

नेपाल नागरिक उड्डयन प्राधिकरण
प्रशासन सेवा, प्रशासन समूह, पुस्तकालय उपसमूह, छैठौँ तह, अधिकृत पदको खुला/आन्तरिक प्रतियोगितात्मक
परीक्षाको पाठ्यक्रम

द्वितीय पत्र:- सेवा सम्बन्धी
खण्ड (क) - ५० अङ्क

1. **Library and Society**

- 1.1 History and development of library
- 1.2 Library science education in Nepal
- 1.3 Library/information centre: Types, roles, aims, objectives and functions
- 1.4 Laws of library science and normative principles
- 1.5 Library Legislation and Depository Act
- 1.6 ISBN and ISSN
- 1.7 Bibliographic control mechanism in Nepal
- 1.8 Role of professional library associations: NLA, ALA & IFLA
- 1.9 Library activities of UNESCO, IFLA, INSDOC, Read Nepal and Room to Read
- 1.10 Role and importance of technical library in civil aviation

2. **Library and Information Management**

2.1 **Management**

- 2.1.1 Library Management: Concept, Nature, Purpose, Characteristics and Function
- 2.1.2 Scientific Management: History, Development, Functions and Principles
- 2.1.3 Managerial Roles: Interpersonal, Informational and Decisional
- 2.1.4 Management Skills: Technical, Human (Interpersonal and Communication), Conceptual and Decision-making
- 2.1.5 Librarianship: Philosophy and Ethics

2.2 **Planning**

- 2.2.1 Library Buildings: Design and Preliminary Considerations
- 2.2.2 Space Management: Areas and Sub-areas
- 2.2.3 Library Furniture: Book racks, Catalogue Cabinets, Reading Room Tables, Chairs, Counters, Display Racks (for Periodicals)
- 2.2.4 Standards and Specifications

2.3 **Library House-keeping Operations**

- 2.3.1 Collection Development: Book Plan, Book Policies and Programs
- 2.3.2 Acquisition Section: Book Selection, Ordering Procedure and Accessioning
- 2.3.3 Processing and Technical Sections: Need, Operations, Physical Preparation of the Document for Use
- 2.3.4 Maintenance: Relationship with other Sections, Stacking, Shelving, Binding, Stock-taking, Preservation and Conservation, IFLA PAC
- 2.3.5 Circulation Control: Functions, Routines, Registration of Borrowers, Circulation Systems, Inter-library Loan

2.4 **Financial Management**

- 2.4.1 Finance: Library Finances, Sources of Revenue, Income and Expenditures
- 2.4.2 Budget: Types, Methods of budget making (Line by line item, Programme/Performance Budget System (PPBS), and Result Based Budgeting (RBB)), General Standards and Budgetary control
- 2.4.3 Library Statistics
- 2.4.4 Annual Reports

2.5 **Human Resources Management:** Library Personnel Management, Job analysis, Job description, Staff recruitment, Staff manual, Performance appraisal

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- 2.6 **Library Committee:** Need, Purpose, Functions, Roles and Types
 - 2.7 **Library Rules and Regulations:** Need, Purpose, Functions, Enforcement, Contents and Library Brochures
 - 2.8 **Management Techniques:** Systems analysis technique - PERT/CPM and MIS
- 3. Library Cataloguing and Indexing**
- 3.1 Library catalog: Types, need, purpose and functions of library catalogues
 - 3.2 Elements of a bibliographic record
 - 3.3 Tools used for cataloguing: AACR-2R, LCSH, SLSH & Cutter's Three Figure Author Table
 - 3.4 Cataloging in computer: MARC-21 format, original cataloging and copy cataloging
 - 3.5 Copy cataloging: Sources of copy cataloging
 - 3.6 Issues and trends: Reclassification and recataloging, retrospective conversion, outsourcing, cooperation, Dublin Core metadata, and recent trends of cataloguing
 - 3.7 Tools and Techniques for Indexing and Abstracting

खण्ड (ख) - ५० अङ्क

- 4. Library Classification**
- 4.1 History of Library Classification
 - 4.2 Library Classification: Definition, Need, Purpose and Function
 - 4.3 Theory of Library Classification
 - 4.4 Species of Classification Schemes: Enumerative and Analytico-Synthesis
 - 4.5 Introduction to Major Schemes of Classification – DDC, LC, CC and UDC
 - 4.6 Basic plan and structure of DDC
 - 4.7 Procedure of assigning class number in DDC
 - 4.8 Notation: Kinds, Hospitality and Mnemonics
- 5. Information Sources, Services and Information Literacy**
- 5.1 Primary, secondary and tertiary information sources
 - 5.2 Non-book materials and electronic sources
 - 5.3 Need of information services
 - 5.4 Reference and information services
 - 5.4.1 User orientation/User education
 - 5.4.2 Current Awareness Services
 - 5.4.3 Selective Dissemination of Information
 - 5.5 Information literacy
 - 5.5.1 History and component of information literacy
 - 5.5.2 Characteristic of information literate persons
 - 5.6 Library/Information Centre/Documentation Centre: Meaning, Definition, Need, Purpose, Functions and Development
 - 5.7 Bibliographic Services
 - 5.8 Documentation services: CAS, SDI, Current contents
- 6. Library Automation and Information and Communication Technology**
- 6.1 Definition, need, purpose and functions of library automation
 - 6.2 Library Management Software e.g. PMB, Koha ILS

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- 6.3 Designing Bibliographic Databases, and Library Housekeeping Systems
- 6.4 E-library, Institutional Repository, OPAC, MARC and OCLC
- 6.5 Library and Information Networks and consortia
- 6.6 Copyright Act, 2059, and Regulation, 2061
- 6.7 Electronic Transactions Act, 2063, and Rules, 2064
- 6.8 Information Technology (IT) policy of Nepal, 2072
- 6.9 World intellectual property organization Intellectual property in Nepal

7. नीति, ऐन र नियम

- 7.1 हवाई नीति, २०६३
- 7.2 पर्यटन नीति, २०६५
- 7.3 सूचना प्रविधि नीति, २०६७
- 7.4 गैर सैनिक हवाई उडान (सिभिल एभिएसन) ऐन, २०१५ तथा नियमावली, २०५२
- 7.5 नेपाल नागरिक उड्डयन प्राधिकरण ऐन, २०५३
- 7.6 नेपाल नागरिक उड्डयन प्राधिकरण नागरिक उड्डयन नियमावली, २०५८
- 7.7 नेपाल नागरिक उड्डयन प्राधिकरण कर्मचारीहरुको सेवाका शर्त र सुविधासम्बन्धी नियमावली, २०५६
- 7.8 नेपाल नागरिक उड्डयन प्राधिकरण आर्थिक प्रशासन सम्बन्धी नियमावली, २०५७
- 7.9 नेपाल नागरिक उड्डयन प्राधिकरण विमानस्थल सेवा शुल्क नियमावली, २०७८
- 7.10 नागरिक उड्डयन सुरक्षा नियमावली, २०७३
- 7.11 विद्युतीय (इलेक्ट्रोनिक) कारोबार ऐन, २०६३
- 7.12 सूचनाको हक सम्बन्धी ऐन, २०६४

द्वितीय पत्रको लागि निम्नानुसार प्रश्न सोधिनेछः

द्वितीय पत्र (विषयगत)				
विषय	खण्ड	अङ्कभार	छोटो उत्तर	लामो उत्तर
सेवा सम्बन्धी	(क)	५०	२ प्रश्न X ५ अङ्क = १०	४ प्रश्न X १० अङ्क = ४०
	(ख)	५०	२ प्रश्न X ५ अङ्क = १०	४ प्रश्न X १० अङ्क = ४०
जम्मा		१००	४ प्रश्न X ५ अङ्क = २०	८ प्रश्न X १० अङ्क = ८०