



**Indian Institute of Technology Hyderabad**  
Kandi, Sangareddy, Telangana – 502284, INDIA  
Website: [www.iith.ac.in](http://www.iith.ac.in)

**Advt. No. IITH/2025/CS/18**

**Date:22-04-2025**

**ADVERTISEMENT FOR THE POST OF ‘LIBRARY ASSISTANT(S)’ ON CONTRACTUAL BASIS**

1. The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. The Institute invites ONLINE Applications from eligible Indian Nationals for the position of “**LIBRARY ASSISTANT**” in Knowledge Resource Centre for engagement on contractual basis in IIT Hyderabad. The appointment shall be on a purely temporary basis for one year, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The details of the post are as follows:

Post No.	Name of the Post	Consolidated remuneration per month	Upper age* limit (Years)	Total Vacancies
01.	Library Assistant (on Contractual)	Rs.40,000/-	30 years	04
<b>Total</b>				<b>04</b>

(\*Relaxation in upper age limit is applicable as per GoI rules)

2. The commencement date and the last date for submission of online applications are as under:

<b>Commencement of Online Application</b>	<b>22-04-2025</b>
<b>Last date for submission of Online Application</b>	<b>21-05-2025, 05:00 PM IST</b>
<b>Mode of selection</b>	Preliminary written Test/Skill test/Final written test
<b>Tentative Date of Selections</b>	Shortlisted Candidates will be informed via mail communication

3. The following are the essential and desirable qualifications for the posts notified under Para No.1:

Post No.	Name of the Post & No. of Posts	Essential and desirable qualifications for the posts
01.	Library Assistant (on Contractual) 04 Posts	<p><b>Essential qualifications:</b> First Class Master’s Degree in Library &amp; Information Science or equivalent recognized by UGC and</p> <p>Two years of professional experience in a Library in CFTI/State/Autonomous or statutory organization/PSU/University or recognized research or educational institutions.</p> <p><b>Desirable qualifications:</b> Basic knowledge of IT and IT applications related to libraries.</p>

4. **How to apply:** The interested and eligible candidates shall apply using the link provided below. No other mode of application shall be accepted:

Link to application: [Click here for Application Link](#)

**There is no application fee for these positions.**

## 5. Selection Process and Syllabus

**5.1 Preliminary Written Test:** At first stage, a preliminary written test will be conducted to all the shortlisted candidates. The syllabus for the written examination is placed in Annexure 1 and is also available at the link (Sl. 59 Library and Information Science) : <https://www.ugcnetonline.in/syllabus-new.php>

**5.2 Skill Test:** The candidates shortlisted from the Preliminary Written Test on the basis of merit will have to take a Skill Test on the same day. The skill test will be based on application of Information and Communication Technology (ICT) and domain related in Library and Information Science.

**5.3 Final Written Test:** A final written test will be conducted for all those candidates who stand qualified in the Skill Test. The final selection of candidates will be based on the merit obtained in the Final Written Test.

## 6. General Instructions:

<b>GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION</b>	
1.	Applicant must be a citizen of India.
2.	Candidates are required to submit ONLINE applications only. Printout of the ONLINE application form is not required to be submitted to the Institute. <b>OFFLINE applications, if submitted, will be summarily rejected.</b>
3.	Online mode of applications can be accessed through the link under Temporary Positions: <a href="https://iith.ac.in/careers/">https://iith.ac.in/careers/</a>
4.	Before submitting the online application, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which she/he is applying as detailed for the respective post. Candidates will be allowed to attend the Preliminary written Test/Skill test/Final written test based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <b>his / her candidature will be canceled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</b>
5.	Applications will be summarily rejected if all the relevant certificates (Experience / Caste /Educational/Proof of DOB etc.) are not uploaded as per the instructions or incompletely filled. The certificates of work experience should be in proper format i.e., it should clearly state his/her designation, period of service in the organization, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of Experience.
6.	<b>The candidates qualified in the preliminary written test are required to attend further selection process-skill test/Final written test, subject to verification of all original certificates before the skill test. The candidates are advised to carry all original certificates along with one set of self-attested copies. Candidates should bring a Photo ID Card (such as a Voter's, PAN, or Aadhar Card) to the preliminary written Test/Skill test/Final written test</b>
7.	The appointment shall be on a purely temporary basis for one year, and further extension of tenure, if any, may be granted subject to the satisfactory performance of the selected candidate and the requirement of the Institute. The appointment will be on contractual basis and can be terminated at any time during the contract period with one month's notice from either side. Accordingly, no right/claim whatsoever will confer on the selected candidate(s) for employment in IITH by virtue of the above temporary engagement.
8.	<b>Working Hours: The selected Library Assistants are expected to work six days a week (covering any shifts i.e. Morning, Evening, and Night) as per the Institute's requirements. Shift duties will be assigned on a rotational basis including Sundays and other public holidays.</b>
9.	First Class degree/post-graduate degree means and implies 60% marks or an equivalent CGPA in a grade point scale, wherever the grading system is followed. The exact percentage should be mentioned in the percentage of marks column. e.g. 59.9% should NOT be rounded off to 60%. Educational qualifications

	prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
10.	The Institute reserves the right to restrict the number of candidates for Preliminary written Test/Skill test/Final written test to a reasonable limit based on qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right to reject any or all the applications without assigning any reasons.
11.	The institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of shortlisting/ selection, which may be detected at any stage even after the issue of the Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates. The number of advertised posts are tentative, the actual number of posts may increase or decrease depending upon the requirement
12.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to. Canvassing in any form whether directly or indirectly shall amount to a rejection of candidature.
13.	If sufficient number of Scheduled Caste/Scheduled Tribe/Other Backward Class candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to these communities will be selected to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes cannot be filled on the basis of general standard, candidates belonging to these communities will be taken by relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for appointment to the post/posts
14.	Engagement of the selected candidate(s) will be subject to necessary pre-engagement formalities viz document/certificate/testimonial checking, submission of required document/certificate/testimonial, and medical fitness certificate etc. Candidate(s) working in any organization, if selected, must submit a release/relieving letter, in original, from the present employer at the time of joining.
15.	Medical facilities to the contract employees are limited to outpatient treatment (OPD) during medical emergencies, with minimal charges of Rs. 100/- for normal OPD and Rs. 200/- for Specialists (rates subject to change as per Institute requirements). No reimbursement of medical expenses will be admissible.
16.	The selected candidate must possess a valid health insurance policy for the engagement period, obtained at their own expense. A copy of the policy must be submitted at the time of joining the Institute.
17.	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
18.	Consolidated remuneration per month shall be subjected to statutory deductions, as applicable.
19.	No accommodation facility is provided by the IITH.
20.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on a regular basis.
21.	In case of highly meritorious candidate, selection committee may relax any of advertised terms.
22.	<b>No Travelling Allowance (TA)/ DA shall be paid to the candidates for attending the trade test/skill test/written test/ proficiency test.</b>
23.	The last date for closing of online application is <b>21-05-2025, 05:00 PM IST</b>

Sd/-  
Registrar  
IIT Hyderabad



## UNIVERSITY GRANTS COMMISSION NET BUREAU

### NET SYLLABUS

**Subject: Library and Information Science**

**Code No. : 59**

#### **Unit – I**

1. Data, Information, Knowledge and Wisdom.
2. Information Life Cycle - Generation, Collection, Storage and Dissemination.
3. Role of Information in Planning, Management, Socio-economic, Cultural, Educational and Technological Development.
4. Information Science - Relationship with other subjects, Information Society and Knowledge Society.
5. Communication – Concept, Types, Theories, Models, Channels and Barriers; Trends in Scholarly Communication.
6. Information Industry - Generators, Providers and Intermediaries.
7. IPR and Legal Issues - Categories, Conventions, Treaties, Laws.
8. Plagiarism: Concept and Types.
9. Right to Information Act (RTI); Information Technology Act.
10. National Knowledge Commission; National Mission on Libraries.

#### **Unit – II**

1. Historical Development of Libraries in India; Committees and Commissions on Libraries in India.
2. Types of Libraries – Academic, Public, Special and National.
3. Library Legislation and Library Acts in Indian States; The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act.
4. Laws of Library Science.
5. Library and Information Science Profession - Librarianship as a Profession, Professional Skills and Competences; Professional Ethics.
6. Professional Associations - National – ILA, IASLIC, IATLIS; International – IFLA, ALA, CILIP, ASLIB, SLA; Role of UGC, RRRLF and UNESCO in Promotion and Development of Libraries.
7. Library and Information Science Education in India.
8. Library Public Relations and Extension Activities.
9. Type of Users - User Studies, User Education.

10. Information Literacy - Areas, Standards, Types and Models; Trends in Information Literacy.

### **Unit – III**

1. Information Sources - Nature, Characteristics, Types and Formats.
2. Sources of Information - Primary, Secondary and Tertiary; Documentary and Non-Documentary.
3. Primary Information Sources (Print and Electronic) - Journals, Conference Proceedings, Patents, Standards, Theses & Dissertations, Trade Literature.
4. Secondary Information Sources (Print and Electronic) - Dictionaries, Encyclopedias, Bibliographies, Indexing & Abstracting, Statistical sources, Handbooks and Manuals.
5. Tertiary Information Sources (Print and Electronic)- Directories, Year Books, Almanacs.
6. Reference Sources - Bibliographical, Biographical, Educational, Language and Geographical.
7. Electronic Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups.
8. Databases: Bibliographic, Numeric, Full text, Multimedia; Open Access Databases.
9. Institutional and Human Resources.
10. Evaluation of Reference Sources and Web Resources.

### **Unit - IV**

1. Community Information Services.
2. Reference Service – Concept and Types; Referral Services
3. Alerting Services - CAS, SDI, Inter Library Loan and Document Delivery.
4. 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.
5. Web 2.0 and 3.0 - Library 2.0- Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian
6. Collaborative Services- Social Networks, Academics Social Networks, Social Tagging, Social Bookmarking.
7. Web – Scale Discovery Services
8. National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN), Biotechnology Information System Network
9. International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS).
10. Library Resource Sharing and Library Consortia – National and International.

## **Unit - V**

1. Universe of Knowledge - Nature and Attributes; Modes of Formation of Subjects.
2. Knowledge Organisation - Classification – Theories, Canners, and Principles; Simple Knowledge Organisation System (SKOS), Taxonomies, Folksonomy, Trends in Classification.
3. Mapping of Subjects in Library Classification Schemes – DDC, UDC and CC.
4. Knowledge Organisation: Cataloguing - Canners and Principles; Centralized and Co-operative Catalogue; Library Cataloguing Codes: CCC and AACR - II.
5. Standards of Bibliographic Record Formats and Description – ISBD, MARC 21, CCF, RDA, FRBR, Bibframe.
6. Standards for Bibliographic Information Interchange & Communication – ISO 2709, Z39.50, Z39.71.
7. Metadata Standards: Dublin Core; MARC21, METS, MODES, EAD.
8. Indexing Systems and Techniques: Assigned - Pre-coordinate; Post-Coordinate; Derived- Title-based; Vocabulary Control.
9. Abstracting – Types and Guidelines.
10. Information Retrieval System – Features, Components, Models and Evaluation.

## **Unit - VI**

1. Management - Principles, Functions and Schools of thought.
2. 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.
3. Human Resource Management – Planning, Job Analysis, Job Description, Job Evaluation, Selection, Recruitment, Motivation, Training and Development, Performance Appraisal; Staff Manual.
4. Financial Management in Libraries - Sources of Finance, Resource Mobilisation, Budgeting Methods; Cost Effective and Cost Benefit Analysis, Annual Reports & Statistics; Library Authority and Committee.
5. Project Management - SWOT, PEST, PERT / CPM.
6. Total Quality Management (TQM) - Concepts, Principles and Techniques, Six Sigma; Evaluation of Services of Libraries and Information Centers.
7. Library Building, Furniture and Equipments; Green Library Building; Information Commons; Makers Space; Security and Safety.
8. Management Information System (MIS), MBO, Change Management, Disaster Management, Crisis Management.
9. Knowledge Management – Principles, Tools, Components and Architecture.
10. Marketing of Library Products and Services – Plan, Research, Strategies, Mix, Segmentation, Pricing and Advertising; Management Consultancy.

## **Unit - VII**

1. Computer Technology - Character Representation (ASCII, ISCII, Unicode); Computer Hardware, Software; Storage Devices; Input and Output Devices.
2. Types of Software - System Software, Application Software.
3. Programming Languages – Object Oriented, Procedural, High Level, Scripting; Web Languages.
4. Telecommunication - Transmission Channels, Mode, and Media, ISDN, PSDN, Multiplexing, Modulation, Standards and Protocols.
5. Wireless Communication – Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication.
6. Computer Networks - Topologies, Types of Networks – LAN, MAN, WAN.
7. Internet - Web browsers, WWW, E-mail; Search Engines, Meta and Entity Search engines.
8. Internet Protocols and Standards – HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL.
9. Hypertext, Hypermedia, Multimedia, Video conferencing, Virtual Reality, Augmented Technologies.
10. Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System.

## **Unit – VIII**

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



## **Unit – IX**

1. Research - Concept, Purpose, Functions, Scope and Ethics; Types of Research – Basic and Applied, Interdisciplinary and Multidisciplinary.
2. Research Methods: Historical, Descriptive, Experimental and Delphi.
3. Research Design - Selection of Research Problem, Review of Literature; Formulation of Research Problem; Hypothesis – Formulation, Types and Testing; Sampling Techniques.
4. Methods of Data Collection: Questionnaire, Interview, Observation, Library Records, Scales and Checklist.
5. Data Analysis and Interpretation - Presentation of Data; Statistical Methods/ Techniques.
6. Statistical Packages – Spreadsheet, SPSS, Bibexcel, ‘R’ Statistics.
7. Research Report Writing and Citation Tools – Structure, Style, Contents, Guidelines; Style Manuals; Online Citation Tools; Reference Style Management Tools; Anti-plagiarism Tools; Evaluation of Research Report.
8. Metric Studies in LIS - Bibliometrics, Scientometric, Webometrics, Altmetrics;
9. Impact Factors – Journal, Institutional and Authors; h-Index, g-Index, i10 Index.
10. Trends in Library and Information Science Research.

## **Unit –X**

1. Academic Library and Information System.
2. Public Library and Information System.
3. Special Library and Information System.
4. Health Science Library and Information System.
5. Corporate Library and Information System.
6. Agricultural Library and Information System.
7. Engineering and Technological Library and Information System.
8. Archive, Museums and Oriental Libraries.
9. Community Information System.
10. Information Services and System for Persons with Disability, Children and Women.