All India Institute of Speech and Hearing

Skill Test for the Post of Library and Information Assistant

Syllabus

1. Classification of documents using Dewey Decimal Classification
2. Assigning Subject Headings using Sear’s List of Subject Headings
3. Preparation of Main Entries using AACR-II
4. Shelf Rectification
5. Computer Applications: MS Office

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Time: 30 minutes Marks: 25

*Each question carries equal marks*

1. Classify any two given documents using Dewey Decimal Classification Code
2. Assign subject headings for any two given documents using Sear’s List of Subject Headings
3. Prepare main entries for any two given documents according to AACR-II
4. Conduct shelf rectification for the given shelf
5. Create an MS Word document in your name, copy and paste the introductory text of the homepage of the AIISH Library and Information Centre website ([www.aiish.ac.in](http://www.aiish.ac.in)) to the document and apply the following formatting:
6. Font type: Book Antiqua
7. Font size: 12 point
8. Margin: 1.5 inch on all sides
9. Line spacing: Double

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