



# CENTRAL UNIVERSITY OF KASHMIR

FOR OFFICE USE ONLY
SERIAL NO.

## APPLICATION FORM FOR THE POST OF LIBRARIAN (Part – A)

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

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

PASTE HERE A SIGNED COPY OF YOUR RECENT PASS-PORT SIZE PHOTOGRAPH
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### A. General Information:

- Name in  
Full.....  
.....  
(IN BLOCK LETTERS)
- Parentage.....  
.....
- Husband's Name (in case of married Women).....
- Date of Birth: Day  
.....Month.....Year.....  
(As recorded in the Matriculation or equivalent certificate)
- Age (as on the last date fixed for the receipt of application)  
.....years.....months.
- Nationality .....
- Religion .....
- Marital Status: Married  Unmarried
- Sex: Male  Female
- Do you belong to any reserved category?: Yes  No   
If yes, specify the category (SC/ST/OBC)
- Whether Handicapped? : Yes  No   
If yes, indicate whether Physically/Visually/ any other.....
- Permanent Address .....
- .....  
.....  
PIN CODE.....Phone No.....Cell .....
- Address for correspondence .....
- .....PIN CODE.....
- Email ID.....

**B. Educational Qualifications:**

Exam. Passed	Board/ University	Year of Passing	Marks		% of marks	Class/Div/ Grade	Subjects
			Obtained	Out of			
Matriculation (10 <sup>th</sup> )							
Higher Secondary/ Intermediate (10+2)							
Bachelor's degree							
Master's Degree							
M.Phil							
Ph.D							
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

**Note: Please indicate Pay Band and Grade Pay separately.  
Please attach separate sheet if the space is insufficient for the said column**

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 .....

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**(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 Rs .....per month. His/Her next date of increment is ..... We 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)**

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

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

**(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	
<b>Maximum Score</b>		<b>50</b>	
<b>Minimum API Score Required</b>		<b>15</b>	

**(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 level publishers with ISBN /ISSN numbers and numbers of national and international directories	5 / Chapter	

<b>III (C)</b>				
<b>III (C) (i)</b>	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	
<b>III (C) (ii)</b>	Consultancy Projects carried out / ongoing	Amount mobilized with minimum of Rs. 10.0 lakhs	10/each project	
<b>III (C) (iii)</b>	Completed projects: Quality Evaluation	Completed project report (Accepted by funding agency)	20 /each major project and 10 / each minor project	
<b>III (C) (iv)</b>	Projects Outcome / Outputs	Patent/Tech Transfer/ Product/Process	30 / each national level output or patent /50 /each for International level	
<b>III (D)</b>				
<b>III (D)(i)</b>	M. Phil.	Degree awarded	3 /each candidate	
<b>III (D) (ii)</b>	Ph. D.	Degree awarded	10 /each candidate	
		Thesis submitted	7 /each candidate	
<b>III(E)</b>				
<b>III(E) (i)</b>	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	
<b>III(E) (ii)</b>	Papers in Conferences/ Seminars/ workshops etc.**	Participation and Presentation of research 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:**

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.

Minimum API Scores for the Post of Librarian	Consolidated API score requirement of 400 points from Category III of APIs
Total Self Assessment Score by Applicant	
Score by the Screening/Selection Committee	