



भारतीय प्रबंध संस्थान बोध गया
उरुवेला, प्रबंध विहार, बोध गया - ८२४२३४, भारत
Indian Institute of Management Bodh Gaya
Uruvela, Prabandh Vihar, Bodh Gaya – 824234, India

Syllabus for Written & Skill Test

Assistant System Manager

and

IT & System Assistant

1. Verbal Ability (English Language based)
2. Reading Comprehension (English)
3. Quantitative aptitude
4. Reasoning ability
5. Computer and Programming Concept
6. Computer Architecture
7. Data Structure
8. Operating System
9. Software Engineering & Design
10. Programming Languages
11. Database Management System
12. Computer Network Concept
13. Web/Scripting Technologies
14. Any other matter of National Importance/Constitutional Laws/Case Laws etc.

Assistant Librarian

1. Verbal Ability (English Language Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Basic Computer Skills: -MS Office, Operating Systems, Internet - Web browsers, WWW, E-mail; Use of ICT in a Library etc.
6. Knowledge of General Administration and Finance Rules & GeM
7. Knowledge & Application of Library & Information Science Procedures, Rules & Regulations, IPR & RTI
8. Library Classification & Cataloguing, Library Associations, National Information Systems and Networks, Library Consortia & E-Resource Management & Research



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Support Services, Knowledge of Digital Library Practices, Trends & Emerging Technologies.

9. Library Automation, Digital Libraries, Library Software, OSS, OAI, CMS, Databases Plagiarism & Statistical Tools, Standards of Bibliographic Record Formats and Description
10. Institutional Repositories, Barcode, RFID, QR Code, Biometric, Smartcard:
11. Knowledge of Library Administration and Management
