

# **THE HIGH COURT OF MEGHALAYA SHILLONG**

## **NOTIFICATION**

### **(SYLLABUS DETAILS FOR THE POST OF LIBRARY ASSISTANT)**

**Dated, Shillong the 21<sup>st</sup> November, 2019**

**No.HCM.II/203/2018-Rect/ 306** :The Syllabus Details for written examination for the post of Library Assistant, notified vide this Registry's Advertisement No HCM.II/98/2015-Estt/5516 dated 1<sup>st</sup> November, 2018, is hereby notified for information of all concerned as follows :-

### **SYLLABUS DETAILS**

**Library Science (40 marks)** - Library, Information and Society, Information Science and Services, Organising and Managing Information, ICT Fundamentals, Communication Skills, Management of Library and Information Centre, Document Processing Practical, Information Products and Services.

**Computer Knowledge (20 marks)** - What is a Computer, Input and Output devices, Storage devices, Memory, RAM, ROM, Hardware, Software, Microsoft Office (Word, Excel, Power Point).

**Elementary English (20 marks)** - Spotting the errors in a sentence, Synonyms, Antonyms, Sentence improvement, idioms and phrases, one word substitution, Letter writing.

**General Knowledge and Current Affairs (20 marks)**

**By Order,**

  
**REGISTRAR** 21/11/19