



JADAVPUR UNIVERSITY
KOLKATA - 700032

APPLICATION FORM FOR PROMOTION OF UNIVERSITY LIBRARIANS (UGC SCALE) UNDER CAREER ADVANCEMENT SCHEME
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PBAS Proforma for Promotion under Career Advancement Scheme Part – A

CAREER ADVANCEMENT SCHEME (CAS) APPLIED FOR (put a tick mark at the appropriate place): Associate Librarian Stage -1 to Associate Librarian Stage-2 / Associate Librarian Stage-2 to Librarian Stage-3 / Librarian Stage-3 to Librarian Stage-4 / Librarian Stage-4 to Chief Librarian Stage-5)

General Information and Academic Background

1. Name of the Applicant (in BLOCK LETTERS) :
2. Date and Place of Birth :
3. Indicate Whether belonging to (please put a tick mark) :
4. Department :
5. Address for Communication :
6. Permanent Address :
7. Telephone Number :

SC	ST	OBC
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Office	Residence	Mobile

E-mail:

9. Chronological description of different positions held right from first employment in the substantive post (please attach separate sheet, if required) :

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of Leaving
		Joining	Leaving		

10. Date of eligibility for promotion :

(Note: The actual date of effect will be decided by the relevant Screening Committee / Selection Committee and the same needs to be approved by the Hon'ble Vice-Chancellor and the Executive Council.)

11. Academic Qualifications right from the Secondary Level to the Ph.D. Level with name of the Board / Council / Institution / University, etc., Year of Passing, Division / Class and Percentage of Marks (please attach separate sheet, if required).

Examination	Name of Board /Institution/ University	Year of Passing	% of marks	Division/ Class / Grade	Subjects with Specialization
Other Examinations if any	---	---	---	---	---

Post held after appointment at this institution :

Designation	Department	Date of Joining		Pay Scale/Academic Grade Pay (AGP)
		From	To	

13. Award / Honours (please attach separate sheet, if required):

14. Research Experience excluding years spent in M.Phil./Ph.D. (in years):

15. Field of Specialization under the Subject / Discipline:

(a)

(b)

16. Orientation / Refresher Course attended :

Name of the Course / Summer School	Place	Duration	Organised By

Part B

Academic Performance Indicators (API)

Session:

CATEGORY-1

Procurement, Organization, and Delivery of Knowledge and Information through Library Services

Sl. No.	Nature of Activity	Actual hours spent per academic year	Self Appraisal Score (to be submitted by the applicant)	Verified API Score
1.	Library resources organization and maintenance of books, journals, reports, etc.			
	Provision of library reader services, literature retrieval services to researchers and analysis of reports			
	Provision of assistance to the Departments of University with 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.			
2.	Development, organization and management of e-resources including their accessibility over Intranet / Internet			
	Digitization of library resources			
	E-delivery of information			
3.	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			
4.	ICT and other new technologies' application for upgradation of library services such as automation of catalogue procurement functions			
	Circulation operations including membership records			
	Serial subscription system			
	Reference and information services			
	Library security (technology based methods such as RFID, CCTV, etc.)			
	Development of library management tools (software) & Intranet management			
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			
Total Score				
Minimum API Score required				

CATEGORY 2

Session:

CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Please mention your contribution to any of the following:

Sl. No.	Nature of Activity	Actual hours spent per academic year	Self Appraisal Score (to be submitted by the applicant)	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as Cultural exchange)			
	Library service programmes (various level of extramural and intramural programmes)			
	Library Extension, Library-literary work through different channels			
2.	Contribution to Corporate life and management of the library units through participation in Library Units and Institutions.			
	Contribution to Corporate life and management of the Institution through participation in Library and administrative committees and responsibilities			
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)			
Total Score				
Minimum API Score required				

CATEGORY – III

RESEARCH AND (RELATED) ACADEMIC CONTRIBUTIONS.

A) Research Articles/ Papers published in Journals/Periodicals/Conference Proceedings/ Newspapers.

(please attach separate sheet, if any)

Sl No.	Title of Research article/ Papers	Name of Journal / Proceedings (with city / Country)	Whether sole / Co- author	ISSN/ ISBN No.	Level Int./ Nat./ State/ Local	Self Appraisal Score

B(i) Articles/ Chapters published in Books

Sl No.	Title with page no.	Book title, editor & publisher	ISSN/ ISBN No.	No. of Coauthor	Whether you are the main author	Self Appraisal Score

ii) Full papers in Conference Proceedings

Sl No.	Details of	No. of	Whether	Self Appraisal Score
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	Title with page no.	Conference Publication	ISSN/ ISBN No.	Coauthor	you are the main author	

iii) Books published as single author or as editor

Sl. No.	Title with page no.	Type of Book, & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed.	No. of Coauthor	Whether you are the main author	Self Appraisal Score

C) Ongoing and Completed Research Projects and Consultancies

C. (i) & (ii) Ongoing Projects/ Consultancies

C. (iii) & (iv) Completed Projects/ Consultancies

D) Research Guidance

E)

(E) (i). Invited Lecture / Paper presented in the conferences / Seminars

(Please attach a separate sheet if necessary)

Sl. No	Title/Subject of Lecture delivered	Name and Place of Institution	Date of Lecture	Duration	Self Appraisal Score

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(E) (ii). Paper presented in the Conferences / Seminars

(Please attach a separate sheet if necessary)

Sl. No.	Title of the Paper presented	Title of Conference / Seminar	Organizing institute	Duration from..... to	Whether proceedings published / not	Self Appraisal Score

SUMMARY OF API SCORE (Category-I, II & III)

Category	Details	API SCORE
Category -I	PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES	
Category- II	CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES	
Category-III(A)	RESEARCH AND ACADEMIC CONTRIBUTION / RESEARCH PUBLICATIONS (Research Articles/ Papers published in	

	journals/Periodicals/Conference Proceedings/ Newspapers. (please attach separate sheet, if any)	
III (B)	Chapters in Books, published by National and International level Publishers, with ISBN/ISSN number.	
III (E)	Awards/ Fellowship/ invited lecture delivered	
	Paper presented in the Conference / Seminar.	
	Category -I + (Category- II+ Category-III)	
	Total API Score	

I certify that all information including the personal data and duly filled PBAS proforma provided and documentary proof enclosed herewith are correct.

Signature of the applicant:

Place:

Date:

Countersigned by:

Head of the Department/Dean of the Faculty concerned

Place:

Date:

Office Seal

Signature of the Coordinator, IQAC with date and Seal