

GURU NANAK DEV UNIVERSITY, AMRITSAR

**INSTRUCTIONS/GUIDELINES FOR THE CANDIDATES FOR THEORY/
PRACTICAL TEST FOR THE POST OF PROFESSIONAL ASSISTANT**

1. There will be three papers comprising 100 marks as under:
 - i. Theory 60 marks 60 minutes
 - ii. Practical 20 marks 45 minutes
(Cataloguing)
Cataloguing of two books
according to AACR-II of 10 marks each
(Total: 20 marks)
 - iii. Practical(Computer)
(based on MS Word) 20 marks 30 minutes
2. The theory paper will consist of 30 objective-type questions with multiple choice of 2 marks each.
3. To qualify in theory paper, candidate will have to secure at least 50% marks i.e. 30 marks out of 60 marks. However, the merit will be prepared out of 100 marks including practicals. Only 5 top candidates out of the merit list for 1 general post and 5 top S.C. candidates out of merit list for 1 S.C. post who qualify in the Theory Paper will be called to sit in the practical test. It is compulsory to appear in the practical test. If any candidate fails to appear in the practical test his/her candidature for the post shall not be considered.
4. The theory paper will be set out of the syllabus prescribed for Bachelor of Library & Information Science (B.Lib. & Inf. Sc.).
5. The evaluation of theory paper will be computerized.
