

नेपाल नागरिक उड्डयन प्राधिकरण
प्रशासन सेवा, प्रशासन समूह, पुस्तकालय उपसमूह, सातौं तह, वरिष्ठ 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: Definition, Nature, Purpose, Characteristics and Functions
- 2.1.2 Managerial Roles: Interpersonal role, Informational roles and Decisional roles
- 2.1.3 Management Skills: Technical, Human, Conceptual and Decision-making
- 2.1.4 Scientific Management: History, Development, Functions and Principles
- 2.1.5 Librarianship: Philosophy & Ethics

2.2 Planning

- 2.2.1 Library Buildings: Design and Preliminary Considerations
- 2.2.2 Space Management: Areas & 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 & Program
- 2.3.2 Acquisition Section, Book Selection, Ordering Procedure, 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 PPBS & RBB), General
Standards, Budgetary control.
- 2.4.3 Library Statistics
- 2.4.4 Annual Reports

2.5 Human Resources Management

- 2.5.1 Library Personnel Management: Job analysis, Job description, Staff recruitment, Staff
manual, Performance appraisal.

2.6 Library Committees

- 2.6.1 Library Committee: Need, Purposes, Functions, Roles & types

2.7 Library Rules and Regulations

- 2.7.1 Library rules and regulation: Need, Purpose, Functions and Enforcement, Contents
- 2.7.2 Library Brochures

2.8 Management Techniques: Systems analysis PERT/CPM, 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

4. Library Classification

- 4.1 Library Classification: Definition, Need, Purpose and Function
- 4.2 Species of Classification Schemes: Enumerative and Analytico-Synthesis
- 4.3 Introduction to Major Schemes of Classification – DDC, LC, CC and UDC
- 4.4 Basic plan and structure of DDC
- 4.5 Procedure of assigning class number in DDC
- 4.6 Notation: Kinds, Hospitality and Mnemonics

5. Information Sources, Services and Information Literacy

- 5.1 Information sources in different forms
- 5.2 Need of information services
- 5.3 Reference and information service
 - 5.3.1 Definition and types of reference services
 - 5.3.2 Current awareness service
 - 5.3.3 Selective dissemination of information
- 5.4. Information Literacy: History and components
- 5.5 Non-Book Materials and Electronic Service

खण्ड (ख) - ५० अङ्क

6. Bibliography and Documentation

- 6.1 Bibliography: Need, Types, Function, Bibliographic control
- 6.2 Abstracting techniques and types of abstracts, Importance
- 6.3 Bibliographic Services
- 6.4 Tools and Techniques for Indexing and Abstracting
- 6.5 Documentation: Definition, scope, functions and types.
- 6.6 Documentation services: CAS, SDI, Current contents etc.

7. Library Automation

- 7.1 Definition, need, purpose and functions of library automation
- 7.2 Library Management Software e.g. PMB, Koha ILS
- 7.3 Designing Bibliographic Databases, and Library Housekeeping Systems
- 7.5 OPAC, MARC, OCLC, Dublin Core Metadata Initiative (DCMI)

8. Information and Communication Technology

- 8.1 Online databases
- 8.2 Information Network
- 8.3 Digitization, E-library and digital library
- 8.4 Open access and its implication

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9. Role of library and Information Centers in Education and Research

- 9.1 Role of library and Information Centers in Formal and Informal Education
- 9.2 Research and Librarianship
 - 9.2.1 Definition, Need, Purpose
 - 9.2.2 Role of Librarianship in Research
 - 9.2.3 Areas of Research in Librarianship
 - 9.2.4 Research Methodology in Library Services

10. International Federation of Library Association (IFLA) Guidelines for Professional Library and Information Science (LIS) Education Programme

11. नीति, ऐन र नियम

- 11.1 हवाई नीति, २०६३
- 11.2 पर्यटन नीति, २०६५
- 11.3 सूचना प्रविधि नीति, २०६७
- 11.4 गैर सैनिक हवाई उडान (सिभिल एभिएसन) ऐन, २०१५ तथा नियमावली, २०५२
- 11.5 नेपाल नागरिक उड्डयन प्राधिकरण ऐन, २०५३
- 11.6 नेपाल नागरिक उड्डयन प्राधिकरण नागरिक उड्डयन नियमावली, २०५८
- 11.7 नेपाल नागरिक उड्डयन प्राधिकरण कर्मचारीहरूको सेवाका शर्त र सुविधासम्बन्धी नियमावली, २०५६
- 11.8 नेपाल नागरिक उड्डयन प्राधिकरण आर्थिक प्रशासन सम्बन्धी नियमावली, २०५७
- 11.9 नेपाल नागरिक उड्डयन प्राधिकरण विमानस्थल सेवा शुल्क नियमावली, २०७८
- 11.10 नागरिक उड्डयन सुरक्षा नियमावली, २०७३
- 11.11 विद्युतीय (इलेक्ट्रोनिक) कारोबार ऐन, २०६३
- 11.12 प्रतिलिपि अधिकार सम्बन्धी ऐन, २०५९
- 11.13 सूचनाको हक सम्बन्धी ऐन, २०६४

द्वितीय पत्रको लागि निम्नानुसार प्रश्न सोधिनेछ :

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