



CENTRAL UNIVERSITY OF KASHMIR

FOR OFFICE USE ONLY
SERIAL NO.

APPLICATION FORM FOR THE LIBRARY STAFF

(Part – A)

Advt. No.....Date.....

DEMAND DRAFT PARTICULARS			
Name of the Bank	D.D. Number	Date	Amount

PASTE HERE YOUR
 RECENT PASS-PORT
 SIZE PHOTOGRAPH

A. General Information:

1. Name in Full.....
(IN BLOCK LETTERS)
 2. Father's/Spouse Name.....
 3. Date of Birth: DayMonth.....Year.....
(As recorded in the Matriculation or equivalent certificate)
 4. Age (as on the last date fixed for the receipt of application)years.....months.
 5. Nationality
 6. Religion
 7. Marital Status: Married Unmarried
 8. Sex: Male Female
 9. Do you belong to any reserved category?: Yes No
If yes, specify the category (SC/ST/OBC)
 10. Whether Handicapped? : Yes No
If yes, indicate whether Physically/Visually/ any other.....
 11. Permanent Address
-
- PIN CODE.....Phone No.....Cell
- Address for correspondence
-PIN CODE.....
- Email ID (Mandatory).....

B. Educational Qualifications:

Exam. Passed	Board/ University	Year of Passing	Marks		% of marks	Class/Div/ Grade	Subjects
			Obtained	Out of			
Matriculation (10 th)							
Higher Secondary/ Intermediate (10+2)							
Bachelor's degree							
Master's Degree							
M.Phil							
	Residency Period of M. Phil: From						To
Ph.D							
	Residency Period of Ph. D: From						To
NET/SLET							
Any other Degree/ Diploma							
Technical Qualifications (if any)							

C. Teaching/Administrative/Technical/Research Experience.

Designation	Name of the Organization	Scale of Pay		Nature of appointment	Period of service		
		PB	GP		From	To	Period

Please attach separate sheet if the space is insufficient for the said column

D. Whether Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) calculated & attached with the application form as Part B: **Yes/No**
 (Not applicable to Assistant Librarian)

State whether you have been at any time (a) dismissed, removed or debarred from Service or (b) convicted by a Criminal Court. (Please tick YES NO)

I hereby declare that all entries made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated.

Signature of the Applicant

Place.....

Date

(The endorsement below is to be signed and forwarded by the Head of the Department/Employer in the case of the in-service candidates whether in permanent or temporary capacity failing which the application is liable to be rejected).

ENDORSEMENT OF THE EMPLOYER

Ref. No.....

Date.....

FORWARDED

The applicant (name) is holding the post of in this College/University/Institution/Department in a temporary/substantive basis since.....(date). His/Her present Pay is Rs.....in the Pay structure of Rs..... with AGP/GP of Rs.....and he/she is drawing salary of Rsper month. His/Her next date of increment isWe have no objection to his/her application being considered.

Signature of the Officer
(with office seal)

PART-B

(API score on the basis of PBAS for the post of Librarian & Deputy Librarian only)

(Category – I): Procurement, organisation, and delivery of knowledge and information through Library services

S.No	Nature of Activity	Maxiumum Score	Score to be filled by the Candidate
I. Library Resource Organisation, Services & Assistance			
1	Library resources organisation and maintenance of books, journals, reports	12	
2	Provision of library reader- services, literature retrieval services to researchers and analysis of reports	12	
3	Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents	8	
4	Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc	8	
Total Score		40	
II. ICT Applications			
5	Automation of catalogue	5	
6	Learning resources	5	
7	Procurement functions including serial subscription	4	
8	Circulation operations including membership records	4	
9	Reference and information services	4	
10	Library security including RFID & CCTV	5	
11	Development of library management & information management tools & Intranet management.	3	
Total Score		30	
III. Development, Organization & Management of			
12	e-resources and their accessibility over Intranet/Internet,	10	
13	Digitization of library resources	9	
14	e-delivery of information	6	
Total Score		25	
IV. User awareness and instruction programmes			
15	Orientation lectures, users' training in the use of library services as e-resources, OPAC	12	
16	Knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources	8	
Total Score		20	
V. Additional Services			
17	Library facilities on holidays	3	
18	Shelf order maintenance	7	
19	Library user manual	3	
20	Building and extending institutional library facilities to outsiders through external membership norms	7	
Total Score		20	
G.TOTAL SCORE		125	
MINIMUM API SCORE REQUIRED		75	

Above scores to be certified by HoD/Principal/Registrar)

Name:.....
 Designation.....
 Institution.....
 Dated;.....

(Category- II) Co-curricular, Extension and Professional Development related activities.

S.No	Nature of Activity	Maximum Score	Score to be filled by the Candidate
1	Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels,	20	
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	
3	Professional Development activities (such as participation in seminars, conferences, short term, e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	15	
Maximum Score		50	
Minimum API Score Required		15	

Above scores to be certified by HoD/Principal/Registrar)

Name:.....

Designation.....

Institution.....

Dated;.....

(Category) – III Research and Academic contributions

Sl. No.	APIs	Activity	Max. points for University and college teacher position	SCORE TO BE FILLED BY THE CANDIDATE
III (A)	Research Papers published in	Refereed Journals*	15/publication	
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	10/publication	
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication	
III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50/sole author; 10/chapter in an edited book	
		Subject Books by / national level publishers/State and Central Govt.Publications with ISBN/ISSN numbers.	25/sole author, and 5/ chapter in edited books	
		Subject Books by Other local publishers with ISBN/ISSN numbers.	15/sole author, and 3 / chapter in edited books	
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter	

		Chapters in knowledge based volumes in Indian/National publishers with ISBN /ISSN numbers and numbers of national and international directories	5 / Chapter	
III (C)				
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above 30.0 lakhs	20 /each Project	
		Major Projects Amount mobilized with minimum of Rs. 5.00 lakhs up to Rs. 30.00 lakhs	15 /each Project	
		Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs.5 lakh)	10/each Project	
III (C) (ii)	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.0 lakhs	10/each project	
III (C) (iii)	Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	
III (C) (iv)	Projects Outcome / Outputs	Patent/Tech Transfer/ Product/Process	30 / each national level output or patent /50 /each for International level	
III (D)				
III (D)(i)	M. Phil.	Degree awarded	3 /each candidate	
III (D) (ii)	Ph. D.	Degree awarded	10 /each candidate	
		Thesis submitted	7 /each candidate	
III(E)				
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20/each	
		(b) One week duration	10/each	
III(E) (ii)	Papers in Conferences/	Participation and Presentation of research		

	Seminars/ workshops etc.**	papers(oral/poster) in		
		a)International conference	10/ each	
		b) National	7.5 / each	
		c) Regional/State level	5 /each	
		d) Local -University/College Level	3 / each	
III(E) (iii)	Invited lectures or presentations for conferences/ symposia	(a) International	10 /each	
		(b) National level	5/each	

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (a)) and not under presentation (III (e)(ii)).

NOTE:

1. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

2. API score claim of each of the sub-categories in the Category III (Research and Publications and Academic Contributions) will have the following cap to calculate the total API score claim:

Sub-Category	Cap as % of API cumulative score in application
III (A) Research papers (Journals, etc)	30 %
III (B) Research publications (Books, etc)	25%
III (C) Research Projects	20%
III (D) Research Guidance	10%
III (E) Training Courses and Conference /Seminar, etc	15%

	Deputy Librarian	Librarian
Minimum API Scores	Total API score requirement of 300 points from Category III of APIs	Total API score requirement of 400 points from Category III of APIs
Total Self Assessment Score by Applicant		
Score Verified by the Screening Committee		

Name of the candidate.....

Signature.....

Dated.....

Annexure – I

(On the letter head of the University/ Institute)

TO WHOMSOEVER IT MAY CONCERN

This is certify that Mr._____ (Reg. No_____)
has successfully completed Ph.D. programme in the Subject_____ , Faculty
of _____ during the year _____. The degree has been awarded in
compliance of ‘UGC (Minimum standards and procedure for awards of M.Phil/Ph.D degree)
Regulation 2009’.

Seal & Sign of the Competent Authority

No.....
Dated.....