राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

Appendix-VII

University of Rajasthan, Jaipur

Application form for Promotion under the Career Advancement Scheme (CAS)
(As per UGC Regulation 2010 (as Amended vide 4th Amendment, 2016)

☐ 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**	:	

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

13	Name of Spouse	:	
14.	Nationality	:	
15.	Indicate whether you belong to SC/ST/OBC/MBC/EWS category with Sub-caste	:	

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)

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				

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

4. Any Other Information regarding Research contribution-

_____

PART B: ACADEMIC PERFORMANCE INDICATORS

(Part B of the PABS proforma based on University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) UGC Regulation 2010 as amended vide 4th Amendment, 2016.

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

Exempted as per UGC regulation 2018

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES
Please mention your contribution to any of the following-
  (a) Student-related co-curricular, extension, and field-based activities
      (such as cultural exchange and Library service Programmes (various levels of extramural and intramural programmes); extension, and library-literary work through different channels.

S. No.	Type of Activity	Actual Hours Spent	Actual Hours Spent per Academic Year ÷ 10
1.	Academic Year _____ to _____		
	Yearly Total (Max. Limit 15)		
2.	Academic Year _____ to _____		
	Yearly Total (Max. Limit 15)		

S. No.	Type of Activity	Actual Hours Spent	Actual Hours Spent per Academic Year ÷ 10
3.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
4.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
5.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
	Total for Assessment Period		

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

(b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.

S. No.	Contribution to Corporate Life and Management Short Description	Actual Hours Spent	Actual Hours Spent per Academic Year ÷ 10
1.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
2.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
3.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

S. No.	Contribution to Corporate Life and Management Short Description	Actual Hours Spent	Actual Hours Spent per Academic Year ÷ 10
4.	Academic Year _____ to _____		
	Yearly Total (Max. Limit 15)		
5.	Academic Year _____ to _____		
	Yearly Total (Max. Limit 15)		
	Total for Assessment Period		

(c) 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)

S. No.	Professional Development Activities Short Description	Actual Hours Spent	Actual Hours Spent per Academic Year ÷ 10
1.	Academic Year _____ to _____		

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

S. No.	Professional Development Activities Short Description	Actual Hours Spent	Actual Hours Spent per Academic Year ÷ 10
	Yearly Total (Max. Limit 15)		
2.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
3.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
4.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
5.	**Academic Year _____ to _____**		
	Yearly Total (Max. Limit 15)		
	Total for Assessment Period		

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

CATEGORY: III. RESEARCH AND ACADEMIC CONTRIBUTIONS

For details, please refer to page no. 25-26 of UGC Notification (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.)

(A) Research Papers Published

    (i)   Refereed Journals as notified by the UGC

S. No.	Title with Page No.	Journal	ISSN/ISBN No.	Whether Peer Reviewed, Impact Factor, If any	No. of Co-authors	Whether you are the main author	API Score
1.			-				
2.							
3.							
4.							
					Total for Assessment Period		

    (ii)   Other Reputed Journals as notified by the UGC

S. No.	Title with Page No.	Journal	ISSN/ISBN No.	Whether Peer Reviewed, Impact Factor, If any	No. of Co-authors	Whether you are the main author	API Score
1.			-				
2.							

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

S. No.	Title with Page No.	Journal	ISSN/ISBN No.	Whether Peer Reviewed, Impact Factor, If any	No. of Co-authors	Whether you are the main author	API Score
3.							
4.							
5.							
						Total for Assessment Period	

(B) Publication Other Than Journal Articles (Books, Chapters in Books)
  (i)   Text/reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University

S. No.	Book Title Editor & publisher	ISSN/ISBN No.	Whether Peer review	No. of Co-authors	Whether you are the main author	API Score
					Total for Assessment Period	

(ii) **Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University**

S. No.	Book Title Editor & publisher	ISSN/ISBN No.	Whether Peer review	No. of Co-authors	Whether you are the main author	API Score
					Total for Assessment Period	

(iii) **Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University**

S. No.	Book Title Editor & publisher	ISSN/ISBN No.	Whether Peer review	No. of Co-authors	Whether you are the main author	API Score
					Total for Assessment Period	

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

(iv) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University

S. No.	Title with Page No.	Book Title Editor & publisher	ISSN/ISBN No.	Whether Peer review	No. of Co-authors	Whether you are the main author	API Score
						Total for Assessment Period	

(C) Research Projects

    (i) Sponsored Projects (Attach Sanction Letter)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score
				Total for Assessment Period	

(ii)   Consultancy Projects (Attach Sanction Letter)

S. No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. Lakh)	API Score
				Total for Assessment Period	

(iii)   Projects Outcome/Outputs (Patent/Technology Transfer/Product/Process)

S. No.	Project Outcome	Detail	National/International	API SCORE
			Total for Assessment Period	

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

(D) Research Guidance

    (i)   M. Phil. Degree

S. No.	Detail	Enrolled	Thesis Submitted	Degree Awarded	API Score
	-				
				Total for Assessment Period	

    (ii)   Ph.D. Degree

S. No.	Detail	Enrolled	Thesis Submitted	Degree Awarded	API Score
	-				
				Total for Assessment Period	

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

(E) Fellowship, Awards and Invited Lectures delivered in Conference/Seminars

(i)   Fellowship/Awards

S. No.	Details of Fellowship/Award	Fellowship/Award Giving Agency Detail	Whether International/ National/State/University Level	API Score
1.				
2.				
3.				
4.				
			Total for Assessment Period	

(ii)   Invited Lectures/Papers (The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period)

S. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar	Organized By	Whether International/ National/State /University Level	API Score
1.					
2.					
3.					
4.					
				Total for Assessment Period	

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

(F) Development of e-learning Delivery Process/Material

S. No.	Detail of e-learning Delivery Process/Material	No. of Modules Developed	API Score
1.			
2.			
3.			
4.			
	Total for Assessment Period		

IV SUMMARY OF API SCORES

	Criteria	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
I	a. Library resources organization and maintenance of books, journals, and reports; Provision of library reader- services, literature retrieval services to researchers 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 Points) Development, organization and management of e-resources including their accessibility over the Intranet / Internet, digitization of library resources, e-delivery of information, etc (15 Points) User awareness and instruction programmes (Orientation lectures, users' training in the use of library services such as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. (15 Points)		
	b. ICT and other new technologies application for the 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		
	c. 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 of I		
II	(a) Student-related co-curricular, extension, and field-based activities (such as cultural exchange and Library service Programmes (various levels of extramural and intramural programmes); extension, and library-literary work through different channels.		

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

	Criteria	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
	(b) Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.		
	(c) 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)		
	Total of II		
III	**(A) Research Papers Published in** (i) Refereed Journals as notified by the UGC		
	(ii) Other Reputed Journals as notified by the UGC		
	(B) Publication Other Than Journal Articles (Books, Chapters in Books) (i) Text/reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University		
	(ii) Subject Books, published by National Level publishers, with ISBN/ISSN number or State/Central Govt. Publications as approved by the University		
	(iii) Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University		
	(iv) Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University		
	(C) Research Projects (i) Sponsored Projects		
	(ii) Sponsored Projects		
	(iii) Project outcome/Outputs		
	(D) Research Guidance (i) M. Phil.		
	(ii) Ph.D.		
	(E) Fellowship, Awards and Invited Lectures delivered in Conference/Seminars (i) Fellowship/Awards		

	Criteria	Total-API Score for Assessment Period	Annual Av. API Score for Assessment Period
	(ii) Invited Lectures/Papers **(The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period)**		
	(iii) Development of e-learning Delivery Process/Material		
	Total of III		
	Total of II + III**		

**Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.

PART-C: OTHER RELEVANT INFORMATION
(Please give details of any other credentials, significant contributions, awards received etc. not mentioned earlier.)

S. No.	Details (Mention Year, value etc. where relevant)
1.	
2.	
3.	
4.	

LIST OF ENCLOSURES other than PBAS enclosures which are already enclosed (Please attach copies of certificates, sanction orders, papers etc wherever necessary)

1.	
2.	
3.	
4.	
5.	

राजस्थान विश्वविद्यालय, जयपुर
University of Rajasthan, Jaipur

Publications during the assessment period as per Ord.141F

S. No.	Publication	Annexure No.
1.		
2.		
3.		
4.		
5.		

  I certify that the information provided is correct as per the documents enclosed along with the duly filed PBAS Proforma.

**Signature & Seal
of
Head / Director**

**Signature of the
Candidate
Place & Date**