



भारतीय जन संचार संस्थान
INDIAN INSTITUTE OF MASS COMMUNICATION
DEEMED TO BE UNIVERSITY
NEW DELHI

F.No. E-NT.03/2025(E-215179)

Dated the 06th March, 2026

SYLLABUS FOR THE NON-TEACHING POSTS OF IIMC.

This is with reference to the IIMC's Advertisement No. 03/2025 dated 12.12.2025 for filling up the 51 positions of the Non-Teaching posts in the IIMC. The detailed post wise Syllabus and the Scheme of the Examination are given below:

1. SCHEME OF EXAMINATION

1. General

- 1.1 The selection of the candidate shall be through a process of written Test followed by skill test.
- 1.2 The written test will be in two parts, Objective test and Descriptive test.
- 1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test.
- 1.4 Descriptive Test answer sheet will be evaluated only of those candidates who qualify in the Objective Test.

For Group – A Posts

Stage	Nature	Marks	Time Duration	Minimum Qualifying marks
1.	Written Test (Objective Type)	100	90 minutes	Counted for merit, subject to 40 marks for UR/OBC candidates and 35 marks for reserved category candidates for SC/ST candidates. Each correct answer carries 01 mark. There will be negative marking of 0.25 marks for each incorrect answer. If candidate give more than one answer that will be treated wrong answer.
2.	Written Test (Descriptive Type)	100	90 minutes	Only papers of the qualified candidates in objective type test will be evaluated.
3.	Personal Interview	50	-----	Aggregate of (1) and (2) should be minimum of 100 marks for UR/OBC candidates (50% of total marks of both Written test) and 90 marks for SC/ST category candidates (45% of total marks of written tests) will be called for Interview
	Total	250	--	Merit list will be prepared based on the total marks scored by candidate in the written test (Objective & Descriptive test) and Personal Interview.

For Group – B & C Posts

Stage	Nature	Marks	Time Duration	Minimum Qualifying marks
1.	Written Test (Objective Type)	100	90 minutes	Counted for merit, subject to 40 marks for UR/OBC candidates and 35 marks for reserved category candidates for SC/ST candidates. There will be negative marking of 0.25 marks for each incorrect answer. If candidate give more than one answer that also treated wrong answer.
2.	Written Test (Descriptive Type)	100	90 minutes	Only papers of the qualified candidates in objective type test will be evaluated.
3.	Skill Test	50*	60 minutes	Only qualified candidates in the above written test (Objective Test and Descriptive Test) will be called for Skill test. Qualifying in this test is 25 marks (50%). This is only a qualifying test.
	Total	200	--	Merit list will be prepared based on the total marks scored by candidate in the written test (Objective & Descriptive test), only of those candidates who qualified in the skill test.

*** Being only qualifying test therefore marks of skill test are not included in the total marks for deciding the merits.**

1.6 Merit shall be decided based on combined marks secured in Objective test and Descriptive test; Personal Interview (wherever applicable) subject to fulfilment of conditions as mentioned above.

Skills test: Skills Tests wherever applicable will be of qualifying nature only. Aggregate of (1) and (2) should be minimum of 100 marks for UR/OBC candidates (50% of total marks of both Written test) and 90 marks for SC/ST category candidates (45% of total marks of written tests) will be called for skill test

1.7 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:-

- (a) By comparing Marks obtained in the descriptive test, if tie continues then
- (b) By taking Date of birth, and deciding the age so that elder will be given preference,

2. Syllabus for Written Examination:-

2.1 Stenographer (Level – 4)

Paper – I

Language Skills (Hindi and English):

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One-word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Number Systems:-Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

General intelligence & Reasoning:

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems.

Paper – II (Descriptive Test)

Different forms of Communications, Precis Writing, Letter Writing, Essay writing on current topics including NEP-2020 and recent developments in Higher Education and Indian Knowledge Systems (IKS) and Knowledge of Computer Applications.

Skill Test

Stenography test as per norms.

Dictation: 10 minutes @ 80 w.p.m.;

Transcription: (a) 50 minutes English

(b) 65 minutes Hindi

Error Checking – The percentage of mistake allowed in the stenography skill test will be 7% for UR and 10% for reserved categories. Mistake will be calculated as per the SSC guidelines.

2.2 Upper Division Clerk – Level 4)

Paper - I

Higher Education Institution Administration and Finance:-

LTC, Leave Rules, General Office Procedure, Medical Rules, Pay and Pension Rules, Budgeting, UGC rule & regulations related to Central University, Office management–hierarchy, Establishment & service-related matters in universities, NEP-2020, RTI Act, GFR 2017 and purchase procedure etc.

Language Skill (Hindi & English):

The questions will be in English and Hindi based on the following topics:- Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Quantitative Aptitude:

Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

General Intelligence & Reasoning

Series, analogies, coding-decoding, classification, Logical reasoning: syllogisms, assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Blood relations & direction sense, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems, Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart etc.

Paper – II (Descriptive Test)

Circulars, Orders, Notifications, Letter Writing, Forms of Communications.

General Administration, Higher Educational/University Systems and Procedures, Service Matters and Personal Administration, Service Books, Student Affairs, Reservations and Concessions, The Right to Information Act, Internal Complaint Committee, Leave Rules, LTC.

Accounting principles & book-keeping basics, Internal audit, CAG audits in HEIs, Procurement rules, GeM, tendering process, PFMS, TA/DA, LTC, Medical reimbursement rules, Payroll, Pay Fixation, Pension, and service benefits processing.

Skill Test

Typing test : speed in English @35 wpm or speed in Hindi @30 wpm.

Proficiency in Computer Operations (50% marks are qualifying): MS office, Excel, MS-Word, PPT, e-Office operation/Office automation related software.

2.3 Junior Programmer (Level 6)

Paper – I

Logical Reasoning, Analytical Reasoning Capabilities, Quantitative and Qualitative abilities, General Aptitude.

1. Probability and Statistics: Sampling theorems, Conditional Probability, Mean, Median, Mode and standard deviations, Random Variables discrete and continuous distributions, Poisson, Normal and Binomial distribution, correlation and regression analysis.
2. Digital Computer Principles: Number systems- Binary, Decimal, Octal, and Hexadecimal Conversion, Arithmetic operations, Boolean expression, simplification, Postulates and theorems, Simplifications, K-map, Combinational logic circuits - Adder, Subtractor, Multiplexer, Demultiplexer, Encode, Decoder, Sequential circuit - SR, JK, T, D, flip flops, shift registers, Asynchronous, synchronous and Module and counters.
3. Computer Organization and Architecture: Multiprocessors and microcomputers, Machine Instructions and addressing mode. ALU and data-path, CPU control design, Memory interface, I/O interface (Interrupt and DMA mode), Cache and main memory, Secondary storage, Semiconductor memory - Internal organization, SRAM, DRAM, SDRAM, Rambus Memory, ROM Technology, virtual memory, Instruction sequencing, Instruction execution, Hardwired control and microprogrammed control, micro instructions, Instruction pipelining.
4. Programming and Data Structures: Programming in C, Functions, Recursion, Parameter passing, Scope, Binding; Abstract data types, Arrays, Stacks, Queues, Linked Lists, Trees, Binary search trees, Binary heaps.
5. Object Oriented Programming: Object Oriented design concept, programming in C++ and on programming languages viz. Java, Net, Open Source (PHP), Python, Go Lang, NodeJS, etc.
6. Algorithms: Analysis, Asymptotic notation, Notions of space and time complexity, Worst and average case analysis, Design; Greedy approach, Dynamic programming, Divide and conquer; Tree and graph traversals, Connected Components, Spanning trees, Shortest paths, Hashing, Sorting, Searching. Asymptotic analysis (best, worst, average cases) of time and space, upper and lower bounds. Basic concept of complexity classes, N, NP, NP-hard, NP-complete.
7. Databases: ER-model, Relational model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Query languages (SQL), File structures (sequential files, indexing, B and B+ trees), Transactions and concurrency control.
8. System Software: Lexical analysis, parsing, syntax directed translation, code generation and optimization, Assemblers, linkers and loaders microprocessors operating systems- processes, threads, inter-process communication, synchronization deadlocks, CPU scheduling, memory management and virtual memory, file system, I/O systems, protection and security module.
9. Information Systems and Software Engineering: Information gathering requirement and feasibility analysis, data flow diagrams, process specifications, input/output design, process life cycle, planning and managing the project, design, coding and testing, implementation, maintenance.
10. Computer Networks: IOS/OSI stack, LAN technologies (Ethernet, Token Ring), flow and error control techniques, Routing algorithm, Congestion Control, TCP/UDP and sockets IP(v4) Application layer protocol (ICMP, DNS, SMTP, POP, FTP, HTTP, HTTPS): Basic concept of hubs, switches, gateways and routers. Network security: Basic concepts of public key and private key cryptography. Hash function, Digital Signature, Firewalls, User authentication- Token based, Biometric, Remote user authentication, Intrusion detection systems, honey pots, Denial of Service. Wireless network, 2G and 3G Networks, Bluetooth.
11. Web Technologies: HTML5, CSS3, XML basic concept of client-server computing, web server, proxy server, web application development, MVC architecture, web services, frontend and backend technologies.

Paper – II (Descriptive Test)

Syllabus as above

Skill Test

Networks: Network commands, basic concept of hub, switches, gateway, router and their set up. Application layer protocol like FTP, HTTP, HTTPS. Firewall, user authentication, remote user authentication, file sharing, wireless network.

Databases: ER model, relational model, database design, query languages (SQL)

Programming and Data Structures: Programming in C++, Functions, Recursion, Parameter passing, Scope, Binding; Abstract data types, Arrays, Stacks, Queues, Linked Lists.

Object Oriented Programming: Object Oriented design concepts, programming in C++ and on programming languages viz. Java, Python, Open Source (PHP).

Web Technologies: HTML5: Creating web pages, lists, hyperlinks, tables, web forms, inserting images, frames. CSS3: Concept of CSS, creating style sheet, importing style sheets, CSS properties, CSS styling (background, text format, controlling fonts), CSS rules, Style Types, CSS Selectors, CSS cascade, working with block elements and objects, working with lists and tables, CSS id and class, box model (introduction, border properties, padding properties, margin properties).

Java Script: Document object model, data types and variables, functions, methods and events, controlling program flow, built-in objects and operators, validations.

PHP: Capturing form data, GET and POST form methods, processing of form data, use of regular expressions, connecting PHP and DBMS, creating database, defining database structure and accessing data stored in tables using PHP.

2.4 Professional Assistant (Level -6)

Paper – I

(i) Library Aptitude:

Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

(ii) General Awareness:

Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, events etc.

(iii) Reasoning Ability:

The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

(iv) Mathematical Ability:

The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

(v) Test of Language English or Test of Language Hindi:

In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper – II (Descriptive Test)

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.

Skill Test:

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. The candidates may be tested for his/her skills in:

- Search in electronic data bases (online)
- Knowledge of specialized, open source application software for libraries like Digital Library Software etc.

2.5 Assistant (Level 6)

Paper -I

- Fundamental Rules (FRs) and Supplementary Rules (SRs)
- Definitions; General conditions of service; Pay and addition to pay; Confirmation of appointment; Dismissal, removal and suspension; Foreign Service; Deputation; Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS
- CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
- General Financial Rules (GFRs)-2017, DFPR-1978 – General System of Financial Management; Budget formulation – Role of DDOs; Income Tax Procurement of Goods & Services; Contract Management
- Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc.
- Office Procedure; Parliamentary Procedures; Record Management; Public Administration
- RTI Act 2005; CCS (Pension) Rules; New Pension Scheme
- Educational Administration with Special reference to UGC Rules, CGPA / SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision – Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget.
- Leadership, Teamwork and Conflict Resolution/Management
Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc.

Paper-2 (Descriptive Type) –

Domain Knowledge: Rules & Regulations and Educational Administration (Syllabus as above)

Skill Test

Typing test: speed in English @35 wpm or speed in Hindi @30 wpm.

Proficiency in Computer Operations (50% marks are qualifying): MS office, Excel, MS-Word, PPT, e-Office operation/Office automation related software.

2.6 Senior Research Assistant (Level 6) Paper – I

History, Culture and Heritage of India: Important historical events and centres, Religion and Culture in Ancient India, Political and Cultural achievements in Medieval India. Political awakening: role of Newspapers & Political institutions. Tribal and Peasant movements, Emergence of Modern India: Agents of Social Awakening in India. Famous Historical and Cultural places of India, Temples, Forts, Palaces, Various schools of paintings, Handicrafts, Classical Music and Dance, Folk Music & Instruments, Folk Art, Dances & Drama, Folk Literature, Religious Communities, Saints and Sects in India. Folk Deities of India, Fairs and Festivals, Social customs and Traditions, Attires and Ornaments, Major Tourist Centres & Heritage Conservation.

Geography, Natural Resources and Socio-Economic Development of India: Major physiographic regions of India, Natural Vegetation & Soil, Major Crops, Rivers and Lakes, Forest, Wild life and its Conservation, Major Irrigation Projects & Water Conservation Techniques, Major Minerals, Power Resources, Biodiversity, Environmental Conservation, Population-Growth, Density, Literacy, Sex-ratio and Major Tribes.

Current Affairs of India: Major Current Events and Issues, Important Persons, Places and Institutions in News, Games and Sports related activities.

Statistics and Mathematics:

- Definition and importance, Sources of Primary and Secondary data: Primary data collection techniques, schedule, questionnaire, observation and interview, Evaluation and Monitoring, Methods and Techniques of Survey, Case study, P.R.A. (Participatory Rural Appraisal), Data Collection, Classification, Tabulation and Diagrammatic Presentation of data. Measures of Central Tendency, Dispersion, Moments, Skewness and Kurtosis.
- Correlation and Regression: Correlation and its coefficients, Linear Regression.
- Testing of Hypothesis: Concept of Hypothesis, Types of error in Testing. Critical Region and Level of Significance, Small and Large samples.
- Design of Sample Survey: Sampling Unit, sampling frame, sampling fraction, Sampling with and without replacement, Population Parameter and Sample estimator, Efficiency, Accuracy and Precision, Sampling and Non Sampling errors, Simple random sampling, Stratified random sampling, Systematic sampling, Cluster sampling, Multistage sampling.
- Time Series Analysis: Components, Measurements of Trend, Seasonal, Cyclical and Irregular variations.
- Index Number: Uses, types and limitations of index numbers, construction of index numbers, simple and weighted aggregate method, Simple and weighted average price-relatives, Chain base index numbers, Base shifting, Cost of Living index numbers.
- Elementary Mathematics: Decimal fraction, Percentage, Rates & ratio, Average, Simple and compound interest, Square roots.

Planning and Economics:

• NITI Aayog, Reserve Bank of India • Economic Concepts: Law of Demand and Supply, Concept of elasticity, Demand forecasting, Price determination under different markets, National Income, Economic Growth and Planning, Inflation, Money, Banking and Financial Inclusion. • Economy of India: Macro overview of Economy, Major Agricultural, Industrial and Service Sector Issues, Growth, Development and Planning, Infrastructure & Resources, Major Development Projects, Major Welfare Schemes of State Government for SC/ST/Backward Classes/Minorities/Disabled Persons, Destitute, Women, Children, Old Age People, Farmers & Labourers.

Basics of Computer: MS Word, MS Excel and Power Point Presentation, Basic Knowledge of Internet, Cyber security, Artificial Intelligence, e-governance in India.

Paper – II (Descriptive Test)

Syllabus as above

2.7 Section Officer (Level -7)

Paper – I

- Fundamental Rules (FRs) and Supplementary Rules (SRs)
- Definitions; General conditions of service; Pay and addition to pay; Confirmation of appointments; Dismissal, removal and suspension; Foreign Service; Deputation; Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS
- CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
- General Financial Rules (GFRs)-2017; DFPR-1978; General System of Financial Management; Budget formulation – Role of DDOs; Income Tax; Procurement of Goods Services; Contract Management
- Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc.
- Office Procedure; Parliamentary Procedures; Record Management; Public Administration
- RTI Act 2005; CPGRAM, CCS (Pension) Rules; New Pension Scheme
- Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics; Basic concepts of Public Administration, Personnel Administration; Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget
- Leadership, Teamwork and Conflict Resolution/Management
- Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc.

Paper – II (Descriptive Test)

Domain Knowledge: Rules & Regulations and Educational Administration (Syllabus as above)

2.8 Assistant Registrar (Level 10)

Paper – I

CCS Rules

Conduct Rules, Disciplinary procedures/proceedings, Deputation, Foreign Services, Lien, Leave Rules, Allowances, Recruitment & Reservation Rules, Departmental Promotion, Retirement benefits & VRS, Legal matters, Contract, Agreement & Arbitration, MOU and MOA, Good Office practices, APAR, Welfare measures, Official accommodation, Leasing of official space, Pay Rules, Labour Laws, RTI, Commonly circulated information/order by Finance Ministry, DOPT & Ministry of Education, Any other matter relevant to academic institutions funded by Central Government.

Finance Rules

GFR, PFMS, Budget, Annual Accounts, Audit, Income Tax, GST, Ledger, Cash Book, Purchase Rules, Pay & Dearness Allowances, HRA, Refund and Recovery, Financial Irregularities,

Academic Rules

UGC Regulations, Academic Regulations Framing & Documentation, NBA, NAAC & NIRF, IPR, Reservation in admission and relaxations

Computational skill/knowledge:

MS Office (Word, Excel & Power Point), Internet Browsing, Intranet Communication, Email - Uploading & Downloading of Files, Zip File, Google Drive

English knowledge for communication):

Official communication to Ministries, Other Communication - Internal & External, File Noting's, Official orders/circular/notices, Press note, Official correspondence, DO letters, Annual Report

Paper – II (Descriptive Test)

Domain Knowledge: Rules & Regulations and Educational Administration (Syllabus as above)

Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

2.9 Assistant Editor (Level 10) – On Deputation

Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

3.0 Library & Information Officer (Level -11)

Paper – I

1. Information Sources and Services. Knowledge organization- Classification and Cataloguing Information and Communication technology
 - a) Library Automation
 - b) Internet and its applications
 - c) Digital Library Initiatives- National and International level
2. Content Creation and Management. Information Storage and retrieval
 - a) Indexing.
 - b) Content analysis - Abstract and abstracting.
 - c) Vocabulary control.
 - d) Information searching and media.
 - e) Information retrieval system
3. Research methods/ methodology and Statistical techniques.
 - Management of Library and Information Centers.
 - Information and communication.
 - Open access scholarly communication.
 - IPR- Intellectual Property Rights.
 - Information analysis- consolidation and repackaging- concept process and products
 - Planning, management and marketing of an information consolidation unit.
 - Information systems- management of Academic library system, special library system and business information system.
4. Latest trends in LIS- Library and Information Science All topics related to required Managerial and communication skills.

Paper – II (Descriptive Test)

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.

Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.
