

PBAS Proforma for Promotion under CAS

(For Library Staff)





**Part I- Application Form for Promotion of Library Staff under
Career Advancement Scheme (CAS)**

- To be filled in neatly and legibly by the candidate in his/her own handwriting.**
- Candidate must read and follow the "Instructions to Candidates for Appointment" very carefully.**
- Applications which are incomplete or are not in conformity with these instructions are liable to be rejected.**

Paste attested
passport size
photograph

1. Full Name in Block Letter _____

2. (a) Father/Husband Name _____

(b) Mother's Name _____

3. a) Name of present post _____

b) Department _____

c) Present basic pay with pay band _____

d) Present AGP _____

e) Date of Placement in the
present scale / AGP _____

4. Name of post and AGP for
which promotion is sought _____

5. Assessment Period under CAS _____

6. Due date of Promotion _____

7. (a) Address for Correspondence _____

(Mention your Phone / Mobile _____

number, Email id) _____

(b) Permanent Address _____

8. Date of Birth _____

9. Place of Birth _____

10. Age on last date for receipt of application Years Months Days

11. Male or Female _____

12. Marital Status: _____
Married / Unmarried

13. Nationality: _____

14. Do you belong to SC / BC / PWD / ESM / SBC / EB?
(Mention category and attach proof) _____

15. Educational Qualifications (Strike off which is not applicable):

Examination/Degree	Year	Division	%age of Marks/Grade	University /Board	Subjects/ Specialization (s)	Awards/ Medal/Merit, if any
Matric						
Pre-Uni / 10+2 / Inter/ Diploma						
B. E / B.Tech / BA / B.Sc / B.com / BBA / any other						
M.E/M.Tech/MBA/M.Com/ M.Sc./MA/MCA or any other Master's Degree						
NET / SLET / GATE						
M.Phil						
Ph.D			Subject..... Topic of Thesis..... Year of Award of Degree..... Name of the University/Institute that has awarded the Ph.D Degree.....			
Any other Qualification						

16. Teaching/Professional/Research positions held (Give in chronological order starting with the present post).

Employer	Post held	Pay Scale	Basic Pay	Period of employment From	To	Nature of duties/work/ Teaching / Research / other

17. (a) Has there been any break in your career? If so, give details thereof with reasons

(b) Have you ever been punished during your service or convicted by a Court of Law? If so, give details:

(c) Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? If yes, give details in a separate sheet.

18. (a) Total Teaching experience (full-time) in Institute/College/University: _____

(b) Total Research Experience: _____

(c) Any other experience: _____

19. Research contribution

Awarded **Submitted** **In Progress**

(i) PhD

(ii) M.Phil

(iii) Master's

(iv) Sponsored research/consultancy projects

(a) Number of sponsored research projects

(b) Number of consultancy projects

(v) Prizes/Medals/Awards/Honors

(please specify)

(vi) Extra-curricular activities, if any. Give details of proficiency acquired in games, sports and part taken in other extra-curricular or social activities such as NCC, public debates and social service etc.

20. Have you studied Hindi up to Matric standard? Yes/No _____

21(a). Assessment as per Table -4 of Appendix -II of UGC Regulations 2018.

Table-4

S.No.	Activity	Grading
1.	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)	
2.	Conduct of seminar/workshops related to library activities or on specific books or genre of books.	
3.	If library has computerized database OR If library does not have a computerized database	
4.	Checking inventory and extent of missing books.	
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	

21(b). Whether the person qualifies as per requirement of Table-4:-

I certify that the foregoing information given by me is correct, 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.

Date

Signature of the Candidate

Recommendation of Librarian/Dean Librarian

Verification by IQAC

Recommendation of Screening Committee/Selection Committee

INSTRUCTIONS

The following instructions contain the detailed requirements of Table-4.

S.No.	Activity	Grading
1.	<p>Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)</p> <p>While attending in the library, the individual is expected to undertake, interalia, following items of work:</p> <ul style="list-style-type: none"> • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website 	<p>90% & above - Good</p> <p>Below 90% but 80% & above- Satisfactory</p> <p>Less than 80% - Not satisfactory</p>
2.	<p>Conduct of seminar/workshops related to library activities or on specific books or genre of books.</p>	<p>Good - 1 National level seminar/ workshop +1 State/institution level workshop/Seminar</p> <p>Satisfactory - 1 National level seminar/ workshop or 1 State level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar /workshop</p> <p>Unsatisfactory - Not falling in above two categories</p>
3.	<p>If library has computerized database then OR If library does not have a computerized database</p>	<p>Good - 100% of physical books and journals in computerized database.</p> <p>Satisfactory - At least 99% of physical books and journals in computerized database.</p> <p>Unsatisfactory - Not falling under good or satisfactory. OR Good -100% Catalogue database made up to date.</p> <p>Satisfactory- 90% catalogue database made up to date.</p> <p>Unsatisfactory - Catalogue database</p>

		not upto mark. (To be verified in random by the CAS Promotion Committee)
4.	Checking inventory and extent of missing books.	Good: Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good - Involved in any two activities Satisfactory - At least one activity Not Satisfactory - Not involved undertaken any of the activities

Overall Grading:

Good: Good in item 1 and satisfactory/good in any two other items including item 4.

Satisfactory: Satisfactory in item 1 and satisfactory/good in any other two items including item 4.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note:

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.

APPENDIX-II TABLE -IV
CAREER ADVANCEMENT SCHEME (CAS) FOR LIBRARIANS.

Note:

i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

S.N 0	Promotion of Librarians through CAS	Eligibility	CAS promotion criteria
1.	From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11):	<p>An Assistant Librarian College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil. or a Ph.D. degree.</p> <p>(i) He/she has attended at least one Orientation course of 21 days' duration; and</p> <p>(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities. of at least 5 days, as per Appendix II. Table 4.</p>	<p>i) He/she gets a 'satisfactory' or "good grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4. and</p> <p>ii) The promotion is recommended by a screening-cum-evaluation committee.</p>
2.	From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior	<p>1) He/she has completed five years of service in that grade.</p> <p>2) He/she has done any two of the following in the last five years:</p> <p>(i) Training Seminar Workshop/Course on automation and digitalization,</p> <p>(ii) Maintenance and other activities</p>	<p>i) He/she gets a "satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4. and:</p>

	Scale/Academic level 11) to University Assistant Librarian (Selection Grade/Academic level 12/ College Librarian (Selection Grade/Academic level 12)	as per Appendix II. Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course programme of at least two weeks (ten days) duration). (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.	ii) The promotion is recommended by a screening-cum-evaluation committee.
3.	From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)	<p>1) He/she has completed three years of service in that grade.</p> <p>2) He/she has done any one of the following in the last three years:</p> <p>(i) Training/Seminar/Workshop/Course on automation and digitalization.</p> <p>(ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration,</p> <p>(iii) Completed two courses of at least one week (five days) duration in lieu of every single course programme of at least two weeks (ten days) duration,</p> <p>(iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and</p> <p>(v) Library up-gradation course.</p>	<p>i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and</p> <p>ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.</p>
4.	The criteria for CAS Promotions from University Deputy Librarian/College Librarian (Academic Level 13A) to	<p>1) He/she has completed three years of service in that grade.</p> <p>2) He/she has done any one of the following in the last three years:</p> <p>(i) Training/Seminar/Workshop/Course on automation and digitalization,</p>	<p>(i) He she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II. Table 4; and</p>

	<p>University Deputy Librarian/College Librarians (Academic Level 14)</p> <p>(ii) Maintenance and related activities as per Appendix II. Table 4 of at least two weeks' (ten days) duration.</p> <p>(iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration),</p> <p>(iv) Taken developed one MOOCs course in the relevant subject (with e-certification), and</p> <p>(v) Library up-gradation course.</p> <p>3) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping.</p>	<p>(ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.</p>
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