**Annexure - IX**

# UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

**PROFORMA TO APPLY FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME - 2016**

**ASSISTANT LIBRARIAN IN THE ACADEMIC LEVEL 10**

To move from Academic Level 10 to Academic Level 11

**[From Pay Band ₹ 57,700 to 1,82,400 to Pay Band ₹ 68,900 to 2,05,500]**

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| **1** | Name | | | | |  | | | | | **Affix recent**  **passport size photograph** |
| **2** | Designation and full address | | | | |  | | | | |
| **3** | Name of the Department / Section / Unit / Scheme | | | | |  | | | | |
| **4** | Date of birth  **(SSLC Marks Card – Mandatory)** | | | | |  | | | | | |
| **5** | Academic qualification | | | | |  | | | | | |
| Examination / Degree | | | | | Year | | Subject | University | | Class / Division  / OGPA / CGPA | |
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| **6** | Date on which Ph. D. / M. Phil degree was conferred. | | | | | | | |  | | |
| **7** | Date of joining to duty at the UAS, Bangalore, as Asst. Librarian the AL-10  **(Enclose copies of the appointment order & duty report)** | | | | | | | |  | | |
| **8** | Date of joining to duty in the present post / grade  (Pay Band). | | | | | | | |  | | |
| **9** | a) | Date of completion of 6 years of service in the cadre of Assistant Librarian (Pay Band) (for those who do not possess M.Phil / Ph. D degree). | | | | | | |  | | |
| b) | Date of completion of 5 years of service in the cadre of Assistant Librarian of Physical Education  (Pay Band) in case of M. Phil degree holders. | | | | | | |  | | |
| c) | Date of completion of 4 years of service in the cadre of Assistant Librarian (Pay Band) in case of Ph. D. degree holders. | | | | | | |  | | |
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| **10** | **Specific achievements in Library Services during the Assessment Period**  (all activities to be certified by the competent authority) | | | | | | | | | | |
| 1) | | **Library Services**:  Services rendered in different section of the Library like, Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc. | | | | | | | | |
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|  | 2) | | **Specialized / Additional Services:** Services rendered under the following sections: | | | | | | | | |
| a) | Binding section | | | | | | | |
| b) | General T.B.B. | | | | | | | |
| c) | SC/ST Book Bank | | | | | | | |
| d) | Photographic section | | | | | | | |
| e) | Institutional Repositories | | | | | | | |
| f) | Digital Library | | | | | | | |

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|  |  | | g) | | Reprography Service |
| h) | | Online Services |
| i) | | Assisting Librarian in Administration |
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|  | 3) | | **Innovative Library Activities:** | | |
| a) | | Conducting Library Usage survey |
| b) | | Conducting Book Exhibition |
| c) | | Preparation of reading list for students |
| d) | | Creation of database OPAC |
| e) | | Library extension service |
| f) | | Digitalization of documents |
| g) | | Creation of Virtual / Digital Library |
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| **11** | **Projects during the assessment period**  [Adhoc Projects (externally funded): for each project budget outlay] | | | | |
| a) | | **Projects obtained on competitive mode will get full marks** | | |
| i) | Project outlay of up to Rs.5.00 lakhs (As PI & Co-PI) | |
| ii) | Project outlay of Rs.5.00 lakhs and above (As PI & Co-PI) | |
| b) | | **Institutional projects funded by the University will get 50% marks** | | |
| i) | Project outlay of up to Rs 5.00 Lakhs (As PI & Co-PI) | |
| ii) | Project outlay of Rs.5.00 lakhs and above (As PI & Co-PI) | |
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| **12** | **Published work during the assessment period** | | | | |
| i) | | For full length papers published in refereed journals with ISSN: | | |
| a) | | Articles published in International Journals with ISSN |
| b) | | Articles published in National Journals with ISSN |
| ii) | | Full length papers presented & published in Seminar/Symposia/Conferences proceedings with ISBN | | |
| a) | | International level |
| b) | | National level |
| c) | | State/ University level |
| iii) | | For Research Note/ Abstracts published in journal/ Proceedings of Seminars/ Symposia/ Conferences | | |
| iv) | | Books published/ Chapters in Book published by Universities/ National Institutes/ Government Departments/ Standard Commercial Publishers by individuals with ISBN | | |
| a) | | Book Published |
| b) | | Bibliographies published compiled |
| c) | | Chapters in standard books |
| v) | | Research Bulletins/ Extension Bulletins/ Popular articles / Radio talks/ TV Programmes / Phone-in programmes / Practical manuals/ Publishers/ Special Guest lecture | | |
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| **13** | | **Attainment in the professional field during the assessment period** | | | |
| a) | Offering orientation courses for UG/PG students | | |
| b) | Offering PGS (501) courses in Library and/or Information Science at post graduate level | | |
| c) | Conducting book exhibition in special occasions | | |
| d) | Preparation of Library Manual Folder like Database Usage and E-resources, etc. | | |
| e) | Creation /development of e-content for online courses like MOOC, Swayam, etc.  (As a Leader/ As Associate) | | |

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|  | | f) | Major Advisor / Guide for M. Phil / Ph.D. | | |
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| **14** | **Exposure to Symposium / Seminars /Summer Institutes / Winter Institutes / Refresher Courses / Workshops / Conference/ Training Programmes including online programmes/ Webinar/ Online FDTP during the assessment period** | | | | |
| 1) | | For conducting/organizing Symposia / Seminars/ Summer Institute/Writer Institute/ Refresher course/ Workshop/ Training Programme at : | | |
| a) | | International level **(As Leader/ Director/ Associate Leader/ Co-Director)** |
| b) | | National level **(As Leader/ Director/ Associate Leader/ Co-Director)** |
| c) | | University level **(As Leader/ Director/ Associate Leader/ Co-Director)** |
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|  | | 2) | For participating in Summer School/ Winter School/ Refresher Course/Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days duration (Two courses), or taken MOOCs Course (with e-Certificate) or development of e-Contents in four quadrants/ MOOCs course. | | | |
| 3) | For participation in Special Training/ Orientation Programmes/Symposia/ Seminars/Conferences/ Technology Programmes/Workshops (except annual workshop) etc. | | | |
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| **15** | | **International Exposure (during the Assessment Period)**  International Visits/ Training/ Courses | | | | |
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| **16** | | **Awards/ Distinctions received (during the Assessment period)** | | | | |
| a) | | International award | | |
| b) | | National award | | |
| c) | | State award | | |
| d) | | University award | | |
| e) | | Professional Society Award | | |
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| **17** | | **Corporate / other activities (during the assessment period)** | | | | |
| a) | Activities performed as External Examination Coordinator/ Associate Coordinator/ Sr. Warden/ Staff Advisor/ Tour leader and Co-Tour leader (State /all India)/ NSS Programme Officer - NSS/ Indian Red Cross Society Programme officer/ Coordinator/ NCC Officer/ Farm Management; Academic, General, Financial Management (as AO/AAO DY.R/AR/DC/AC/Dy. Librarian/Asst. Librarian etc.) / Scrutinizing UG/PG grades/ P.G. co-ordinator/ seminar in charge/ Leader/ member in monitoring team/ drawing officer, Internet/Wi-Fi Maintenance, Website Maintenance and Up gradation, News Paper Clipping, Referral Service, Orientation on E-resources, Providing database service, Separate section and service related to various competitive exams, Creation of Manual Databases, Creation of repository of important activities like RAWE, ELP, All India Tour. | | | |
| b) | Activities performed as Member/ Co-Chairman/ Chairman of different committees of National/International activities, RAWE- Assoc. Coordinator, participation in RAWE camp internship/ Krishi Mela/ Convocation/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Placement cell Technical Assistant (Part-time)/ Students Counsellor/ Leader for exposure visit of farmers/ Liaison Officer for BOM/ VIP’s tours assigned by the University/ Participation in Melas/ Exhibitions at State, National, International levels representing University/ member/ Co-Chairman in different committees of UAS activities/ Team manager and co-team manager to sports/ Cultural activities/ Stock verifying officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur / Co-Chairman in the National/ International conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee,/ Press meet work participation in UG & PG admission/ member involved in organization, selection of farmers/ teachers for nomination to various awards.  **(Any other activities duly certified by the controlling officer)** | | | |
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| **18** | | **Outstation Service - During the assessment period (Other than GKVK & Hebbal)** | | | | |

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| **19** | **Any other significant achievement (with documentary proof)** |

Further, for details, the candidates may see the Notification of Score-card No.AO/RT/Qual. & Score card/e-Gazette/2022-23 dated: 15/03/2023. Teachers who are performing 100% corporate activity need to furnish Bio-data particulars separately as per the score-card.

## Signature of the Assistant Librarian

Verified that the information furnished by the Scientist / Teachers is correct.

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| **Signature of the Head of the Department / Scheme Head / Unit Head** | **Signature of the Dean/DR/DE/**  **Head of the Office** |