

DO NOT BREAK THE SEAL OF THE BOOKLET UNTIL YOU ARE TOLD TO DO SO

SERIES : I

QUESTION BOOKLET

Subjects : General English, General Knowledge and  
Library Science/Management

Full Marks : 300

Time Allowed : 2½ Hours

Read the following instructions carefully before you begin to answer the questions.

INSTRUCTIONS TO CANDIDATES

1. This Booklet contains **150 questions** to be answered in a separate OMR Answer Sheet using Black Ballpoint Pen in the following three Parts :

Part—A : General English	:	25 questions
Part—B : General Knowledge	:	25 questions
Part—C : Library Science/Management	:	100 questions

2. All questions are compulsory.
3. You will be supplied the Answer Sheet separately by the Invigilator. You must complete the details of particulars asked for.
4. Answer must be shown by completely blackening the corresponding circle in the Answer Sheet against the relevant question number by Black Ballpoint Pen. OMR Answer Sheet without marking Series shall not be evaluated.

**Example :**

Suppose the following question is asked :

**The Capital of Meghalaya is**

- (A) Guwahati  
(B) Kohima  
(C) Shillong  
(D) Delhi

You will have four alternatives in the Answer Sheet for your response corresponding to each question of the Question Booklet as below :

(A) (B) (C) (D)

In the above illustration, if your chosen response is alternative (C), i.e., Shillong, then the same should be marked on the Answer Sheet by blackening the relevant circle with a Black Ballpoint Pen only as below :

(A) (B) ● (D)

**The example shown above is the only correct method of answering.**

5. Answer the questions as quickly and as carefully as you can. Some questions may be difficult and others easy. Do not spend too much time on any one question.
6. There will NOT be any negative marking for wrong answers.
7. The Answer Sheet must be handed over to the Invigilator before you leave the Examination Hall.
8. No Rough Work is to be done on the Answer Sheet. Space for Rough Work has been provided in the Question Booklet.

**PART—A : GENERAL ENGLISH**

( Marks : 50 )

Each question carries 2 marks

**Directions (Q. Nos. 1–5) :**

**Choose the correct meaning for the words and phrases given below.**

1. Covering a large area means
  - (A) intensive
  - (B) inclusive
  - (C) extensive
  - (D) conclusive
2. To speak without preparation is called
  - (A) speech
  - (B) talk
  - (C) debate
  - (D) extempore
3. An engineless airplane flown by the use of air currents that keep it aloft means
  - (A) slider
  - (B) jet
  - (C) helicopter
  - (D) glider
4. The whole amount of income means
  - (A) gross
  - (B) entire
  - (C) grand
  - (D) mass
5. To prevent something from moving freely means to
  - (A) fester
  - (B) restrain
  - (C) hammer
  - (D) fritter

**Directions (Q. Nos. 6–10) :**

**Choose the correct sentences.**

6. I. His mother asked him not to put sticky things in his pocket.  
II. His mother cautioned him against putting sticky things in his pocket.  
III. His pocket cautioned his mother not to put sticky things in it.
  - (A) I and II
  - (B) I and III
  - (C) II and III
  - (D) I, II and III
7. I. She asked me if I was free the next day.  
II. She wanted to know if I would be free the next day.  
III. She wanted to know of me if next day I am going free.
  - (A) I and II
  - (B) I and III
  - (C) II and III
  - (D) I, II and III
8. I. The speaker succeeded that two wrongs make a right.  
II. The speaker said that two wrongs do not make a right.  
III. The speaker declared that two wrongs do not make a right.
  - (A) I and II
  - (B) I and III
  - (C) II and III
  - (D) I, II and III

9. I. I have kept the book on the table.  
II. The borrowed book was wanted and kept on the table.  
III. You can borrow the book if you want to.
- (A) I and II  
(B) I and III  
(C) II and III  
(D) I, II and III

10. I. All those people are lucky who have trustworthy friends.  
II. It is trustworthy to have good luck friends.  
III. It is good luck if people have trustworthy friends.
- (A) I and II  
(B) I and III  
(C) II and III  
(D) I, II and III

**Directions (Q. Nos. 11-25) :**

**Choose the correct option to fill in the gaps.**

11. The cycle is \_\_\_\_\_ repair.
- (A) behind  
(B) beside  
(C) beyond  
(D) before

12. Please turn \_\_\_\_\_ the left.
- (A) at  
(B) to  
(C) for  
(D) by

13. She is more intelligent than \_\_\_\_\_.
- (A) me  
(B) I  
(C) myself  
(D) my

14. A nobler man than Mahatma Gandhi was \_\_\_\_\_ born.
- (A) always  
(B) everyday  
(C) sometimes  
(D) never

15. Tell me \_\_\_\_\_ you did this.
- (A) why not  
(B) why else  
(C) why would  
(D) why

16. It is a miracle that she \_\_\_\_\_.
- (A) was drowned  
(B) drowned  
(C) did not drown  
(D) was drowning

17. Things are not what they \_\_\_\_.
- (A) seem
  - (B) look
  - (C) appeared
  - (D) are
18. They are doing nothing \_\_\_\_ us.
- (A) in
  - (B) at
  - (C) by
  - (D) to
19. You \_\_\_\_ have hurt his feelings.
- (A) must not
  - (B) are not
  - (C) might
  - (D) can
20. You can \_\_\_\_ your chair.
- (A) snatch
  - (B) move
  - (C) pulled
  - (D) grab
21. It was a high \_\_\_\_ meeting.
- (A) level
  - (B) status
  - (C) position
  - (D) rank
22. The committee will \_\_\_\_ another meeting.
- (A) schedule
  - (B) chooses
  - (C) select
  - (D) announce
23. The calendar \_\_\_\_ on the wall.
- (A) is hung
  - (B) is hanged
  - (C) is hanging
  - (D) has been hanged
24. The movement has \_\_\_\_ momentum.
- (A) increased
  - (B) collected
  - (C) assembled
  - (D) gained
25. You must send \_\_\_\_ the doctor.
- (A) at
  - (B) for
  - (C) on
  - (D) in

## PART—B : GENERAL KNOWLEDGE

( Marks : 50 )

Each question carries 2 marks

- 26.** The Red Fort was built during the reign of which ruler?  
(A) Jahangir (B) Akbar  
(C) Sher Shah (D) Shah Jahan
- 27.** During whose Governor-Generalship did the Revolt of 1857, an important landmark in the history of India, occur?  
(A) Lord Canning  
(B) Lord Curzon  
(C) Lord Dufferin  
(D) Lord Mountbatten
- 28.** The Gulf-War (Operation Desert Storm) was fought during which period?  
(A) 1939–1942 (B) 1990–1991  
(C) 1991–1992 (D) 1989–1990
- 29.** Asteroids are also known as  
(A) meteorites  
(B) comets  
(C) minor planets  
(D) shooting stars
- 30.** What is the imaginary line drawn on the map to join places of equal rainfall called?  
(A) Isobar (B) Isobath  
(C) Isohyet (D) Isotherm
- 31.** Metamorphic rock 'marble' is formed from which of the following sedimentary rocks?  
(A) Sandstone (B) Limestone  
(C) Siltstone (D) Shale
- 32.** Which National Park is specifically meant for the conservation of Asiatic lion?  
(A) Corbett National Park  
(B) Kanha National Park  
(C) Gir National Park  
(D) Kaziranga National Park
- 33.** Approximately how many years did the Constituent Assembly take to finalise the Constitution?  
(A) 1 year 5 months  
(B) 1 year 9 months  
(C) 2 years 4 months  
(D) 2 years 11 months
- 34.** 'Viksit Bharat' means  
(A) Made in India  
(B) Peaceful India  
(C) Diversity in India  
(D) Developed India
- 35.** Who was the chief architect of India's missile program in the 1980's and 1990's?  
(A) Homi. J. Bhabha  
(B) Vikram Sarabhai  
(C) A. P. J Abdul Kalam  
(D) Raja Ramanna
- 36.** When is the National Press Day celebrated?  
(A) 13th August  
(B) 9th September  
(C) 4th October  
(D) 16th November

37. Which of the following elements is abundantly found in seaweeds?  
 (A) Zinc (B) Iodine  
 (C) Sodium (D) Phosphorus
38. In which part of the body does the formation of the blood platelets occur?  
 (A) Heart (B) Bone marrow  
 (C) Spleen (D) Liver
39. Who is the author of the book *Two Lives*?  
 (A) Anita Desai  
 (B) Arundhati Roy  
 (C) Chetan Bhagat  
 (D) Vikram Seth
40. Which one of the following is an input device?  
 (A) Printer (B) Scanner  
 (C) Headphone (D) Monitor
41. 'Ornithology' is the study of which group of animals?  
 (A) Insects (B) Reptiles  
 (C) Birds (D) Mammals
42. The sobriquet 'The Holy Land' is most commonly associated with which of the following regions?  
 (A) Mecca (B) Palestine  
 (C) Rome (D) Varanasi
43. Jakarta is the capital city of which country?  
 (A) Malaysia (B) Indonesia  
 (C) Thailand (D) Philippines
44. Which National Park in Meghalaya is famous for Red Pandas and biodiversity?  
 (A) Manas National Park  
 (B) Balpakram National Park  
 (C) Nokrek National Park  
 (D) Kaziranga National Park
45. The Men's singles title winner of French Open 2025 was  
 (A) Carlos Alcaraz  
 (B) Novak Djokovic  
 (C) Jannik Sinner  
 (D) Alexander Bublik
46. The 'National Solar Mission' is a part of  
 (A) National Green India Programme  
 (B) National Action Plan on Climate Change  
 (C) Rural Electrification Programme  
 (D) Digital India
47. In a 'Democracy', Dissent is  
 (A) essential for healthy functioning  
 (B) considered antinational  
 (C) discouraged  
 (D) punishable by law
48. Shark Tank India Season 4 winner from Meghalaya is an entrepreneur in  
 (A) tourism  
 (B) agriculture  
 (C) technology  
 (D) weaving
49. PM-KISAN provides  
 (A) free electricity to farmers  
 (B) direct income support to farmers  
 (C) crop insurance to farmers  
 (D) loans for agricultural machinery
50. Which philosopher proposed the idea of 'Separation of Powers'?  
 (A) Rousseau  
 (B) John Locke  
 (C) Montesquieu  
 (D) Aristotle

**PART—C : LIBRARY SCIENCE/MANAGEMENT**

( Marks : 200 )

Each question carries 2 marks

51. What is the primary goal of library management?  
(A) To increase book prices  
(B) To organize resources and services  
(C) To restrict access  
(D) To promote authors
52. Which principle emphasizes division of work in management?  
(A) Equity  
(B) Unity of command  
(C) Specialization  
(D) Centralization
53. Who is considered the father of modern management?  
(A) Peter Drucker  
(B) Melvil Dewey  
(C) Henri Fayol  
(D) S. R. Ranganathan
54. Planning in library management involves  
(A) random book selection  
(B) setting goals and strategies  
(C) ignoring user needs  
(D) cancelling subscriptions
55. Which function deals with assigning tasks and responsibilities?  
(A) Planning (B) Organizing  
(C) Controlling (D) Budgeting
56. Performance appraisal helps in  
(A) reducing staff  
(B) evaluating employee contributions  
(C) increasing fines  
(D) purchasing of books
57. Job descriptions are used to  
(A) confuse staff  
(B) clarify roles and duties  
(C) promote users  
(D) organize shelves
58. Motivation in libraries can be enhanced by  
(A) ignoring feedback  
(B) offering training  
(C) reducing salaries  
(D) limiting promotions
59. Which leadership style encourages staff participation?  
(A) Autocratic (B) Democratic  
(C) Laissez-faire (D) Bureaucratic
60. Budgeting in libraries includes  
(A) staff salaries  
(B) book purchases  
(C) infrastructure upgrades  
(D) All of the above
61. Zero-based budgeting starts from  
(A) previous year's budget  
(B) zero  
(C) user feedback  
(D) staff suggestions
62. Which document outlines financial planning?  
(A) Job description  
(B) Strategic plan  
(C) Budget  
(D) Annual report
63. Cost-effective management ensures  
(A) overspending  
(B) efficient resource use  
(C) ignoring needs  
(D) reducing services
64. Library funds can come from  
(A) donations  
(B) government grants  
(C) membership fees  
(D) All of the above

65. Library marketing aims to  
 (A) promote services  
 (B) increase visibility  
 (C) engage users  
 (D) All of the above
66. Outreach programs include  
 (A) book fairs  
 (B) literacy campaigns  
 (C) community workshops  
 (D) All of the above
67. Public relations in libraries involve  
 (A) media communication  
 (B) user engagement  
 (C) event promotion  
 (D) All of the above
68. User satisfaction is measured through  
 (A) surveys  
 (B) feedback forms  
 (C) interviews  
 (D) All of the above
69. Evaluation helps in  
 (A) improving services  
 (B) identifying gaps  
 (C) enhancing performance  
 (D) All of the above
70. Performance indicators include  
 (A) circulation stats  
 (B) user visits  
 (C) reference queries  
 (D) All of the above
71. Benchmarking compares  
 (A) staff salaries  
 (B) library standards  
 (C) book prices  
 (D) user behaviour
72. Quality control ensures  
 (A) consistency  
 (B) reliability  
 (C) user satisfaction  
 (D) All of the above
73. Annual reports summarize  
 (A) activities  
 (B) achievements  
 (C) challenges  
 (D) All of the above
74. Library policies guide  
 (A) operations  
 (B) access rules  
 (C) staff conducts  
 (D) All of the above
75. Ethics in library management promotes  
 (A) fairness  
 (B) confidentiality  
 (C) intellectual freedom  
 (D) All of the above
76. Copyright laws affect  
 (A) resource sharing  
 (B) digitization  
 (C) licensing  
 (D) All of the above
77. A key trend in modern library management is  
 (A) manual cataloging  
 (B) digital transformation  
 (C) paper-based circulation  
 (D) limited access
78. Which system manages interlibrary loans?  
 (A) LMS (B) CMS  
 (C) OPAC (D) ILL
79. A major challenge in digital library management is  
 (A) furniture arrangement  
 (B) metadata creation  
 (C) lighting design  
 (D) bookbinding
80. Library policies are designed to  
 (A) restrict access  
 (B) confuse users  
 (C) guide operations  
 (D) eliminate services

81. Which metric best evaluates library usage?  
 (A) Staff count  
 (B) Circulation statistics  
 (C) Budget size  
 (D) Shelf number
82. Which document outlines staff roles and responsibilities?  
 (A) Strategic plan  
 (B) Job description  
 (C) Annual report  
 (D) User manual
83. Which principle guides library marketing?  
 (A) Limiting access  
 (B) Promoting services  
 (C) Reducing outreach  
 (D) Ignoring users
84. What is the role of performance appraisal in libraries?  
 (A) To punish staff  
 (B) To evaluate performance  
 (C) To reduce hours  
 (D) To eliminate positions
85. Which leadership trait is essential for a library manager?  
 (A) Indifference  
 (B) Aggressiveness  
 (C) Flexibility  
 (D) Secrecy
86. What is the purpose of library strategic plan?  
 (A) To organize book clubs  
 (B) To outline long-term goals  
 (C) To schedule shifts  
 (D) To manage daily operations
87. Which of the following is **not** a component of library budgeting?  
 (A) Staff salaries  
 (B) Book purchases  
 (C) User feedback  
 (D) Technology upgrades
88. What is the primary goal of collection development?  
 (A) To increase staff  
 (B) To promote events  
 (C) To build relevant resources  
 (D) To reduce circulation
89. Which management style encourages staff participation in decision-making?  
 (A) Autocratic (B) Democratic  
 (C) Laissez-faire (D) Bureaucratic
90. What does the acronym ILS stand for in library systems?  
 (A) Integrated Learning System  
 (B) Institutional Library Software  
 (C) Integrated Library System  
 (D) Information Literacy Service
91. Which of the following is a core function of library management?  
 (A) Book illustration  
 (B) Resource acquisition  
 (C) Furniture design  
 (D) Author interviews
92. Which of the following is **not** a function of management?  
 (A) Planning (B) Organizing  
 (C) Guessing (D) Controlling
93. Unity of command means  
 (A) one person, many bosses  
 (B) one boss, one subordinate  
 (C) one subordinate, many tasks  
 (D) one task, many people
94. The span of control refers to  
 (A) number of books in a library  
 (B) number of staff reporting to a manager  
 (C) number of users per day  
 (D) number of shelves
95. Delegation is important because it  
 (A) reduces workload  
 (B) increases confusion  
 (C) limits authority  
 (D) avoids responsibility

96. The term 'POSDCORB' was coined by  
 (A) Henri Fayol  
 (B) Luther Gulick  
 (C) Peter Drucker  
 (D) S. R. Ranganathan
97. Induction training is given to  
 (A) retired staffs  
 (B) new employees  
 (C) vendors  
 (D) users
98. Which of the following is a method of staff motivation?  
 (A) salary cuts  
 (B) recognition and rewards  
 (C) overwork  
 (D) isolation
99. Conflict resolution in teams requires  
 (A) avoidance  
 (B) communication  
 (C) punishment  
 (D) ignorance
100. A job specification includes  
 (A) duties and responsibilities  
 (B) salary structure  
 (C) staff names  
 (D) library rules
101. Which of the following is a soft skill?  
 (A) Cataloging  
 (B) Communication  
 (C) Budgeting  
 (D) Classification
102. Line-item budgeting is based on  
 (A) activities  
 (B) objects of expenditure  
 (C) outcomes  
 (D) projects
103. A library's financial year typically ends on  
 (A) March 31 (B) December 31  
 (C) June 30 (D) September 30
104. Capital expenditure includes  
 (A) staff salaries  
 (B) book purchases  
 (C) furniture and equipment  
 (D) electricity bills
105. The term 'audit' refers to  
 (A) book review  
 (B) financial inspection  
 (C) staff evaluation  
 (D) user survey
106. A contingency fund is used for  
 (A) regular expenses  
 (B) emergency needs  
 (C) staff bonuses  
 (D) book fairs
107. The term 'retrospective conversion' means  
 (A) converting old records to digital format  
 (B) rebinding books  
 (C) replacing old staff  
 (D) changing library name
108. The term 'bibliographic control' refers to  
 (A) controlling users  
 (B) controlling book prices  
 (C) organizing and accessing documents  
 (D) controlling staff
109. Which of the following is a selection aid?  
 (A) Book review journal  
 (B) Library catalog  
 (C) User manual  
 (D) Staff directory

- 110.** Which of the following is a digital marketing tool?  
 (A) Posters (B) Flyers  
 (C) Social media (D) Pamphlets
- 111.** Library branding includes  
 (A) logo  
 (B) tagline  
 (C) color scheme  
 (D) All of the above
- 112.** Which of the following is a user engagement strategy?  
 (A) Book displays  
 (B) Reading challenges  
 (C) Author talks  
 (D) All of the above
- 113.** Library advocacy involves  
 (A) promoting library value  
 (B) lobbying for support  
 (C) raising awareness  
 (D) All of the above
- 114.** Which of the following is a qualitative evaluation method?  
 (A) Usage statistics  
 (B) User interviews  
 (C) Circulation count  
 (D) Budget analysis
- 115.** A library dashboard is used to  
 (A) display key metrics  
 (B) store books  
 (C) train staff  
 (D) decorate walls
- 116.** Which of the following is a benchmarking tool?  
 (A) SWOT analysis  
 (B) RFID  
 (C) OPAC  
 (D) MARC
- 117.** Library committees are formed to  
 (A) decorate shelves  
 (B) guide decision-making  
 (C) replace staff  
 (D) remove books
- 118.** A code of ethics in libraries promotes  
 (A) secrecy  
 (B) professional conduct  
 (C) budget cuts  
 (D) book hiding
- 119.** Which management function involves monitoring performance and making corrections?  
 (A) Planning (B) Organizing  
 (C) Controlling (D) Staffing
- 120.** A library's mission statement defines its  
 (A) budget  
 (B) daily schedule  
 (C) purpose and values  
 (D) staff hierarchy
- 121.** Which of the following is a tactical decision in library management?  
 (A) Long-term vision  
 (B) Daily shelving  
 (C) Mid-term resource allocation  
 (D) Staff tea breaks
- 122.** The principle of 'equity' in management promotes  
 (A) favouritism  
 (B) fair treatment  
 (C) strict discipline  
 (D) centralization
- 123.** Which of the following is a benefit of job rotation?  
 (A) Monotony  
 (B) Skill diversification  
 (C) Reduced productivity  
 (D) Increased absenteeism

124. Which document is used during staff recruitment?  
 (A) Accession register  
 (B) Job advertisement  
 (C) Catalog card  
 (D) Shelf list
125. Which of the following is a barrier to effective communication in libraries?  
 (A) Clear instruction  
 (B) Noise and distraction  
 (C) Feedback loop  
 (D) Active listening
126. Which of the following is a recurring expense in libraries?  
 (A) Furniture purchase  
 (B) Staff salary  
 (C) Building construction  
 (D) Equipment installation
127. Which budgeting method focuses on outcomes and performance?  
 (A) Line-item budgeting  
 (B) Performance budgeting  
 (C) Zero-based budgeting  
 (D) Incremental budgeting
128. Which factor is most important in selecting library materials?  
 (A) Color of cover  
 (B) Relevance to users  
 (C) Author's nationality  
 (D) Book weight
129. Which of the following is a preservation method for rare books?  
 (A) Exposure to sunlight  
 (B) Acid-free storage  
 (C) Frequent handling  
 (D) Open shelving
130. Which of the following is a key performance indicator (KPI) in libraries?  
 (A) Number of windows  
 (B) Number of books borrowed  
 (C) Number of staff chairs  
 (D) Number of plants
131. What is the first step in the management process?  
 (A) Organizing (B) Planning  
 (C) Controlling (D) Staffing
132. Who proposed the 14 principles of management?  
 (A) Peter Drucker  
 (B) Henri Fayol  
 (C) Elton Mayo  
 (D) Max Weber
133. Which of the following is a characteristic of effective leadership?  
 (A) Rigidity (B) Indifference  
 (C) Vision (D) Isolation
134. Management by Objectives (MBO) was introduced by  
 (A) Henri Fayol  
 (B) Peter Drucker  
 (C) Abraham Maslow  
 (D) Frederick Taylor
135. Which theory emphasizes employee motivation through a hierarchy of needs?  
 (A) Equity Theory  
 (B) Maslow's Theory  
 (C) Herzberg's Theory  
 (D) McGregor's Theory X
136. Theory X assumes that employees are  
 (A) self-motivated  
 (B) lazy and avoid responsibility  
 (C) creative and independent  
 (D) driven by higher needs
137. Which of the following is a type of organizational structure?  
 (A) Circular  
 (B) Matrix  
 (C) Random  
 (D) Informal

- 138.** Conflict in organizations can be
- (A) always negative
  - (B) a source of innovation
  - (C) avoided completely
  - (D) ignored
- 139.** Organizational culture refers to
- (A) dress code
  - (B) shared values and norms
  - (C) office layout
  - (D) salary structure
- 140.** SWOT analysis includes
- (A) strengths, weaknesses, opportunities, threats
  - (B) sales, wages, operations, targets
  - (C) strategy, work, objectives, time
  - (D) systems, workflow, output, targets
- 141.** Break-even analysis helps determine
- (A) profit margins
  - (B) minimum sales to cover costs
  - (C) staff productivity
  - (D) marketing reach
- 142.** Which of the following is a financial ratio?
- (A) Liquidity ratio
  - (B) Motivation ratio
  - (C) Leadership ratio
  - (D) Productivity ratio
- 143.** Effective communication requires
- (A) noise
  - (B) feedback
  - (C) ambiguity
  - (D) delay
- 144.** Decision-making under certainty means
- (A) no information available
  - (B) complete information is available
  - (C) risk is high
  - (D) outcomes are unpredictable
- 145.** Group decision-making is often
- (A) slower but more inclusive
  - (B) faster and less accurate
  - (C) unreliable
  - (D) avoided in management
- 146.** Which of the following is a decision-making tool?
- (A) Gantt chart
  - (B) Fishbone diagram
  - (C) SWOT matrix
  - (D) All of the above
- 147.** A Gantt chart is used for
- (A) budgeting
  - (B) scheduling tasks
  - (C) staff evaluation
  - (D) marketing
- 148.** A decision tree is used to
- (A) decorate offices
  - (B) visualize decision paths
  - (C) organize books
  - (D) schedule meetings
- 149.** Which of the following best describes decentralization in management?
- (A) Central authority makes all decisions
  - (B) Decision-making is distributed across levels
  - (C) Only top managers are involved
  - (D) Staffs are excluded from planning
- 150.** Which of the following improves team performance?
- (A) Micromanagement
  - (B) Clear goals
  - (C) Isolation
  - (D) Ambiguity