UNESCO and ICT
- 8.7 Internet and email
- 8.8 Information Network
- 8.9 CD-ROM Databases

#### **Section D- 20%**

### **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

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

- 10.1 Library/Information Centre/Documentation Centre: Meaning, Definition, Need, Purpose, Functions and Development
- 10.2 Role of library and Information Centers in Education
  - 10.2.1 Formal education and Academic Library Systems
  - 10.2.2 Informal education and Public Library Systems
- 10.3 Research and Librarianship
  - 10.3.1 Role of Librarianship in Research
- 10.4 Research and Librarianship
  - 10.4.1 Definition, Need, Purpose
  - 10.4.2 Role of Librarianship in Research
  - 10.4.3 Areas of Research in Librarianship
  - 10.4.4 Research Methodology in Library Services