



SRI AUROBINDO COLLEGE (EVENING)

Application Form for the Post of Librarian

Date: (For official use)	App No.: Lib/advt.251/2017/ (For official use)
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Application Fee:

Rs. 500/-per application for UR/OBC

Rs. 200/- per application for SC/ST/PWD

Category: UR/OBC/SC/ST/PwD	Draft No: Amount:
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**Application form for the Post of
Librarian, Sri Aurobindo College (Evening)**

For detailed information please visit <http://work.du.ac.in>



SRI AUROBINDO COLLEGE (EVENING)

(University of Delhi)

Malviya Nagar : New Delhi-110017

Application Form for the Post of Librarian

General Details

Please paste recent
passport size
photograph

Personal Details

First Name: _____ Middle Name: _____ Last Name: _____

Father's/Mother's Name _____ Date of Birth _____

Age(As on Today) _____ Y _____ M _____ D Category(i) (UR/SC/ST/OBC) _____
(ii)PWD (Blind/LV/OH/HH)*: _____

Nationality: Indian Citizen/Other _____ Gender _____ Telephone No. _____

Mob No. _____ Email _____

Postal Address

Permanent Address

*Note: PWD- Persons with Disability, LV-Low Vision, OH- Orthopaedically Handicapped, HH-Hearing Handicapped



SRI AUROBINDO COLLEGE (EVENING)

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Educational Qualifications

Examination	Year	Main Subject	Marks (%)	Board/University
Bachelor`s Degree				
Master`s Degree				
M.Phil.				

Degree	Year of Award	Thesis Title	Date Of Registration	Date of submission
Ph.D.				
Other Distinctions				

Whether Qualified National Level Test conducted by UGC/Any Other agency approved by UGC
(Please specify) _____ Certificate No. _____

Whether exempted from NET: Yes/ No _____

I certify that I am exempted from NET in accordance with the provisions of UGC Regulations, 2010.



SRI AUROBINDO COLLEGE (EVENING)

Application Form for the Post of Librarian

Research Experience

Name of University/ College/Institution	Postheld/ Designation (With Payscale)	From	To	Experience

Full-time Experience

Period of acquiring M.Phil. degree / residency period for pursuing Ph.D. degree / Part-time Teaching/ Guest Lecturer / Contract Position / Teaching Assistantship shall not be considered as experience/ research experience. (Each period of experience claimed must be supported by a Experience Certificate issued by the employer)

(Start with the current designation / University / College / Institution)

Name of University/ College/Institution	Designation (With Payscale)	Status (Permanent /Temporary /Ad-hoc)	Scale of pay (with PB & GP/AGP)	Nature of Assignment	From	To	Experienc e (in Y-M)

Details of participation in Seminars/Conferences

Conference/Seminar	Sponsoring Organization /Institution	National/International	Year	Details



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Provide details about innovative library service, organization of published work and professional commitment and computerization of library. Please provide evidence, attach in support of your claim.

Present Employment Details

Please indicate, whether you are currently employed: Yes/ No (if yes give details and attach self-attested copy of the appointment letter)

Organization Name _____ Position Held _____ Date of _____
Appointment

Status (Permanent/ Temporary/ Ad-hoc) _____



SRI AUROBINDO COLLEGE(EVENING)

Application Form for the Post of Librarian

Academic Profile

Publications in Relevant Area Only

API Score is to be calculated in accordance with the guidelines for direct recruitment for the post of Librarian/Deputy Librarian available on the University website (at the end of this form).

The applicant certifies that the points claimed on the basis of being the sole/co-author is based on the convention adopted by the journal/other publication.

Research Papers / Conference Proceedings

Title with page nos.	Publication Type	Publisher (city / country) & Year of Publication	Journal ISSN/ISBN No.	Whether refereed	Sole/Co-Author	API Score

Research Publications (Books, Chapters, in books other than refereed journal)

Title of the Book(s)	Publication Type	Publisher (city / country) & Year of Publication	Book/Journal ISSN/ISBN No	Whether refereed	Sole/Co-Author	API Score



SRI AUROBINDO COLLEGE (EVENING)

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Sponsored Projects (Carried out/ Ongoing)

Title	Major/Minor	Period (Months)	Total Grants sanctioned/Funding received(Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	API Score

Consultancy Projects (Carried out/ Ongoing)

Title	Details including duration	Name of Awarding/ Funding Agency	Amount mobilized/received(in Rs.)	API Score



SRI AUROBINDO COLLEGE(EVENING)

Application Form for the Post of Librarian

Completed Projects: Quality Evaluation

Title	Major/ Minor	Funding Agency acceptance (Yes/No)	API Score

Projects Outcome/ Output

Title	Project Output Patent/Tech Transfer/Product/Policy Doc.	National/ International	API Score



SRI AUROBINDO COLLEGE (EVENING)

Application Form for the Post of Librarian

Research Guidance:

Level of Guidance	No. of candidates registered	Thesis Submitted (numbers)	Degree Awarded (numbers)	API Score
M.Phil.				
Ph.D.				

Training Courses:

Name of the Course/ Programme attended	Sponsoring Institution	From ____ To ____	Duration in weeks	API Score

Papers presented in Conferences/Workshops/ Symposia:

Title /Subject of paper	Title/Subject of conference/seminar/ workshop	Organizing Institution (with City & Country)	Type of Conference/ Seminar/ Workshop	Proceedings published (Yes/No)	API Score



SRI AUROBINDO COLLEGE (EVENING)

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Invited lectures or presentation for Conferences/ Symposia:

Title/Academic Session/ Subject	Organizing Institution (with City & Country)	Type of Conference/ Seminar/ Workshop	Date of Lecture	API Score



SRI AUROBINDO COLLEGE (EVENING)

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Total API points earned:

Summary of Academic Performance Indicator:

S.No.	Criteria	API Score Claimed	API Score Distribution as per UGC guidelines (in % of total API score)	API Score applicable as per UGC guidelines
1	Research Papers/ Publications etc.		55%	
2	Research Projects		20%	
3	Research Guidance		10%	
4	Training Courses and Conference/ symposia presentations		15%	
	Total API Score			

Note: API Score is to be calculated in accordance with the guidelines for direct recruitment for the post of Librarian/ Deputy Librarian available on the University website (at the end of this form).

Miscellaneous Information

Computer Skills (e.g. word processing, spreadsheet, databases or any other specific software with familiarity level of Basic/Intermediate/Advance)

ICT Usage	Skills	Specialized Packages/ Software's	Familiarity



SRI AUROBINDO COLLEGE (EVENING)

Application Form for the Post of Librarian

Mention your significant contributions in the institution(s) you have worked (in 100 words)

Mention your significant research contributions (in 100 words)



SRI AUROBINDO COLLEGE (EVENING)

Application Form for the Post of Librarian

Mention your proposed roadmap/ vision related to Library in the University for next five years (in 100 words)

Honours and Awards (Please provide details in the box below)

Significant contributions not mentioned above (Please provide details in the box below)



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Application Form for the Post of Librarian

Membership / Fellowship of Learned Bodies / Societies (Please provide details in the box below)

Literary, Cultural or other activities (Please provide details in the box below)

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University? Yes / No

If yes, specify _____

Have you at any time convicted by court for any criminal offence? Yes / No

If yes, specify _____

Were you ever discharged or dismissed from any previous employment? Yes / No

If yes, specify _____



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Three Referees Familiar with your Academic Work

Full Name	Institutional Affiliation	Designation	Institutional Address	Mobile/Phone No.	Email



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No Objection Certificate from present employer/Vigilance clearance

(Applicable for those currently employed)

Please indicate if NOC is not available: Yes/ No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/ Organization has no objection to the candidature of the applicant being considered for the post applied for. No departmental disciplinary proceedings are pending or contemplated against him/her.

Name of Head of Institution _____

Designation _____ Signature & Seal of Head of Institution _____

Address _____ Place _____ Date _____

Declaration

By signing and submitting this form, I attest to the validity of the information provided in this form. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal/disciplinary proceedings.

I Shall produce all the original testimonials/documents/certificate/Photo-id at the time of interview.

I shall produce the No Objection Certificate before/at the time of interview.

Date:

Applicant's Signature:



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Detailed Guidelines to Calculate API Score

Minimum Scores for APIs for direct recruitment of Librarian cadres in Universities.

	Assistant University Librarian / College Librarian	Deputy Librarian in universities	Librarian (university only)
Minimum API Scores	Minimum Qualification as stipulated in these regulations	Consolidated API score requirement of 300 points from category III of APIs	Consolidated APIs score requirement of 400 points from category III of APIs
Selection Committee criteria	Comprehensive assessment by selection committee		



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ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES AS PER UGC REGULATIONS 2010 FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO LIBRARIAN,(UNIVERSITY)/ DEPUTY LIBRARIAN/ ASSTT. LIBRARIAN/COLLEGE LIBRARIAN.

Category – I: Procurement, organization, and delivery of knowledge and information through Library services

S.No.	Nature of Activity	Maximum Score
1.	Library resources organization and maintenance of books, journals, report; Provision of library reader- services, literature retrieval services to researches 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
2.	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.	30
3.	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4.	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.	20
5.	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	10
Total Score		125
Minimum API score required		75



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Category. II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No.	Nature of Activity	Maximum Score
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
Minimum API Score Required		15

Category-III – Research and academic contributions

S.No.	APIs	Activity	Maximum Point
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
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	25/sole author, and 5/chapter in an edited book
		Subject Books by other local publisher with ISBN/ SSN 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 by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/chapter
III(C)			
III(C)(i)	Sponsored Projects carried out/ongoing	(d) Major Projects amount mobilized with grants above 30.00 lakhs	20/each Project
		(e) Major Projects amount mobilized with grants above 5.0	15/each Project



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		lakhs upto 30.00 lakhs	
		(f) Minor Projects (Amount mobilized with grants above Rs.50,000 upto 5.0 lakhs)	10/each Project
III(C)(ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. 10.00 lakhs	10 per every Rs. 10.0 lakhs and 2 per every Rs. 2.0 lakhs, respectively
III(C)(iii)	Completed projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	20/each major project and 10 each minor project
III(C)(iv)	Projects Outcome/Outputs	Patent/Technology transfer/Product/Process	30/each national level output or patent/50/each for International level
III(D)			
III(D)(i)	M.Phil	Degree awarded only	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 Programme, Faculty Development Programmes (Max: 30 points)	Note less than two weeks duration	20/each
		One week duration	10/each
III(E)(ii)	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)(iv)	Invited lectures or presentations for conferences/symposia	International	10/each
		National level	5

* 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)]