

**Career Advancement Scheme (CAS) Application Form [2018 Regulations] for UNIVERSITY LIBRARIANS**

**Application for promotion from:**

**Designation** - From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Level -**  From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **Period of Assessment for promotion:** | **From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**P A R T A : G e n e r a l I N F O R M A T I O N**

|  |  |  |
| --- | --- | --- |
|  | Name (in Block Letters): |  |
|  | Father’s Name: |  |
|  | Date and Place of Birth: |  |
|  | Gender: |  |
|  | Marital Status: |  |
|  | Nationality |  |
|  | Indicate whether belongs to SC/ST/OBC category: |  |
|  | Address for correspondence with Mobile No and email i: |  |
|  | Permanent Address |  |
|  | Department/ Institute/ Centre: |  |
|  | Present Designation & Grade Pay: |  |
|  | Date of Joining: |  |
|  | Date of last promotion (attach proof): |  |
|  | Which position and Pay Band/ academic level are you an applicant under CAS? |  |
|  | Date of eligibility for promotion: |  |

1. Academic Qualifications (Matric till Post-Graduation):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination** | | **Board/ University** | **Year of Passing** | **Marks (%age)** | **Division** | **Subject(s)/ Name of the Degree** |
| **Matric** | |  |  |  |  |  |
| **Hr. Sec. Part- II** | |  |  |  |  |  |
| **U. G.** | **Academic** |  |  |  |  |  |
| **Professional** |  |  |  |  |  |
| **P. G.** | **Academic** |  |  |  |  |  |
| **Professional** |  |  |  |  |  |
| **NET/SET/SLET/JRF** | |  |  |  |  |  |
| **Any other** | |  |  |  |  |  |
|  | |  |  |  |  |  |

1. Research Degree(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Title** | **Date of**  **award** | **University** |
| M.Phil |  |  |  |
| Ph.D |  |  |  |
| PDF |  |  |  |

*Attach a copy of the degree & result notification for the same.*

1. Appointments held prior to joining this Institution:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Name of Employer** | **Date of Joining** | **Salary with Grade** | **Reason of leaving** |
|  |  |  |  |  |
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|  |  |  |  |  |

1. Posts held after appointment at this Institution:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Designation** | **Department** | **Date of actual joining** | | **Grade** |
| **From** | **To** |
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1. Period of Professional experience:
2. Research experience excluding period spent in obtaining the M.Phil./Ph.D. degree:
3. Field/s of specialization under the subject/discipline:
4. HRDC Orientation/Refresher/Workshops/FDP/MOOCs/ Training etc. Courses attended:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Course** | **Place** | **Duration** | | **Sponsoring Agency** |
| **From** | **To** |
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*(Please attach documentary proof)*

*Signature of the applicant: Dated:*

*Signature of Librarian with seal: Dated:*

**PART B:**

**Assessment Criteria and Methodology for Librarians Based on Table 4 of UGC Regulations, 2018**

**Assessment Year:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Activity** | **Grading Criteria** | **Activity by**  **Librarians** | **Grade** | **Page No.** |
| 1 | Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)  While attending in the library, the individual is expected to undertake, inter alia, following items of work:   * Library Resource and Organization and maintenance of books, journals and reports. * Provision of Library reader services such as literature retrieval services to researchers and analysis of report. * Assistance towards updating institutional website | **Good**: 90% and above –  **Satisfactory**: Below 90% but 80% and above  **Not satisfactory:** Less than 80% |  |  |  |
| 2. | Conduct of seminars/workshops/webinars related to library activity or on specific books or genre of books. | **Good** – 1 National level seminar / workshop / webinar + 1 State / institution level workshop /Seminar / webinar  **Satisfactory** - 1 National level seminar / workshop / webinar or 1 state level seminar / workshop /webinar + 1 institution level seminar / workshop/webinar or 4 institution seminar / workshop/webinar  **Unsatisfactory** – Not falling in above two categories |  |  |  |
| 3. | If library has a computerized database | **Good** – 100% of physical books and journals in computerized database.  **Satisfactory –** At least 99% of physical books and journals in computerized database.  **Unsatisfactory** – Not falling under good or satisfactory. |  |  |  |

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| --- | --- | --- | --- | --- |
| **S.No.** | **Activity** | **Grading Criteria** | **Activity by**  **Librarians** | **Grade** |
| 4. | Checking inventory and extent of missing books.  Note: At least checks of two different sections/subjects of the Library in the Assessment Period out of which one must necessarily be of Reference Section. | **Good:** Checked inventory and missing book less than 0.5% per year  **Satisfactory -** Checked inventory and missing book less than1% per year  **Unsatisfactory** - Did not check inventory  OR  Checked inventory and missing books 1% or more per year. |  |  |
| 5. | (i) Digitization of books database in institution having no  Computerized database. | **Good:** Involved in any two activities  **Satisfactory :** At least one activity  **Not Satisfactory:** Not involved/ undertaken any of the activities. |  |  |
| (ii) Promotion of library network. |  |  |
| (iii) Systems in place for dissemination of information relating  to books and other resources. |  |  |
| (iv) Assistance in University administration and governance related work including work done during admissions, examinations and extracurricular activities. |  |  |
| (v) Design and offer short-term courses for users. |  |  |
| (vi) Publication of at least one research paper in UGC approved journals. |  |  |
|  | (vii) Participation in conferences/seminars/ workshops, etc. |  |  |  |
| **Overall Grading**  **Good**: Good in Item 1 and satisfactory/good in any two other items including item 4.  **Satisfactory**: Satisfactory in Item 1 and satisfactory /good in any other two items including item 4.  **Not satisfactory:** If neither good nor satisfactory in overall grading. | | | |  |

**Remarks (if any):**

**Signature of the Applicant:**