



Central University of Tibetan Studies

(Deemed to be University)

केन्द्रीय तिब्बती अध्ययन विश्वविद्यालय

(मान्य विश्वविद्यालय)

Sarnath, Varanasi-221007

सारनाथ, वाराणसी-221007

APPLICATION FORM FOR LIBRARIAN AND DEPUTY LIBRARIAN

(Please fill up separate form for each post)

Advt. No. _____	D.D. No. _____	Affix here a Passport size Photograph and Sign across
Post Code _____	Rupees _____ Dated _____	
Post applied for _____	Issuing Bank _____	
Department _____		

SECTION - A: GENERAL INFORMATION:

1. Full Name in block letters Dr/Mr/Ms _____
2. Date of Birth _____ In words _____
3. Sex: [Male/Female] _____
4. Father's/Husband's Name _____
5. Mailing Address _____
_____ Pin Code _____
Tel. No. _____ Mobile No. _____ E-mail _____
6. Permanent Address _____
_____ Pin Code _____
7. Marital Status _____ 8. Nationality _____
9. Sate of Domicile _____ 10. Category: Gen/SC/ST/OBC/PwD _____
(If belonging to SC/ST/OBC/PwD etc. attach certificate)
11. NET cleared/appeared _____ Year _____

(2)

12. Are you willing to accept the minimum initial pay in the grade? If not, state reasons for claiming higher starting pay.

13. If selected for appointment, what notice period would you require for joining the post?

14. Names, Addresses, and contact phone numbers of two Referees:

(i) _____ (ii) _____

Note:- Recommendations from two Referees, not related to the applicant, who are scholars closely acquainted with the applicant's academic training, accomplishments and capabilities, should preferably be obtained in sealed envelopes and attached with the application.

SECTION - D: ACADEMIC PERFORMANCE INDICATORS (API)

Minimum API Score Required for Direct Recruitment of Librarian	Minimum Essential Qualification and Consolidated API Score of 400 points.
Minimum API Score Required for Direct Recruitment of Deputy Librarian	Minimum Essential Qualification and Consolidated API Score of 300 points.

CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

	Nature of Activity	Post applying for	Actual Score	Maximum Score	Score to be filled by the candidates	Enclosure Number	Score Verified by Screening Committee
1.	a) Library resources organization and maintenance of books, journals, reports; Provision of library reader- services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc. (40 Points) Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc (15 Points) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)	Deputy Librarian	Actual hours spent per academic year ÷ 20	60			
		Librarian	Actual hours spent per academic year ÷ 20	55			
	b) ICT and other new technologies' application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Intranet management	Deputy Librarian	Actual hours spent per academic year ÷ 10	15			
		Librarian	Actual hours spent per academic year ÷ 10	15			
	c).Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms	Deputy Librarian	Actual hours spent per academic year ÷ 10	15			
		Librarian	Actual hours spent per academic year ÷ 10	15			

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian cadre's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and score is given below. The self-assessment score should be based on verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian/ Documentation Officer / College Librarian to higher grades and Selection Committee for the promotion of Assistant Librarian / Documentation Officer to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Nature of Activity	Maximum API Score	Actual Score	Score to be filled by the Candidate	Enclosure No.	Score Verified by the Screening Committee
a) Student related co-curricular, extension and field based activities (such Cultural exchange and library service Program (various level of extramural and intramural programme); extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ 10			
b) Contribution to corporate life and management of library units and instruction through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ 10			
c) 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	Actual hours spent per academic year ÷ 10			
	45				

(6)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the, API scores are proposed for research and library contributions. The minimum API scores required for this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable criteria and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / Documentation Officer to higher grades and Selection Committee for the promotion of Assistant Librarian / Documentation Officer to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

Category	Activity	University / College Librarians	Maximum score	Self Assessed Score	Enclosure No.	Score verified by Screening Committee
II (A)	Research Papers published in:	Refereed Journals as notified by the UGC	25 per Publication			
		Other Reputed Journals as notified by the UGC#	10 per Publication			
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author			
		Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications as approved by the University and posted on its website. The List will be intimated to UGC.	20 per Book for Single Author			
		Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author			
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC	International – 10 per Chapter National – 5 per Chapter			
III (C) RESERCH PROJECTS						
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 5 lakhs	20 per Project			
		(b) Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project			
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project			
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.2 lakhs			
III (C) (iii)	Projects Outcome / Outputs	Major Policy Documents of Central / State Govt. Bodies prepared	30 for each International / 20 for each national policy document.			

III (D) RESEARCH GUIDANCE						
III(D) (i)	M.Phil.	Degree awarded	5 per candidate			
III(D) (ii)	Ph.D.	Degree awarded / Thesis Submitted	15/10 per candidate			
III (E) AWARDS / FELLOWSHIPS / INVITED LECTURES DELIVERED / PAPERS PRESENTED IN CONFERENCES / SEMINARS						
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies / associations	15 per Award / 15 per Fellowship			
		National Award/Fellowship from academic bodies/ associations	10 per Award / 10 per Fellowship			
		State/University level Award from academic bodies/ associations	5 Per Award			
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented			
		National level	5 per lecture / 3 per paper presented			
		State/University level	3 per lecture / 2 per paper presented			
The score under this sub-category shall be restricted to 20% of the minimum fixed for category III						
III(F)	Development of e-learning delivery process / material 10 per module					

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors. # The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC. The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

CATEGORY	SELF- ASSESSED SCORE	SCORE VERIFIED BY SCREENING COMMITTEE
Category I		
Category II		
Category III		
TOTAL		

(8)

DECLARATION

I hereby declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted thereof. If at any stage, I am found to have concealed/distorted any information or given any false statement, my application/appointment shall liable to be summarily rejected/terminated without notice or compensation.

Date: _____

Place: _____

(Signature of the Applicant)

FORWARDING LETTER FROM PRESENT EMPLOYER OF THE APPLICANT

Forwarded with the remarks that Dr./Mr./Ms. _____ is working in this organization in the capacity as _____ from _____ to _____ and the institution/ organization has no objection to the candidature of the applicant being considered for the post applied for as above.

Place: _____

Date: _____

Fax: _____

E-mail: _____

(Signature of Head of the Institution)

Name: _____

Designation: _____

Address: _____

(Rubber Stamp)