

**CENTRAL UNIVERSITY OF KARNATAKA**  
**Notification No. 24/2019, Dated:04-09-2019**  
Syllabus for Post of **PROFESSIONAL ASSISTANT**

**PROFESSIONAL ASSISTANT**

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs) divided into the parts I and II of 40 and 60 MCQs each.

<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>	<b>Duration</b>
Part I	General Knowledge, General English, Numerical Ability and Reasoning	40	2 Hrs.
Part II	Knowledge of the domain area	60	
<b>Total</b>		<b>100</b>	

**Part I:**

**A. General Knowledge**

Questions in this component will be aimed at testing the candidate's general awareness of the Environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

**B. General English**

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, Antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

**C. Numerical Ability**

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**D. General Intelligence & Reasoning**

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding-decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

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**PART II:**

Acquisition of Library Resources Collection Development; Principles and procedure; Selection of printed and electronic resources; Ordering; Management and Maintenance  
Unit 2: Serial Management Selection; Ordering; Receiving; Display Unit 3: Database Management Machine Readable Formats; Basic Knowledge of common software Koha, SOUL, SLIM, Metadata Unit 4: Information Technology Data Harvesting; Institutional Repositories; Digital Library; and Automated Library Services.

**Skill Test: Library Professional Test**