

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD  
QUESTION PAPER FOR THE POST OF SENIOR TECHNICIAN (LIBRARY)

LDCE- 2026 (Exam Date: 11.12.2025)

**Full Marks: 80**

**Time: 2 Hours**

**Important: Read the following instructions carefully before marking the answers in the answer sheet provided to you separately.**

**Instructions to the candidates**

This booklet contains 50 multiple choice questions carrying one mark each, and subjective questions carrying 30 marks.

All the questions are compulsory and there is no negative mark for wrong answers.

The candidates have to choose the correct answer and mark the same in the OMR sheet by coloring the bubble against the appropriate question number with a black ball point pen. Any overwriting, viz., marking multiple answers will be considered a wrong answer. Therefore, the candidates should make sure the answer before marking the same in the answer sheet.

No candidate will be allowed to leave the examination hall before the closing time of examination.

At the end of examination, the question paper, OMR sheet and answer booklet are to be submitted to the invigilator before leaving the examination hall.

Candidates are not allowed to take the question booklet after examination

Candidates may use the blank spaces available in the question booklet for rough work. No separate sheet will be provided for rough work.

Do not make any unwanted mark on the answer sheet. Doing so, may lead to cancellation of candidature.

Do not use any unfair means in the examination. This may lead to cancellation of candidature apart from legal action.

Name of the candidate -

Employee ID -

Post Held –

Signature of candidate

Signature of Invigilator

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**Section - I**

1.	Sheets before and after the text of a book are called			
	A	End papers	B	Attach cover
	C	Head bands	D	Gilding
2.	“Journal Citation Report (JCR)” is a product of			
	A	Elsevier B. V.	B	Clarivate Analytics
	C	Emerald	D	INSDOC
3.	India’s Cloud initiative under the Ministry of Electronics & Information Technology is:			
	A	MeghRaj	B	Megha
	C	Badal	D	Digital Ocean
4.	“Verso” refers to which side page of an open book			
	A	Right side	B	Left side
	C	Upper side	D	Lower side
5.	“Books in print” is a			
	A	National Bibliography	B	Trade Bibliography
	C	Bio- Bibliography	D	Analytical Bibliography
6.	SCOPUS database provides which type of information?			
	A	Bibliographic data	B	Bibliographic + Abstract
	C	Bibliographic + Abstract + Citation data	D	None of the above
7.	Which of the following is not associated with communication system?			
	A	Sender	B	Channel
	C	Receiver	D	Urkund
8.	What is open access system?			
	A	Books are arranged in open shelves	B	Books arranged in classified order
	C	Readers have freedom to access books	D	All of (A), (B) and (C)
9.	ISO 2709: 2008 is an international standard for:			
	A	Quality Management Format	B	Information Security Management Format
	C	Data and Time format	D	Format for Information Exchange
10.	Impact factor is devised by			
	A	Eugene Garfield	B	Alan Pritchard
	C	David Hume	D	Louis Brandeis

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11.	‘Vidyanidhi’ ETD project provides network access to Indian theses based at			
	A	University of Delhi	B	Bangalore University
	C	IIM Indore	D	University of Mysore
12.	SIP, the communication protocol stands for			
	A	Signaling Information Protocol	B	Internet Session Protocol
	C	Sound Initiation Protocol	D	Session Initiation Protocol
13.	Newspaper subscription cost in library is paid from			
	A	Plan Fund	B	Non-Plan Fund
	C	Project fund	D	Petty Cash
14.	Book Budget for the year 2025-26 is			
	A	30 Lakh	B	40 Lakh
	C	80 Lakh	D	50 Lakh
15.	E-Resource Budget for the year 2025-26 is			
	A	5.50 Crores	B	7.25 crores
	C	8.75 Crores	D	10.00 Crores
16.	Physical verification of Fixed Assets is done as per GFR			
	A	213	B	212
	C	214	D	215
17.	How much fine is required to be paid for losing a library book in our institute?			
	A	Rs.500.00	B	Rs.1000.00
	C	Rs. 1500.00	D	None of the above
18.	A Library user needs English Dictionary. Where is it located in your library?			
	A	1 <sup>st</sup> Floor	B	2 <sup>nd</sup> Floor
	C	3 <sup>rd</sup> Floor	D	4 <sup>th</sup> Floor
19.	Encyclopaedia Britannica published from			
	A	UK	B	USA
	C	China	D	France
20.	Which section is called “Face of the Library”?			
	A	Reference Section	B	Circulation Section
	C	Book Section	D	Journal Section
21.	“Orientation service” is part of-			
	A	User Management service	B	Reference Section
	C	Technical Section	D	Circulation Section

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22.	What is the first information needs to be filled up in “Book Indent form” of our Library?			
	A	Name	B	Employee Code
	C	Designation	D	Department
23.	How many types of ‘Budget Head’ are mentioned in Book Indent form?			
	A	One	B	Two
	C	Three	D	Four
24.	As per ‘Book Indent form’ of the Institute, who are the authorities to approve the Book Indent? (i) Director (ii) Deputy Director (iii) PIC-Library (iv) Librarian (V) Registrar			
	A	(i), (ii) and (v)	B	(i), (ii) and (iii)
	C	(ii) and (iii)	D	(iii) and (v)
25.	A book indented cost is Rs. 8, 50,250/-. Who will approve the Book indent?			
	A	PIC-Library	B	Deputy Director
	C	Director	D	HOD
26.	Who is the Indent approving authority for a Project book cost Rs.3,75,450/-			
	A	P.I. of the Project	B	PIC-Library
	C	Deputy Director	D	Director
27.	How may “compulsory fields” (with* mark) are required to be filled up by an Indenter in the “Book Indent Form” of the Institute?			
	A	8	B	10
	C	15	D	12
28.	Class number for “Mining” in UDC is			
	A	623	B	622
	C	624	D	621
29.	Class Number for “metallurgy” in UDC is			
	A	669	B	668
	C	667	D	664
30.	Latest edition of General Finance Rule (GFR) came in the year-			
	A	2005	B	2007
	C	2017	D	2018

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**Section – II**

31.	As per GFR 2017, sample physical verification at intervals of not more than three years should be done in case of libraries having more than _____ volumes.			
	A	20,000	B	30,000
	C	40,000	D	50,000

32.	As per GFR 2017, loss of _____ volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence.			
	A	two	B	five
	C	six	D	ten

33.	As per GFR 2017, separate accounts shall be kept for Library Books in the Form			
	A	GFR 18	B	GFR 21
	C	GFR 22	D	GFR 24

34.	As per Delegation of Financial Powers of the Institute, the financial power of the Deputy Director is			
	A	5 lakh	B	10 lakh
	C	15 lakh	D	None of these.

35.	Price Variation Clause can be provided only in Long-Term Contracts, where the delivery period extends beyond:			
	A	6 months	B	12 months
	C	15 months	D	18 months

36.	As per Citizen charter of the Institute, maximum time for processing of application pertaining to library membership is			
	A	01 working day	B	02 working days
	C	03 working days	D	05 working days

37.	As per Citizen charter of the Institute, maximum time for processing of application related to Referral and Reference Service is			
	A	01 working day	B	02 working days
	C	05 working days	D	07 working days

38.	As per Citizen charter of the Institute, maximum time for processing of application related to library no dues is			
	A	01 working day	B	02 working days
	C	05 working days	D	07 working days

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39.	As per Citizen charter of the Institute, maximum supply time for Indian edition book purchased from plan fund is			
	A	4- 8 weeks	B	6-10 weeks
	C	10-14 weeks	D	14-18 weeks

40.	Maximum time for processing of Plagiarism check of Research proposals in terms of Citizen Charter of the Institute is			
	A	01 Working day	B	02 Working days
	C	03 Working days	D	05 Working days

41.	As per DoFP, HoD of the department can sanction non-consumable stores upto a value of Rs.....			
	A	1 Lakh	B	4 Lakhs
	C	10 Lakhs	D	20 Lakhs

42.	Unmarried son can be dependent on the Institute employee for health care benefits ....			
	A	Till he starts earning or attains the age of 25 years, whichever is earlier.	B	Irrespective of age limit.
	C	Till he starts earning irrespective of the age limit.	D	Irrespective of an age limit and earnings.

43.	As per IA manual, for any changes i.e. Addition / Deletion / Relaxation / deviation of any clause of this manual will be brought to the notice of .....for any decision in this regard.			
	A	BoG	B	Director
	C	Dy. Director	D	Registrar

44.	Which of the following is the correct name of the main act under which IITs are established / declared as institutions of national importance?			
	A	IIT ACT 1963	B	The Institutes of Technology Act, 1961
	C	The Indian Institutes of Technology Act, 1961	D	The Indian Institutes of Technology Act, 1963

45.	With reference to the RTI, Act, 2005, which of the following is/are the examples of the fiduciary relationship(s)-			
	A	Advocate and client	B	Doctor and patient
	C	Police and victim	D	All of the above

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46.	Which provision of the RTI Act requires an "intimation for payment of further fees" to be sent by the CPIO?			
	A	Section 6(3)	B	Section 7(3)
	C	Section 8(1)	D	Section 10(3)

47.	All the exemptions under section 8(1) of the RTI Act, 2005 are –			
	A	Absolute exemptions	B	Qualified exemptions
	C	Unreasonable exemptions	D	None of the above

48.	Special casual leave is allowed to an employee for blood donation in recognised blood bank on working days, submission of valid proof of donation. How many times in a year			
	A	1 time	B	3 times
	C	2 times	D	4 times

49.	Combination of leave is allowed (i) CL + SCL (ii) CL + Regular Leave (iii) SCL + Regular leave (iv) SCL + CL + Regular Leave Which is incorrect ?			
	A	Only (ii)	B	Only (iv)
	C	(ii) & (iv)	D	None of these

50.	Which of the following rules of the CCS (CCA) Rule 1965 deals with the provision of suspension?			
	A	Rule 10	B	Rule 9
	C	Rules 5	D	Rule 2

### Section - III

1. Write a note to Deputy Superintending Engineer (Civil), ECMU, IIT(ISM) Dhanbad for repair of water leakage in the washroom of the Central Library. **(05 Marks)**
2. Write a notice for suspension of library circulation service for a month due to Stock verification of Books. **(05 Marks)**
3. Write a letter to the vendor reminding for supplying books within the timeline as per purchase order. **(10 Marks)**
4. Write a note to the Deputy Registrar (F&A) for giving Internal audit clearance and accord of FC on time for timely processing of the library books purchase. **(10 Marks)**