UNIVERSITY OF HYDERABAD

Office of the Registrar,
Establishment Section –II.

No: UH/E-II/C1/DPC/2023/ 1001

Date: 01-06-2023

CORRIGENDUM

Sub: Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to various Non-Teaching (Group-A, B & C) posts – Corrigendum - Reg.

Ref: 1) This Office Notification No. UH/E-II/C1/DPC/2023/958, dated 25-05-2023.
2) Registrar's approval dated 30-05-2023.

In continuation to the Notification first cited, in addition to the prescribed eligibility criteria the following educational qualifications for the below mentioned posts shall apply. The changes indicated in the remarks column may also be noted.

Sl. No	Name of the post & Pay Level	Educational Qualifications as per RR	Remarks
1.	Assistant Registrar Pay Level:10 (Merit-cum-Fitness)	Must possess at least Bachelor's Degree from a recognized University / Institute.	--
2.	Senior System Analyst [Erstwhile System Manager] Pay Level: 12 (Merit-cum-Fitness & Seniority-cum-Fitness)	Must possess at least M.Tech./MCA/ B.Tech. in CS or IT / M.Sc. (CS/IT/Physical Science).	--
3.	System Analyst [Erstwhile System Programmer / Programmer] Pay Level: 10 (Merit-cum-Fitness & Seniority-cum-Fitness)	Must possess at least M. Tech./ B.Tech. in CS or IT/ MCA /M.Sc. (CS/IT/Physical Science).	--
4.	Scientific Officer Pay Level: 10 (Merit-cum-Fitness)	M. Tech. / M.Sc. in relevant field with at least 55% of marks or equivalent grade in a point scale wherever grading system is followed.	--
5.	Driver (Level-III) Pay Level: 6 (Seniority-cum-Fitness)	Should possess S.S.C. qualification.	--
6.	Driver (Level-II) Pay Level: 4 (Seniority-cum-Fitness)	Should possess S.S.C. or equivalent qualification from a recognized board.	--
7.	Junior Office Assistant (Merit-cum-Fitness)	Already notified	The maximum age limit is 45 years.

(p.t.o.)

Sl. No	Name of the post & Pay Level	Educational Qualifications as per RR	Remarks
8.	Senior Technician (Merit-cum-Fitness)	Already notified	Trade test shall be conducted in the field of Electrical / Waterworks.
9.	Junior Technician (Merit-cum-Fitness)	Already notified	Trade test shall be conducted in the field of Electrical and Water works.
10.	Security Assistant Pay Level: 4 (Seniority-cum-Fitness)	Already notified	**Only Physical Fitness Test:** 500 meters running and Shot Put.
11.	Library Assistant	Already notified	Syllabus for Written Test is attached herewith.

The cases of the employees who fulfills the requisite qualifying service or / and educational qualifications prescribed for the following posts under Seniority-cum-Fitness category need not apply separately as their candidature shall be placed before the DPC for its consideration:

1. Assistant Registrar
2. Section Officer
3. Senior Assistant
4. Private Secretary
5. Personal Assistant
6. Junior Technical Officer
7. Senior Technical Assistant
8. Professional Assistant
9. Assistant Engineer (Civil/Electrical)
10. Draughtsman (Grade-I)
11. Computer Operator
12. Office Assistant
13. Technical Assistant
14. Junior Professional Assistant
15. Senior Technician

The other terms & conditions shall remain same.

Deputy Registrar
(Establishment-II)

To
All Deans of Schools
All Heads of Depts./Centres/ Sections
All Notice Boards
Webmaster...with a request to upload the Corrigendum on the University website.

} with a request to bring to the notice
} of all concerned.

Copy to:

1. OSD to Vice-Chancellor.
2. PS to Registrar.
3. PS to Finance Officer.
4. PS to Controller of Examinations.

SYLLABUS FOR THE POST OF LIBRARY ASSISTANT

Library Classification

Unit 1: Elements of Library Classification and its Concepts, Terminology, Need, Purpose and Functions, Species of Classification Schemes, Normative Principles, Modes of Formation of Subjects. Approaches to Library Classification, Fundamental Categories, Facet Analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification. Notation and Construction of Classification Number, Need, Purpose. Call Number - Class Number, Book Number and Collection Number, Construction of Class Numbers.

Unit 2: General and Special Classification Schemes such as CC, UDC, Dewey Decimal Classification. DDC (Latest-Edition) Introduction, Structure and Organisation, Steps in Classification, Classification of Documents using Table 1 and 2, Use of Relative Index. Current Trends in Library Classification. Assigning Subject Headings using different tools.

Library Cataloguing

Unit 3: Fundamental Concepts, Library Catalogue - Definition, Objectives, Purposes and Functions, History and Development of Library Catalogue Codes, Physical Forms of Catalogues, Types of Catalogues. Types of Catalogue Entries, Data Elements. Trends in Library Cataloguing Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc.

Unit 4: Anglo American Cataloguing Rules (Latest Edition), Works of Single and Shared Authorship, Works of Shared Responsibilities, Editorial Publications, Multivolume and Pseudonymous, Works of Corporate Authorship and Corporate Bodies, Periodical Publications, Ordinary and Artificial Composite Books, Works of Editorial Direction.

Information Sources and Services

Unit 5: Fundamental Concepts, Meaning, Definition, Importance, Nature and Characteristics, Printed and Electronic Information Sources. Types of Information Sources and Services - Primary Information Sources, Secondary Information Sources, Tertiary Information Sources. Users and their Information Needs, Theory and Functions of Reference and Information Services, Role of LIS professionals in Electronic Environment. Types of Information Services - Documentation Services incl. Abstracting and Indexing Services, Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service.

Information Technology in Libraries

Unit 6: Introduction to Computers, System Software and Application Software, Basic Functions and Uses of Communication Software, Library Automation - Planning and Implementation, In-house Operations. Bibliographic Standards - MARC 21. Introduction to Metadata - Types of Metadata, Metadata standards, Open source softwares and proprietary softwares, Database Management Systems, Concepts, components, functions, potential uses.

Unit 7: Introduction to Digital Libraries, Digitization and preservation, Digitization processes and its elements, Digitization softwares, equipments, formats and standards, practices, advantages and challenges of digitization. Internet, Basics of Internet, Emailing, Search Engines and Meta Search Engines, Search Techniques and strategies - Boolean Operations, Proximity Search, Navigational Search, Federated Search etc., E-resources and Online Databases. Library blogs, Social Networking in Libraries, Mobile Websites, QR codes in Libraries.