Dr. Ram Manohar Lohiya National Law University
L.D.A. Kanpur Road Scheme, Lucknow-226 012

PART-A: APPLICATION FORM FOR CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS FOR ASSISTANT LIBRARIAN, DEPUTY LIBRARIAN AND LIBRARIAN

1. **Application for promotion of** : ....

2. **Stage from.** .... **to Stage** ………...

   For promotion as: Assistant Librarian **Stage 1** (AGP 6000) to Assistant Librarian **Stage 2** (AGP 7000) Assistant Librarian **Stage 2** (AGP 7000) **to** Deputy Librarian **Stage 3** (PB-III, AGP 8000) Deputy Librarian **Stage 3** (PB-III, AGP 8000) to Deputy Librarian **Stage 4** (PB-IV, AGP 9000) Deputy Librarian **Stage 4** (PB-IV, AGP 9000) to Librarian **Stage 5** (PB-IV, AGP 10000)

3. **Period of Assessment for the purpose of promotion** ………..

4. **Date of Last Promotion & Post** ....

5. **Date of Eligibility for promotion** ....

6. **Name of the Department** ....

7. **Name of the candidate** (In block letters): ....

8. **Father's Name/Husband's Name:**..

9. **Address for correspondence** (with PIN code):...

   ....

   Telephone No. (with STD code):.....................................**Cell Phone:**..................................

   E-Mail:...

10. **Academic Qualifications obtained after date of joining in RMLNLU:**

Degree	University / Institute	Mode of Degree Regular/Part Time/ distance education	Date of Admission	Date of Passing	Discipline/ Specialization	Percentage of marks/CGPA

11. Record of experiences prior to joining RMLNLU

University / Institute	Designation	Nature of appointment (Regular/ Fixed term/Temporary / Adhoc)	Type of Selection Committee: Regular Selection Committee / Adhoc or Departmental Selection Committee	Pay-Scale / Pay band and AGP	Date of Joining	Date of Leaving	Remarks

12. Record of service in RMLNLU/Other University / Institute from Date of joining as Assistant Librarian

Stage	Designation	Pay Band and AGP	Duration		Experience	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)	Year	Month
Stage I						
Stage II						
Stage III						
Stage IV						
Stage V						
Please clearly specify the period of Leave Without Pay (LWP)						

DECLARATION:

I, ………………………………………… Son/Daughter/Wife …………………………. of hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge. If anything is found false or incorrect at any stage, my candidature / appointment may be cancelled/terminated by the university without assigning any reason thereof.

Date:................................   (Signature of Applicant)

PART B: ACADEMIC PERFORMANCE INDICATORS
(FOR CAREER ADVANCEMENT SCHEME (CAS)
PROMOTIONS FOR ASSISTANT LIBRARIAN, DEPUTY LIBRARIAN AND LIBRARIAN)

(Please see detailed instructions of this PBAS proforma before filling out this section)

Direct Work load and weightage to be given to different levels of Librarians

	Direct working hours per week	Weightage
Assistant Librarian	40	100
Deputy Librarian	36+4*	90
Librarian	32+8*	80

Based on the Librarian Cadre's self-assessment, API scores are proposed for (a) Library resources organization and maintenance of books, journals, reports, Development, organization and management of e-resources; User awareness and instruction programmes, (b) ICT and other new technologies' application for upgradation of library services and (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. The minimum API score required by Library Personnel from this category is different for different levels of promotion. The self-assessment score should be based on objectively verifiable records. It shall be finalized by the screening cum evaluation / selection committee. Universities may detail the activities, in case institutional specificities require, adjust the weightages without changing the minimum total API scores required under this category.

*Hours spent on administrative responsibilities, innovation, upgradation of services, extension services etc.

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

a) Library resources organization and maintenance of books, journals, 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 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 as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. **(15 Points)**

Academic year	Actual No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ 20	Enclosure No.	Verified API Score**

Max. API score: 70 for Assistant Librarian, 60 for Deputy Librarian and 55 for Librarian

b) ICT and other new technologies' application for 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

Academic year	Actual No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ 10	Enclosure No.	Verified API Score**

Max. API score: 15 for Assistant Librarian, Deputy Librarian and Librarian for each

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

Academic year	Actual No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ 10	Enclosure No.	Verified API Score**

Max. API score: 15 for Assistant Librarian and Deputy Librarian and 10 for Librarian

CATEGORY II: PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

a) Student related co-curricular, extension and field based activities (such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels.

Academic year	Actual No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ 10	Enclosure No.	Verified API Score**

Max. API score: 15

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

Academic year	Actual No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ 10	Enclosure No.	Verified API Score**

Max. API score: 15

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 below)

Academic year	Actual No. of Hours spent per Academic year	API Score: Actual hours spent per Academic year ÷ 10	Enclosure No.	Verified API Score**

Max. API score: 15

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Category	Activity - Research papers published in:			
III (A) Academic Year	Refereed Journals as notified by the UGC (25 per Publication)	Other Journals of repute as notified by the UGC (10 per Publication)	Enclosure No.	Verified API Score**

Category	Activity - Publications other than journal articles (books, chapters in books)	Maximum Score*	Enclosure No.	Verified API Score**
III (B) Academic Year	Text/Reference, Books, published by International Publishers, with ISBN/ISSN number	30 per Book for single Author		

Category	Activity - Publications other than journal article (books, chapters in books)	Maximum Score*	Enclosure No.	Verified API Score**
III (B) Academic Year	Subject Books, published by National Level Publishers, with ISBN/ISSN number or state / Central Government publications	20 per Book for single Author		

Category	Activity - Publications other than journal article (books, chapters in books)	Maximum Score*	Enclosure No.	Verified API Score**
III (B) Academic Year	Subject Books, published by other local publishers, with ISBN/ISSN number	15 per Book for single Author		

Category	Activity - Publications other than journal article (books, chapters in books)	Maximum Score*	Enclosure No.	Verified API Score**
III (B) Academic Year	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number	International -10 per Chapter National- 5 per Chapter		

III (C) RESEARCH PROJECTS

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(i) Academic Year	Sponsored Projects	Major Projects with grants above **Rs.5 Lakhs**	20 per Project		

Category	Activity		Maximum Score *	Enclosure No.	Verified API Score**
(i) Academic Year	Sponsored Projects	Major Projects with grants above **Rs.3 Lakhs up to Rs. 5 Lakhs**	15 per Project		

Category	Activity		Maximum Score *	Enclosure No.	Verified API Score**
(i) Academic Year	Sponsored Projects	Minor Projects with grants above **Rs.1 Lakh up to Rs.3 Lakhs**	10 per Project		

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(ii) Academic Year	Consultancy Projects	Amount mobilized with a **minimum of Rs. 2 Lakhs**	10 for every Rs.10 Lakhs and Rs.2 Lakhs respectively		

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(iii) Academic Year	Projects outcome / output	Major Policy document prepared for international bodies like WHO/UNO/ UNESCO/UNICEF etc. Central / State Govt./ Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies -30 Central Government -20 State Govt. -10 Local bodies - 5		

III (D) RESEARCH GUIDANCE

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(i) Academic Year	M. Phil.	Degree awarded	5 per candidate		

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(ii) Academic Year	Ph.D.	Degree awarded / Thesis submitted	15 / 10 per candidate		

III (E) Fellowships, Awards and Invited lectures delivered in conferences / seminars

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(i) Academic Year	Fellow ships / Awards	International Award / Fellowship from academic bodies / associations	15 per Award / 15 per Fellowship		

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(i) Academic Year	Fellowships / Awards	National Award / Fellowship from academic bodies / associations	10 per Award / 10 per Fellowship		

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(i) Academic Year	Fellowships / Awards	State / University level Award from academic bodies / associations	5 per Award		

Category	Activity		Maximum Score *	Enclosure No.	Verified API Score**
(ii) Academic Year	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented		

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(ii) Academic Year	Invited lectures / papers presented	National Level	5 per lecture / 3 per paper presented		

Category	Activity		Maximum Score*	Enclosure No.	Verified API Score**
(ii) Academic Year	Invited lectures / papers presented	State/ University level	3 per lecture / 2 per paper presented		

III (E) (ii) The score under this sub-category shall be restricted to 20% of the minimum fixed for category III for any assessment period.

Category III (E) (iii) Academic Year	Development of e-Learning delivery process / materials	Maximum Score* 10 per module	Verified API Score**

*wherever relevant, the API score for paper in refereed journal
would be augmented as follows:
   (i)   paper with impact factor less than 1 by 5 points:
   (ii) papers with impact factor between 1 and 2 by 10 points:
   (iii) papers with impact factor between 2 and 5 by 15 points:
   (iv) papers with impact factor between 5 and 10 by 20 points:
   (v)   papers with impact factor above 10 by 25 points:
The API for joint publications shall be calculated in the following manner:
Of the total score for the relevant category of publication by the concerned, the First and Principal / corresponding author / supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

SUMMARY OF API SCORES

Category	Criteria	Last Academic Year	Total API Score for Assessment period	Annual average API score for Assessment period	Verified API Score**
I	Procurement, organization, and delivery of knowledge and information through Library services				
II	Professional development Co-curricular, Extension, Activities etc.,				
III	Research and Academic Contributions				
	Total: II + III				

Note: **The Individual PBAS proforma duly filled along with all enclosures, will be only verified by the University as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment / verification.**

Certified that the scores mentioned under all categories above are true and are supported by documentary evidences.

Signature of Applicant   Signature of HOD/DEAN

Date: Date: