

(a) **Syllabus:-**

The written examination for the post of Inspector (Librarian/Combatized) in Border Security Force comprises of two parts i.e. **Part-A** General Knowledge & Basics knowledge of Computer and **Part-B** Library & Information Science. These parts are further divided into multiple sub-topics which are essential to be covered:-

(Total Time – 2.30 Hrs.)

Part A:- General Knowledge & Basics of Computer –
(70 Questions - 70 Marks)

(i) **General Awareness:- (15 Questions- 15 Marks)**

Current events, Scientific Research, Sports, Indian Culture, Indian History, Indian Geography, Economics, Indian Polity & constitution etc.

(ii) **English Language:- (20 Questions- 20 Marks)**

Correct usage and knowledge of English Language and will be based on error recognition, fill in the blanks (using Verbs, Prepositions etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idioms etc.

(iii) **General Intelligence :- (15 Questions- 15 Marks)**

Analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, coding & decoding etc.

(iv) **Basic of Computer:- (20 Questions- 20 Marks)**

- Introduction to computer-Characteristics.
- Open-source software, Role of library automation.
- Important Use of the Internet libraries.
- All about electronic Resources: e-Books, e-Journals, databases.
- Use, and types of computers.
- Computer generations and computer architecture: Hardware, Software, input and output devices etc.
- Important Software: Need, purpose and types.
- Library software's.

Part B:- Library and information Science
(80 Questions- 80 Marks)

(i) **Foundation of Library and Information Science (10 Questions- 10 Marks)**

- Important Concept of library.
- Important Information and society.
- Important points of Library legislation.
- The library acts in India.
- Intellectual property rights and law.
- Role and activities of ILA., IFLA and UNESCO and RRRLF.



- Library resource sharing.
- Library as a social institution.
- Types of libraries.
- All about National Library of India.
- Important Five laws of library science and their implications.
- Concept of information literacy.
- Library movement in India.

(ii) **Library Classification and Cataloguing (30 Questions- 30 Marks)**

- Important Devices used in C.C. and D.D.C., steps in practical classification
- Library Cataloguing : Definition, need, purpose and function.
- History of Classified Catalogue Code and Anglo American Cataloguing Rules.
- Kind of entries: Main entry and added entries of Classified Catalogue Code.
- Need, purpose, and function
- Notation: Types and qualities
- Important Principles of helpful sequence.
- General aspects of common isolates /standard subdivisions.

(iii) **Library Organization and Management (30 Questions- 30 Marks)**

- Important terms in Periodical section
- Important terms in Circulation section : Network and Browne
- Maintenance of the library: Circulation, Maintenance, Shelving, Stock verification, Binding and Preservation, Weeding out, etc.
- Technical processing section (Classification and Cataloguing of books).
- General and scientific principles of management and their implication to library administration.
- The function of administration.
- Important Sections of a library: Acquisition section – Book selection.
- Major procedure and accessioning.
- Important Library rules.
- Important Library statistics.
- Important Topics of Budgeting.
- Type of documents and Selection Principles, Preparation of documents for use.

(iv) **Reference Service and Information Sources (10 Questions- 10 Marks)**

- Reference and information Service : Need and purpose,
- Ready reference service
- Long-range reference service
- Initiation
- Reference service in School and public library.
- Organization of reference department.
- Qualities of a reference librarian.


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- CAS and SDI, Information Sources: Need and types : Primary, secondary and tertiary.

QUALIFYING MARKS OF WRITTEN EXAM

For General/EWS/OBC category candidates - 45%
For SC/ST category candidates - 40%

NOTE

- (i) Number of candidates to be qualified in written examination will be restricted maximum 06 times of number of vacancies or all qualified candidates whichever is less, for appearing in 2nd phase examination. There will be no re-evaluation of answer sheet.
- (ii) Candidates are not permitted to use Mobile Phone, Calculator or any other electronic/electrical device for answering any paper (Test Booklets). Candidates will not bring Mobile Phone, Calculator or any other electronic/electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as "use of unfair means" in the Examination and appropriate action will be taken by the department against such candidates, as per extant policy of the department.
- (iii) The written examination will be conducted on CBT mode or OMR based answer sheet. If the candidate did not properly shade/wrongly shaded /did not fill/wrongly filled his/her mandatory data ovals i.e. Roll number, question booklet series code and category in the OMR Answer sheet, it will be rejected at the initial stage and the OMR answer sheet will not be further evaluated for which candidate himself will be responsible for such rejection.

(ii) SECOND PHASE OF THE EXAMINATION

Second phase of the examination will be consisted Physical Standard Test, documentation and Detailed Medical Examination/Review Medical Examination,

Candidates declared qualified in the first phase of Examination (written examination) and shortlisted for 2nd selection phase of examination will be permitted to appear before the selection board for second phase of the Examination on due date, which will be communicated to them through BSF Website. For this purpose, Admit card will also be issued by CSC accordingly. They will be put through subsequent stages. Candidates have to qualify all the stages of Second phase examination. If any candidate fails to qualify in any of the events of the examination, he will not be allowed to participate in further stages of the examination process.

(a) PHYSICAL STANDARD TEST (PST)

Candidates will undergo Physical Standard Test before Board of Officers. Candidates shall be screened and only those who satisfy the minimum physical standards as per Para 2 above shall be allowed to appear for documentation.


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Note :-

- (i) Relaxation in height & chest (as the case may be) as mentioned above will be permissible only on production of certificates in the prescribed proforma issued by the competent authorities of District where they ordinarily reside(s).

(b) **DOCUMENTATION :-**

The candidates who are qualified in Physical Standard Test (PST) will be further subject to 'Documentation' test wherein educational certificates/testimonials, experience certificate etc attached with the application of candidate as available in their dossiers will be verified by the Board of Officers with original documents.

(c) **MEDICAL EXAMINATION**

Candidates, who will qualify in all the above stages of examination i.e. PST and Documentation will undergo detailed Medical Examination, which will be conducted by medical officer detailed in board to assess fitness of candidates. If, a candidate is declared Medically Unfit during detail medical examination, he/she will be allowed to undergo Review Medical Examination (RME), provided they give their written consent by appending their signature on the intimation indicating reasons for being unfit, as per **Annexure-'B'**. Review Medical Examination (RME) of candidates will be conducted in continuation of Detailed Medical Examination preferably on the next day of DME. The consent for Re-medical Examination as per **Annexure-'B'** duly signed by the candidate should be submitted within 24 hrs after he/she is informed of his/her unfitness in DME. Review Medical Examination (RME) is conducted to rule out the possibility of an **Error of Judgement** in the decision of initial Medical Board/DME board. Decision of Review Medical board will be final. No appeal/representation against the decision of Review Medical board will be entertained.

6. **DRAWAL OF FINAL MERIT LIST**

- (a) After completion of Medical examination, merit list will be drawn on the basis of marks secured/obtained by the candidates in the written examination. In cases of tie in marks, tie cases will be resolved in the following manner:-

- (i) Total Marks in written examination.
(ii) Date of Birth, with older candidates placed higher.
(iii) Alphabetical order in the first names of the candidates appear.

- (b) The list of finally selected candidates will be published on BSF website (rectt.bsf.gov.in)

- (c) No waiting list shall be maintained/kept.

7. **HOW TO APPLY**

The application by the candidates must be submitted through **ONLINE mode** only. No other mode for submission of application will be accepted. The **facility for submission of online application will be opened on BSF website <https://rectt.bsf.gov.in> w.e.f 12.06.2023 at 00:01 AM** and will be

