



राजस्थान विश्वविद्यालय, जयपुर

University of Rajasthan, Jaipur

Appendix-VI

Application form for Promotion under the Career Advancement Scheme (CAS) (As per UGC Regulations 2018 As Amended)

A. Assistant Librarian – Academic Level 10 to Academic Level 11

B. Assistant Librarian – Academic Level 11 to Academic Level 12

C. Deputy Librarian – Academic Level 12 to Academic Level 13A

D. Deputy Librarian – Academic Level 13A to Academic Level 14

(Tick ✓ whichever is applicable)

Affix Recent
Passport size self-
attested Photograph
here

PART A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

01.	Name (in Block letters)	:	
02.	Name of Mother	:	
03.	Name of Father	:	
04.	Department	:	
05.	Current Designation & Grade Pay/Level	:	
06.	Date of last Promotion	:	
07.	Due date of promotion	:	
08.	For which position and Level are you an applicant under CAS?	:	
09.	Date of eligibility for promotion	:	
10.	Date of Birth and Place of Birth	:	
11.	Gender	:	
12.	Marital status	:	
13	Name of Spouse	:	
14.	Nationality	:	
15.	Indicate whether you belong to SC/ST/OBC/MBC/EWS category with Sub-caste	:	



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16. Address (in Block letters)

a. For Communication

Mr. /Ms. /Dr.

.....
.....

..... PINCODE:

Telephone No. with STD Code:

Mobile No:

E-mail:

b. Permanent

Mr. /Ms. /Dr.

.....
.....

..... PINCODE:

Telephone No. with STD Code:

Mobile No:

E-mail:

17. Academic Qualifications (Starting from Graduation):

Degree	Name of the University	Year of Passing	% of marks / CGPA	Division/ Class/ Grade	Subject(s)



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18. Research Degree(s):

Degrees	Title	Date of Award	University
M.Phil.			
Ph.D. / D. Phil.			
D.Sc. / D. Litt.			

19. Appointments held before joining the University of Rajasthan:

Designation	Name of Employer	Date of		Pay with Grade	Whether previous service counted for CAS by the University of Rajasthan Jaipur (Enclose order copy)
		Joining	Leaving		

20. Posts held since joining at the University of Rajasthan: -

S. No.	Designation	Department/Centre	Date of actual Joining		Pay Band with AGP/ Academic Level
			From	To	
1.	Appointment of Assistant Librarian				
2.	Date of Promotion at Stage-2/ Leve-11				
3.	Date of Promotion at Stage-3/ Level-12				
4.	Date of Promotion at Stage-4/ Level-13A				



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21. Research Degree(s):

Degrees	Title	Date of Award	University	Annexure No.
Ph.D. / D. Phil.				
D.Sc. / D. Litt.				

22. Period of teaching experience and/or research experience with reference to S. No. 22 above, excluding the period spent by a teacher candidate on leave from duty to acquire M. Phil./Ph. D. Degree

(a) Period spent on leave to acquire M. Phil./Ph. D. Degree from _____ (date of commencement) to _____ (date of submission/ resubmission of Ph. D. thesis)

(b) Period of teaching experience (As on the last date for submission of the application form)

_____ years _____ months _____ days

(c) Period of Research experience (As on the last date for submission of the application form)

_____ years _____ months _____ days

(d) Period of Teaching and/or Research experience (As on the last date for submission of the application form)

_____ years _____ months _____ days

23. Orientation course/Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programme or completed one MOOCs course.

S. No.	Programme	Duration with date	Organized by

24. Any Other Information regarding Research contribution-



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Part B. ANNUAL PERFORMANCE ASSESSMENT REPORT

(Assessment Criteria and Methodology for Librarian)

(As per UGC Regulation-2018, Appendix II Table 1, page no. 109, published in the Gazette of India dated 18.07.2018)

To be filled for each year during the assessment period

Assessment period: to

Activity 1:

Activity	Grading Criteria	Assessment Year	Activities claimed	Regularity in attendance			Page number of supporting documents	Percentage Attendance	Grade Claimed	Grade verified
				No. of working Days	No. of Days attended	Percentage of attending library				
Regularity of attending library (Calculated in terms of percentage of days attended to the total number of days he/she is expected to attend). While attending the library, the individual is expected to undertake, inter alia, the following items of work: <ul style="list-style-type: none">• Library Resources 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 the institutional website	90% and above – Good Below 90% but 80% and above – Satisfactory Less than 80% – Not satisfactory	Year-1	1.							
			2.							
			3.							
			Year-2							
			Year-3							
			Year-4							
			Year-5							
			Year-6							
Grade to be Verified by the Librarian/Head										

Note:- Certificate of attendance including activity performed issued by the concerned Librarian/controlling Head is to be attached.



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Activity 2:

Activity	Grading Criteria	Assessment Year	No. of National level Seminars/workshops conducted	No. of State level Seminars/workshops conducted	No. of Institutional level Seminars/workshops conducted	Page number of supporting documents	Grade claimed	Grade Verified
Conduct of seminars/workshops related to library activity or on specific books or genres of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory – 1 National level seminar/ workshop or 1 state-level seminar/ workshop + 1 institution-level seminar/ workshop or 4-institution seminar/workshop Unsatisfactory – Not falling in the above two categories	Year-1						
		Year-2						
		Year-3						
		Year-4						
		Year-5						
		Year-6						
Grade to be Verified by the Librarian/Head								



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Activity 3:

Activity	Grading Criteria	Assessment Period	No. of physical books & Journals	No. of books in computerized database or No. of books in the catalogue database	Percentage of Books and Journals in computerized database or % of books in the catalogue database	Page number of supporting documents	Grade claimed	Grade verified
If the library has a computerized database then OR If the library does not have a computerized database	Good – 100% of Physical books and journals in computerized database. Satisfactory – at least 99% of physical books and journals in a computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good/Satisfactory – Catalogue database made up-to-date Unsatisfactory - Catalogue database not up to mark. (To be verified at random by the CAS promotion committee)	Year-1 Year-2 Year-3 Year-4 Year-5 Year-6						
Grade to be Verified by the Librarian/Head								



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Activity 4:

Activity	Grading Criteria	Assessment Period	Did you check the inventory YES/NO	No. of Total books at the start of the year	No. of missing books	Percentage of missing books	Page number of supporting documents	Grade claimed	Grade Verified
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.	Year-1							
		Year-2							
		Year-3							
		Year-4							
		Year-5							
		Year-6							
Grade to be Verified by the Librarian/Head									



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Activity 5:

Activity	Grading Criteria	Assessment Year	Details of						Page number of supporting documents	Grade claimed	Grade Verified
			Digitisation of books databases in institutions having no computerized database	Promotion of library network	Systems in place for dissemination of information relating to books and other resources	Assistance in college administration and governance-related work including work done during admissions, examinations & extra-curricular activities	Design and offer short term courses for users	Publications of research paper in UGC approved journals			
I. Digitization of books database in an 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.	Year-1									
		Year-2									
		Year-3									
		Year-4									
		Year-5									
		Year-6									
Grade to be Verified by the Librarian/Head											



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OVERALL GRADING

Good: Good in item (Activity) 1 and satisfactory/Good in any two other items (Activities) including item (Activity) 4.

Satisfactory: Satisfactory in item (Activity) 1 and satisfactory/Good in any other two items (Activities) including item (Activity) 4.

Not Satisfactory: if neither good nor satisfactory in overall grading.

Assessment Year	Grade of Activity-1	Grade of Activity-2	Grade of Activity-3	Grade of Activity-4	Grade of Activity-5	Overall Grade	Grade Verified

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 the Head of Department of the concerned department, and 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.



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Summary of Grading Criteria and Academic and Research Scores:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Teaching						
Activity 2: Involvement in the student's related activities/research activities						
Total of Activity 1 and Activity 2						
Table 2: Academic and Research Score (after applying cap, wherever applicable)						

I certify that the information provided in Table-1 at S. No. 1 and 2 is correct as per the documents enclosed along with the duly filled-in PBAS proforma.

Signature of the Applicant
Designation:

Date:



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Self-Declaration

I hereby declare that the information/documents I provided are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under the Career Advancement Scheme (CAS) contained in the UGC Regulations, 2018, as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Forwarding by Head of The Department

The application form of Mr./Ms./Dr..... working as..... in this department/Centre is being forwarded along with the annexures stated herein above.

Head of the Department
Seal