



Recruitment Advertisement No: IITDH/Admin/Non-Faculty Recruitment/12/2018-19 dated 07 December 2018

Test for the post of Library Officer (Job Reference No. NFR/2018/17)

Call Letter-cum-Admit Card

1.	Name of the Candidate	:		Affix here your self-attested recent Passport size photo
2.	Roll No.	:	(Available on Institute Website)	
3.	Submission ID	:		
4.	Father's Name	:		
5.	Date of Birth	:	(DD/MM/YYYY)	
6.	Category	:	(As per application submitted)	
7.	Date of test	:	31st January 2020 (Friday)	Signature of Candidate
8.	Reporting Time and Venue	:	08:30 AM at Administrative Block, IIT Dharwad (Candidates will not be allowed to enter in examination room after 09:00 AM)	
9.	Selection Process	:	As per overleaf.	

Note: Information at the S. No. 1 to 6 is to be filled in by the candidate.

General Instructions for the candidates:

- Under no circumstances admission will be allowed without the Call Letter-cum-Admit Card.
- Admission to the examination hall will not be allowed after commencement of the examination.
- Candidates must bring their Photo Identity Card such as Elector's Photo Identity Card (EPIC), Passport, UID Card (Aadhar), PAN Card, Driving License or any Photo Identity Card issued by a Competent Government Authority to prove their identity.
- No candidate will be allowed to bring Mobile Phone or any other means of Wireless Communication, either in the working or switch-off mode, Calculators and any kind of Electronic Gadgets inside the Examination Hall. Only one blue ball pen will be allowed in examination center.
- Blind or low vision candidates requiring help of a Scribe should themselves bring their scribe. Institute will bear no expenses for the purpose while using help of a scribe. For this, candidates are requested to please bring with him/her disability certificate issued by the competent medical authority as per relevant rules of the Government of India.
- This Call Letter-cum-Admit Card does not give any guarantee for employment. If it is found later at any stage that any candidate does not fulfil any of the conditions of eligibility as advertised, his/her candidature will be cancelled. Candidate should satisfy himself/herself that he/she fulfils all the conditions of eligibility to avoid any disappointment at later stage on the above grounds.
- Candidate will be permitted to appear for the examination ONLY after verification of their credentials by the center officials.
- Candidates will be permitted to occupy their seats 30 minutes before the scheduled start of the examination.
- During the examination, candidates may be checked for possession of any of the prohibited items. If the candidate is found to possess any of these items, he/she will be liable to be debarred from the examination.
- Candidate will NOT be permitted to leave the examination hall before the end of examination.
- Candidates are provisionally shortlisted based on the assumption that they fulfill all the eligibility criteria as advertised and documents uploaded by them along with the application. Final decision with regard to their eligibility would be based on verification of the original documents and confirmation of eligibility criteria. You are required to bring all original documents uploaded by you along with the application in support of your claim regarding qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization's letter head, bearing the date of issue, specific period of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. (including one set of self-attested certificate(s)/document(s) and updated Curriculum Vitae). If at any time during the process of recruitment it is found that there are discrepancies in the documents submitted by the candidates or if any suppression of facts is noticed at any time, candidate will be disqualified forthwith without any further notice. Only those candidates, whose documents are found in order will be considered for selection.
- Only those candidates who are shortlisted for Personal Interview will be reimbursed Air Fare by economy class (By Air India only) to the Institute and back from the city of their residence (In India) by shortest route OR to and fro AC II tier train fare, on production of the proof of onward and return journey.
- This intimation should be treated as final information. Hard copy of this call letter-cum-admit card will not be dispatched separately.

I do hereby declare, that I have read all the instructions mentioned above and I will abide by them.

Date: _____

(Signature of the Candidate)
(In presence of Invigilator)

(Signature of Invigilator)

Selection Process for the post of Library Officer
(Job Reference No. NFR/2018/17)

All shortlisted candidates are required to appear for the screening test, which will be held on 31st January 2020. Based on the performance in the screening test, the candidates will be shortlisted for the Personal Interview. Personal Interview will be conducted on the same day. The venue for both the stages is Administrative Block, IIT Dharwad.

Stage-I: Screening Test

Question paper pattern and syllabus

The screening test is divided into four sections as follows:

Section	Topics/Subjects	Weightage of marks
1	General knowledge	10%
2	English language and aptitude	20%
3	Computer Skills	30%
4	Library and Information Science	40%

Broad areas of syllabus for each section are as follows:

Section	Topics/Subjects	Broad syllabus
1	General knowledge	Everyday applications of science, international organizations, geography, history (both Indian and foreign), economics, current affairs and sports.
2	English language and aptitude	Synonyms, grammar, sentence correction/completion, vocabulary, and general aptitude questions.
3	Computer Skills	Basic tools such as Microsoft Word, Excel etc., general computer terminology, basic software and hardware questions, basics of networking and internet.
4	Library and Information Science	Net Syllabus. Knowledge of Library Softwares (LMS, CMS and Dig Lib Softwares) Changing trends in library services.

Stage-II: Personal Interview

The final selection of the candidates will be based on the performance in the Personal Interview from amongst the candidates shortlisted after stage I.