



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE &  
TECHNOLOGY, MURTHAL DISTT. SONEPAT (INDIA) – 131 039**  
(Established by State Legislative Act No. 29 of 2006 & approved under Section  
12 (B) of the U.G.C. Act)  
‘A’ Grade NAAC Accredited

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**Application Form for Direct Recruitment and Career Advancement Scheme  
(CAS) for Promotions of Assistant Librarian, Deputy Librarian and  
Librarian as per UGC 4<sup>th</sup> Amendment, Regulation 2016**

**Part-I: General Information and Academic Background**

1. Full Name (In block letters): \_\_\_\_\_
  2. Father's / Mother's Name / Husband's Name: \_\_\_\_\_
  3. Post Applied For: \_\_\_\_\_ Department: \_\_\_\_\_
  4. Assessment Period under CAS: \_\_\_\_\_ Due date of Promotion: \_\_\_\_\_
  5. Current Designation & Grade Pay: \_\_\_\_\_
  6. Date and Place of Birth: \_\_\_\_\_
  7. Sex: \_\_\_\_\_
  8. Marital Status: \_\_\_\_\_
  9. Nationality: \_\_\_\_\_
  10. Indicate whether you belong to SC/ST/BC Category: \_\_\_\_\_
  11. Address for Correspondence (with PIN code):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  12. Permanent Address (with PIN code)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

13. Academic Qualifications (Strike off which is not applicable):

Examinations	Name of Board/ University	Year of Passing	Percentage of Marks Obtained / C.G.P.A.(Converted to %age)	Division / Class / Grade	Courses Studied	Awards/ Medal/ Merits if any
High School/Matric						
Intermediate/ 10+2/ /Equivalent						
B. Tech. /BBA/ B.Sc./ B.Com./ Any other						
M.Tech. /MBA/ M.Com./ MA/ M.Sc. /MCA /Any other						
NET/GATE						
Ph. D.		<b>Subject:</b> <b>Topic of Thesis:</b>  <b>Name of Supervisor(s):</b> <b>Date of Award of Degree:</b> <b>Name of the University/Institute that has awarded the degree:</b>  <b>Whether Ph.D. degree awarded as per UGC norms:</b>				
Other Examinations, if any						

NOTE: If C.G.P.A. is converted into %age, the proof of conversion formula should also be attached.

14. Previous and Current Appointments

Designation	Name of Employer	Salary With Grade Pay	Period of Employment		Total period
			From	To	

15. Total library experience (in Years): \_\_\_\_\_
16. Total Research Experience excluding period spent in M.Phil. / Ph.D. (in Years): \_\_\_\_\_
17. a) Has there been any break in your service?: **Yes/ No**  
 If yes, give details with reason thereof \_\_\_\_\_
- b) Have you ever been punished during your service or convicted by a Court of Law: **Yes/ No**  
 If yes, give details \_\_\_\_\_
18. Orientation /refresher course attended:

Name of the Course/ Summer or Winter School	Place	Duration		Sponsoring Agency
		From	To	

19. Publications with three copies thereof:

Publications	Published With details of publication	Accepted for Publication With details of publication
• Books		
a) Independently		
b) Jointly		
• Research Papers		
a) Independently		
b) Jointly		
• Patents		
a) Independently		
b) Jointly		
• Any Other Publication		
a) Independently		
b) Jointly		

*Note: Paper accepted for publication will carry weightage equivalent to that of a published paper.*

20. API score based on PABS (Please provide Year-wise details for the whole assessment year)

S. No.	Assessment period		API score claimed in		
	Year	Session	Category - I	Category - II	Category - III
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total Score					

**List of Enclosures:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

I certify that the above-mentioned information given by me is correct and complete to the best of my knowledge and belief and no material information has been concealed. I am not aware of any circumstances, which may impair my fitness for employment. If any information given above is found incorrect or false, I am liable to be punished & removed from employment.

**Date:**

**Signature of the Candidate**

**For office use only**

**Recommendations of Screening Committee**

**Final Recommendation**

**AS PER APPENDIX-III TABLE VII OF UGC NOTIFICATION DATED 11.06.2016 (4<sup>TH</sup> AMENDMENT)**

**ACADEMIC PERFORMANCE INDICATORS (API) FOR PROMOTIONS OF ASSISTANT LIBRARIAN IN UNIVERSITIES / FOR COLLEGE LIBRARIAN UNDER CAREER ADVANCEMENT SCHEME (CAS) AND FOR DIRECT RECRUITMENT OF DEPUTY LIBRARIAN AND LIBRARIAN IN UNIVERSITIES.**

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian/College Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (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. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

\* **Hours spent on administrative responsible, innovation, upgradation of service, extension services etc.**

**CATEGORY I: Procurement, organization, and delivery of knowledge and information through Library services**

Nature of Activity	Univ. Assistant Librarian/ College Librarian				Deputy Librarian				Librarian			
	Max. Score	Actual Score	Self Asses. Score	Verified API Score	Max. Score	Actual Score	Self Asses. Score	Verified API Score	Max. Score	Actual Score	Self Asses. Score	Verified API Score
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	70	Actual hours spent per academic year ÷ 20			60	Actual hours spent per academic year ÷ 20			55	Actual hours spent per academic year ÷ 20		

<p>updating institutional website with activity related information and for bringing out institutional Newsletters, etc. <b>(40 Points)</b>.</p> <p>Development, organization and management of e-resources including their accessibility over Intranet / Internet, digitization of library resources, e-delivery of information, etc <b>(15 Points)</b></p> <p>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. <b>(15 Points)</b></p>											
<p>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</p>	15	Actual hours spent per academic year ÷ <b>10</b>			15	Actual hours spent per academic year ÷ <b>10</b>			15	Actual hours spent per academic year ÷ <b>10</b>	
<p>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</p>	15	Actual hours spent per academic year ÷ <b>10</b>			15	Actual hours spent per academic year ÷ <b>10</b>			10	Actual hours spent per academic year ÷ <b>10</b>	

## 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 scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Librarian / College Librarian to higher grades and selection committee for the promotion of Assistant Librarian to Deputy Librarian and for direct recruitment of Deputy Librarian and Librarian.

The model table below gives groups of activities and API scores. Universities may detail the activities or, in case institutional specificities require, adjust the weightages without changing the minimum total API score required under this category.

Nature of Activity	Maximum Score	Actual Score	Self Asses. Score	Verified API Score
<b>a1).</b> Student related co-curricular (cultural, sports, NSS, NCC, etc.) extension (public, popular lectures, talks, seminar) and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); <b>a2).</b> Extension, library-literary work through different channels.	15	Actual hours spent per academic year ÷ <b>10</b>		
<b>b).</b> Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	Actual hours spent per academic year ÷ <b>10</b>		
<b>c).</b> 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 ÷ <b>10</b>		

### CATEGORY III: RESEARCH AND ACADEMIC CONTRIBUTIONS

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

Category	Activity	University/College Librarian	API Score*		
			Max. Score*	Self Asses. Score	Verified API Score
III (A)	Research Publications 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		
<b>III (C)</b>	<b>RESEARCH PROJECTS</b>				
III (C) (i)	Sponsored Projects	Major Projects with grants above Rs. 5 lakhs	20 per Project		
		Major Projects with grants above	15 per Project		



		Rs.3 lakhs up to Rs.5 lakhs			
		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 document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies prepared	Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5		
<b>III (D)</b>	<b>RESEARCH GUIDANCE</b>				
III(D) (i)	M.Phil.	Degree awarded	5 per candidate		
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	15 /10 per candidate		
<b>III E</b>	<b>Awards / Fellowships/Invited lectures delivered / papers presented in conferences / seminars</b>				
III(E) (i)	Award / Fellowship	International Award/Fellowship from academic bodies/ Associations	15 per Award / 15 per Fellowship		
	Award / Fellowship	National Award/Fellowship academic bodies/ Associations	10 per Award / 10 per Fellowship		
	Award/Fellowship	State / University Award/Fellowship 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 for any assessment period					
III(E) (iii)	Development of e-delivery process/material		10 per module		

\* Wherever relevant, 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/books 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 of the teacher 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 motu, recommend journals for inclusion in the “List of Journals”. The clause 6.0.5 (i) will be strictly followed by the University.

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I certify that the foregoing information given by me is correct and complete to the best of my knowledge and belief and no material information has been concealed. I am not aware of any circumstances which may impair my fitness for employment. If any information given above is found incorrect or false, I am liable to be punished & removed from employment.

Signature of the faculty member with Designation, Place & Date

Signature of Principal/Director/Vice-Chancellor/ Head of Organization

**No Objection Certificate (for Employed Candidates)**

It is to certify that the Institute / College/University/Organization has no objection if Shri / Smt. / Ms. .... S/o / D/o / W/o .....is appointed by Deenbandhu Chhotu Ram Univ. of Sci. & Tech., Murthal, Sonapat. He / She bears a ..... moral character.

Signature of Principal/Director/Vice-Chancellor/ Head of Organization

**APPENDIX - III TABLE - VIII (A)**

**MINIMUM APIS FOR THE CAREER ADVANCEMENT SCHEME (CAS) PROMOTION OF ASSISTANT /COLLEGE LIBRARIAN AND DEPUTY LIBRARIAN AND WEIGHTAGES FOR EXPERT ASSESSMENT IN SELECTION COMMITTEES, IN UNIVERSITY AND COLLEGES**

<b>Category</b>	<b>Activity</b>	<b>Assistant / College Librarian (Stage 1 to Stage 2)</b>	<b>Assistant / College Librarian (Stage 2 to Stage 3)</b>	<b>Assistant/College Librarian (Stage 3) to Deputy/ College Librarian (Stage 4)</b>	<b>Deputy Librarian (Stage 4) to Librarian (Stage 5)</b>
I	Procurement, organization, and delivery of knowledge and information through Library services	80/Year	80/year	75/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period
III	Research and Academic Contributions – Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period
	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee
IV	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required =50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Library related research papers evaluation 50% - Assessment of domain knowledge on Library	50% Library publication work 30% Assessment of innovative Library service and

				automation and Organizational skills 20 % - Interview performance	organization of digital library services 20% Interview performance
V		No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Research Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	50% - Research Contribution. 30% - Assessment of domain knowledge & teaching practices. 20 % - Interview performance

**\* One may score the balance points from either Category II or Category III to achieve the minimum score required under Category II+ III.**

**APPENDIX - III TABLE - VIII (B)**

**Minimum APIs and Other Norms for the Direct Recruitment of Librarian Positions in University Departments/Colleges and weightages in Selection Committees to be considered along with other specified eligibility qualifications stipulated in the Regulation.**

<b>Minimum Norm / Criteria</b>	<b>Assistant University Librarian / College Librarian (Stage 1)</b>	<b>Deputy Librarian in universities (Stage 4)</b>	<b>Librarian (university only) (Stage 5)</b>
API score (Research and Academic Contribution - Category III)	Minimum Qualification as stipulated in the regulations	Consolidated API score requirement of 300 points from categories II & III of APIs (cumulative)	Consolidated API score requirement of 400 points from categories II & III of APIs (cumulative)
Selection Committee criteria/ weightages (Total weightage =100)	a) Teaching / computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance(30%)	a) Library related Research / Theme papers (3 Nos) Evaluation: (50%) b) Library automation skills and Organizational Plans (20%) c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) organizational track record of innovation library service and vision plan (20%) c) Interview performance (20%)

**APPENDIX-III - TABLE IX**  
**MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR**  
**PROMOTION OF LIBRARIAN CADRES IN UNIVERSITIES AND COLLEGES**

Sl. No.	Promotion of Librarian Cadres through CAS	Service (as prescribed by the MHRD Notification) Requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Librarian/ College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant Librarian/ College Librarian completed four years of service in Stage 1 with Ph.D. or five years of service with M.Phil. or six years of service without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table VIII (A) of Appendix III for Librarian cadres in universities and for college Librarian cadres. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Screening cum Verification process for recommending promotion.
2	Assistant Librarian (senior scale) / College Librarian (senior scale) to Assistant Librarian (selection grade) / College Librarian (selection grade) (Stage 2 to Stage 3)	Assistant Librarian (senior scale) / College Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by University as per the norms provided in Table VIII (A) of Appendix III for Librarian Cadres in universities and for college librarian cadres. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Screening cum Verification process for recommending promotion.
3	Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) to Deputy Librarian / College Librarian (Selection Grade)(Stage 3 to Stage 4)	Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by university as per the norms provided in Table VIII (A) of Appendix III. Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (ii) Additionally one course/training under the categories of Library automation / Analytical tool Development for academic documentation. (iii) A selection committee process as stipulated in the Regulation and in Table VIII (A).

4	University Librarian (Stage 5) (For universities only)	Deputy Librarian in universities with three years of completed service in Stage 4.	<p>(i) Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table VIII (A). Librarians may combine two assessment periods (in Stages 3 and 4) to achieve minimum API scores, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in stage 3</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>(iv) A selection committee process as stipulated in the regulation and in Table VIII (A)</p>
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**Note:** The explanatory note provided for Table IIA for CAS for teachers is also applicable for the Librarian cadres as per the API score specified for this cadre.