Application No. :……………………………………………. (For office use only)

HANSRAJ COLLEGE

(University of Delhi)
Mahatma Hansraj Marg, Malka Ganj, Delhi – 110007

Tel: 011-27667458, 011-27667747
Website : http://www.hansrajcollege.ac.in

APPLICATION FORM FOR NON-TEACHING POST

(Only for PwD candidate applying for the post of Librarian (HH))

(NO APPLICATION FEE FOR PwD CANDIDATE)

Last date of submission of Application Form is Friday, 09th March, 2018 till 5:00 p.m.
Advertisement No. HRC/Admn.(2018)/NT posts/001

Personal Details

First Name:_____ Middle Name: _____

Last Name: _____

Mother's Name: _____

Father's Name: _____

Date of Birth (Applicant) _____

Age (as on 09.03.2018) _____

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

_____   _____

_____   _____

_____   _____

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 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.

Research Experience

Name of University/ College/ Institution	Post held/ Designation (With Pay Scale)	From	To	Experience

Full-time Experience

Period of acquitting 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 Pay Scale)	Status (Permanent/ Temporary/ Ad-hoc)	Scale of pay (with PB & GP/AGP)	Nature of Assignment	From	To	Experience (in Y-M)

Details of participation in Seminars/ Conference

Conference/ Seminar	Sponsoring Organization	National/ International	Year	Details

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.

Details of Present Employment

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) _____

Academic Profile

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

Research Publications (Books, Chapters in the 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

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

Completed Projects Quality Evaluation

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

Projects Outcome/ Output

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

Research Guidance:

Level of Guidance	No. of candidates registered	Thesis Submitted (numbers)	National/ International	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

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

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/Advacne)

ICT Usage	Skills	Specialized Packages/ Software's	Familiarity

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

Mention your significant research contributions (in 100 word)

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

Honours and Awarded (Please provide details in the box given below)

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

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

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

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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
_____

Three Referees Familiar with your Academic Work

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

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 _____

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.

Signature & Seal of Head of Institution

Date:_____   **Applicant Signature:**

Detailed Guidelines to Calculate API Score

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

	Assistant University Librarian / College	**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		

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 sevices.

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 up gradation 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

Category II- CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITES

S. No.	Nature of Activity	Maximum
1.	Student related co-curricular, extension and field based Activities (Such Cultural exchange and Library service Progarammes (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 Points
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 Projcts amount mobilized with grants above 5.0 lakhs upto 30.00 lakhs	15/each project
		(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 Repot (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
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)	Notes 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) (iii)	Invited lectures or presentation 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)]**