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उत्तर प्रदेश पुस्तकालय संघ

Uttar Pradesh Library Association (U.P.L.A.)

(सोसायटी रजिस्ट्रेशन अधिनियम 1860 अन्तर्गत पंजीकृत) ; पंजीकरण संख्या (4554/1985-86)/1758/208

LIBRARY SCIENCE CERTIFICATE TRAINING PROGRAMME



Prospectus
2026



Conducted by the Uttar Pradesh Library Association;
(Recognized by the Government of Uttar Pradesh)

General Secretary

Vinod Kumar Mishra

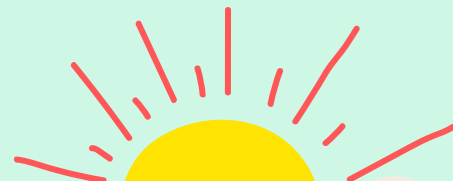
President

Prof M. P. Singh

Education Officer

Lal Ji Mishra

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PROSPECTUS / GUIDELINES

Preface

According to the recommendations of the Library Advisory Committee appointed by the Ministry of Education, the Uttar Pradesh Library Association started a Certificate Level Training Programme in Library Science in the year 1959 for conducting Library Science examinations in Uttar Pradesh. The Planning Commission, Government of India, in its 1966 report of the "Library Working Group," also entrusted the responsibility of certificate-level training to regional library associations.

This training programme has been continuously conducted by the Association since 1959. At present, the programme is being conducted in nine districts of Uttar Pradesh –Agra, Prayagraj, Kanpur, Ghaziabad, Gorakhpur, Jhansi, Faizabad, Lucknow, and Varanasi. Through this programme, the Uttar Pradesh Library Association has been rendering an important service by providing trained staff for libraries.

Objectives

The main objective of the Library Science Certificate Training Programme conducted by the Uttar Pradesh Library Association is to provide the necessary technical knowledge required for working in semi-professional or less-trained positions in small and large libraries. This certificate is an essential qualification for several posts in different types of libraries under the Government of Uttar Pradesh. Candidates trained under this programme are also eligible for district libraries under the Government of Uttar Pradesh.

Recognition of the Programme

This training programme has been recognized by the Government of Uttar Pradesh. The present regulations and syllabus are based on the rules approved by the Education Department and the Education Code. After completion of the training, the examination will be conducted by the Secretary, Examination Regulatory Authority, Education Department, Government of Uttar Pradesh, Prayagraj, and successful candidates will be awarded the certificate.

Duration of Training

The duration of the training programme is four months. The training normally begins every year on 1st July or on any other notified date.

Papers/Syllabus

Paper 1: Library Organization and Administration

Paper 2: Library Cataloguing

Paper 3: Library Classification

Paper 4: Reference Service, Book Selection and Documentation Service

Paper 5: Practical Library Cataloguing

Paper 6: Practical Library Classification

Training

Selected students will receive theoretical and practical training in various subjects of Library Science. Practical work will also be arranged in selected district libraries.

Library Facilities

For practice purposes, every training school has a collection of Library Science books, and new books are continuously added to the collection.

Publication

To develop the writing ability of trainees, the Uttar Pradesh Library Association publishes a journal named "Granthalayi" from its Library Science Training Centres.

Examination

The Library Science Certificate examination and distribution of certificates will be conducted by the Secretary, Examination Regulatory Authority, Education Department, Government of Uttar Pradesh, Prayagraj.

A trainee who:

- is admitted to a recognized training centre,
 - is registered with the Uttar Pradesh Library Association,
 - has completed the prescribed syllabus according to the rules, and
 - has at least 75% attendance,
- will be permitted to appear in the examination.

Gold Medal and Merit Certificate

According to the merit list declared by the Secretary, Examination Regulatory Authority, Education Department, Government of Uttar Pradesh, Prayagraj, the trainee securing first position in the state will be awarded the "Pankaj Jhunjhunwala Gold Medal."

The first ten candidates in the merit list will be awarded "Merit Certificates." In addition, some training centres also award medals/certificates to the student securing first position at their own centre.

Admission Rules

The following minimum qualifications are required for admission to the Library Science Certificate Training Programme:

1. The candidate must have passed the Intermediate Examination of the Uttar Pradesh Board of High School and Intermediate Education or an equivalent examination.
2. The candidate must be at least 17 years of age and physically fit.
3. After selection, every student must submit a medical fitness certificate from a registered medical practitioner.
4. Preference will be given to candidates who have worked in a library for at least two years or who are sponsored by an institution.
5. Seats for Scheduled Castes and Backward Classes will be reserved according to rules.

Candidates applying for admission must have resided in Uttar Pradesh for at least three years before submitting the application form. The Director of Education may exempt candidates from this condition in special circumstances.

Application for Admission

Candidates seeking admission may apply in the prescribed form issued by the Uttar Pradesh Library Association along with attested copies of the following certificates:

1. High School mark sheet and certificate (as proof of date of birth).
2. Intermediate mark sheet and certificate.
3. Certificate of work experience in a library, if any.
4. Character certificate from the Principal of the last institution attended, employer, or a gazetted officer.
5. Any other certificate or diploma, if any.

Application forms should be submitted at the notified place and time to the Principal of the Library Science Training School.

Selection of Candidates

- Candidates seeking admission to the Library Science Training Programme will have to appear in a written entrance examination. Through this examination, the general knowledge of the candidates will be evaluated.
- After the written examination, each candidate must appear for an interview before a selection committee constituted under the chairmanship of the District School Inspector.
- Selection will be based on the candidate's educational qualifications, marks obtained in the written entrance examination, and interview.
- The decision of the selection committee regarding admission will be final.

Fees

During the training period, each trainee shall pay the fee prescribed by the Uttar Pradesh Library Association. Fees once deposited after admission shall not be refunded.

- Application Fee: Rs. 200.00 (Rupees Two Hundred Only)
- Course Fee (Including Examination Fee): Rs. 4,000.00 (Rupees Four Thousand Only)