

*Application Reference No. \_\_\_\_\_\_\_\_\_\_*

**NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM**

**Amingaon, Hajo Road, Guwahati-781031**

**Proforma for Direct Recruitment/promotion under Career Advancement Scheme (CAS) for Librarians (As per UGC Regulations 2018)**

**APPLICATION FORM FOR PLACEMENT IN**

**Assistant Librarian** (Senior Scale / Academic Level-11)

**Assistant Librarian** (Selection Grade / Academic Level-12)

**Deputy Librarian** (Academic Level-13A)

**Deputy Librarian (**Academic Level-14**)**

***(Please tick (√) the appropriate box)***

**PART-A**

**GENERAL INFORMATION AND ACADEMIC BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (in Block Letters)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Father’s Name (in Block Letters)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Date of Birth** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Place of Birth(**with Dist. & state**)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Gender** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Marital Status** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Nationality** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Category (SC/ST/OBC/General)** | : | **­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Address for correspondence (with Pin Code)** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Telephone Number** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **E-mail** | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**12. Details of initial appointment in NLUJAA:** Permanent/ Temporary/ Ad-hoc**(Please tick √ )**

Date : Designation

Scale of Pay / Academic Level Basic Pay / Cell

**13. Details of joining next higher position/Grade (as applicable):**

**Academic Level-11**

Date Basic Pay / Cell

**Academic Level-12**

Date Basic Pay / Cell

**Academic Level-13A**

Date Basic Pay / Cell

**Academic Level-14**

Date Basic Pay / Cell

**14. Present position:**

Designation w.e.f.

Scale of Pay / Academic Level Basic Pay / Cell

**15. Date of fulfilling the eligibility conditions for promotion to the next Stage/Academic Level as per UGC Regulations, 2018, and its subsequent amendments:**

**Date /** ……… **/ Month /** …………… **/ Year /** ………………. /

**16. Academic Qualification (To give details of all examinations passed from 10th level onwards)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Examination/ Degree/ Diploma** | **Year of passing** | **% of marks** | **Division/ Class/ Rank** | **Board/ University** |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* |
| HSLC/10th Std. |  |  |  |  |
| 10+2 Std. |  |  |  |  |
| Degree (Please specify) |  |  |  |  |
| Master’s Degree (Please Specify) |  |  |  |  |
| M.Phil (Please specify) |  |  |  |  |
| Ph.D. (Please specify) |  |  |  |  |
| Other 1 (Please specify) |  |  |  |  |
| Other 2 (Please specify) |  |  |  |  |
|  |  |  |  |  |

**17.(a) If qualified in the UGC/CSIR-NET or other UGC accredited similar test (*enclose copy of the certificate*)**

Subject: Year of qualifying:

**18. Details of Refresher /Orientation /Training Programme attended: (Attach Certificate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the programme attended** | **Duration of the programme** | | **Organizer** | **Encl. No** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**19. Your contribution to the Library and University:**

**20. Future Academic Development Plan for self as well as Library:**

**21. Records of previous employment (copy of such credentials should be enclosed):**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Institution** | **Status of the Institution (whether Govt./ Semi Govt./Central Autonomous/ Private/ Industry)** | **Designation** | **Period** | **Nature of appointment (Regular/ Temporary/ Ad-hoc/Contractual)** | **Scale of Pay / Pay Band and Grade Pay** | **Whether appointed through duly constituted Selection Committee (YES/No)** | **Required**  **minimum**  **qualification for the post** | **Highest degree obtained at the time of appointment** | **Remarks** | **Encl. No.** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** | **(7)** | **(8)** | **(9)** | **(10)** | **(11)** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**22. Total length of service on the date of submission of this application (Please mention the date):**

1. Assistant Librarian (Senior Scale/ Academic Level-10): …… year(s) ……. month(s) ……. days
2. Assistant Librarian (Selection Grade/ Academic Level-11):…… year(s)…. month(s) ……. days
3. Deputy Librarian (Stage -3 / Academic Level-12): …… year(s) ……. month(s) ……. days
4. Deputy Librarian (Stage-4 / Academic Level-13A): …… year(s) ……. month(s) ……. days

**23. Research experience:**

1. **M. Phil.\* (copy of the certificate should be enclosed)**:

**Total No**. of Years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period of M.Phil.** | | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of Notification of result conferring the degree** | **Encl. No** |
| **From** | **To** |
| **(1)** | | **(2)** | **(3)** | **(4)** | **(5)** |
|  |  |  |  |  |  |

1. **Doctoral work\* (copy of the certificate should be enclosed):**

**Total No. of Years:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Period of Ph.D.** | | **Name of Institute/ University** | **Research Topic (Dissertation)** | **Date of submission of Ph.D. thesis** | **Date of notification of result/ conferring the Ph.D. degree** | **Encl. No** |
| **From** | **To** |
| **(1)** | | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
|  |  |  |  |  |  |  |

*\* Period spent for research degree will not be considered as the period of experience except part-time Ph.D. period concurrently with regular service with due permission.*

**(c) Post-Doctoral work (copy of the certificate should be enclosed):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Institute/ University** | **Area of work with specific topic** | **Duration** | **Sponsored by** | **Remarks, if any** |
|  |  |  |  |  |

# PART-B

**TABLE – 1**

**(To be submitted year-wise separately for every year of assessment)**

**(As per UGC Regulations 2018, Appendix II, Table 4: Assessment Criteria and Methodology for Librarian)**

**ASSESSMENT YEAR:** …………………..

**1. Library Activity**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Academic Year | Semester  (Odd/Even) | **Regularity of attending library** | | | **Encl. Sl No(s).** | **Claim of the applicant** | **Assessment by IQAC** |
| Total number of days he/she is expected to attend | (Total number of days he/she has attended) | Regularity of attending library = (Total number of days he/she has attend / Total number of days he/she is expected to attend) X 100% |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Grading Criteria**

**Good**: 80% and above

**Satisfactory**: Below 80% but 70% and above

**Not satisfactory**: Less than 70%

**2. Involvement in the students related activities in the Library**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Activity** | **Encl Sl No(s)** | **Claimed by the Candidate** | **Assessment by IQAC** |
| 1 | Conduct of seminars/workshops related to library activity or on specific books or genre of books. |  |  |  |
| 2 | If library has a computerized database then  OR  If library does not have a computerized Database |  |  |  |
| 3 | Checking inventory and extent of missing books |  |  |  |
| 4 | (i) Digitisation of books database in 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. |  |  |  |
|  | Overall  Grading |  |  |  |
|  | 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 Head of Department of the concerned department, 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. | | | |

**Table – 2**

**(To be submitted year-wise separately for every year of assessment)**

**Methodology for calculating Academic/Research Score(as per Appendix-II Table-2 of UGC Regulation 2018)**

**ASSESSMENT YEAR:** …………………..

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students’ PhD award letter/certificate, etc.)

1. **Research Papers in Peer-Reviewed or UGC listed Journals**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | Provide details as below | | | | 10 per paper | | | | | | |
| Journal  Sl. No. in  Deptt’s list | Publ. Date | Vol.  No. | Issue No. | | ISBN/ ISSN No. | First/Corr/Co/  Sole author  (Fr/Cr/Co/So) | | Impact Factor,  or whether  Indexed (Y/N) | Score claimed | Score Verified |
|  |  | | | | | | | | | | |
|  |  |  |  | |  |  |  | |  |  |
| Total | | | | | | | | | |  |  |

**2a)Publications (other than Research papers)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | **Books authored which are published by:** International publishers: 12 each, National Publishers: 10 each, Chapter in Edited Book: 05 each, Editor of Book by International Publisher: 10 each, Editor of Book by National Publisher: 08 each | | | | | | |
| Publisher | Subject | Date | ISBN /ISSN  Number | Webpage  in which listed | Score claimed | Score Verified |
|  |  | | | | | | |
|  |  |  |  |  |  |  |
| Total | | | | | |  |  |

**2b) Publications (Translation works in Indian and ForeignLanguages by qualified faculties)**

|  |  |  |  |
| --- | --- | --- | --- |
| Chapter or Research paper: 03 each  Book: 08 each | | | |
| **Encl. Sl**  **No(s).** | Mention details of the publications | Score claimed | Score Verified |
|  |  |  |  |
| Total | |  |  |

**3. Creation of ICT mediated technology in library**

|  |  |  |  |
| --- | --- | --- | --- |
| **a)** Development of Innovative pedagogy: 05 each creation  **b)** Design of new curricula and courses: 02 each curricula / course | | | |
| **Encl. Sl**  **No(s).** | Mention details of contribution as applicable | Score claimed | Score Verified |
|  |  |  |  |
| Total | |  |  |

**3c)**Contribution in **MOOCs**

|  |  |  |  |
| --- | --- | --- | --- |
| (i) Development of complete MOOCs in 4 quadrants (4 credit course) : 20 each  (*In case of MOOCs of lesser credits 05 marks/credit*)  (ii) MOOCs (developed in 4 quadrant) per module/lecture: 05 each  (iii) Content writer/subject matter expert for each module of MOOCs: 02 each  (*at least one quadrant*)  (iv) Course Coordinator for MOOCs (4 credit course): 08 each  (*In case of MOOCs of lesser credits 02 marks/credit*) | | | |
| **Encl. Sl**  **No(s).** | Mention details of contribution as applicable | Score claimed | Score Verified |
|  |  |  |  |
|  | Total |  |  |

**3d)E-Content**

|  |  |  |  |
| --- | --- | --- | --- |
| (i) Development of e-Content in 4 quadrants for a complete course/e-book: 12 each  (ii) e-Content (developed in 4 quadrants) per module: 05 each  (iii) Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant): 02 each  (iv) Editor of e-content for complete course/ paper /e-book: 10 each | | | |
| **Encl. Sl**  **No(s).** | Mention details of contribution as applicable | Score claimed | Score Verified |
|  |  |  |  |
| Total | |  |  |

**4a) Research Projects Completed**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | More than 10 lakhs: 10 each  Less than 10 lakhs: 05 each | | | | | |
| Funding Agency | PI / Co-PI | Amount | Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total | | | | |  |  |

**4b) Research Projects Ongoing**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | More than 10 lakhs: 05 each  Less than 10 lakhs: 02 each | | | | | |
| Funding Agency | PI / Co-PI | Amount | Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total | | | | |  |  |

**4c) Consultancy**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | Consultancy: 03 each consultancy | | | | | |
| Sponsor (Res) / Client  (Consultancy) | PI / Co-PI | Amount | Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total | | | | |  |  |

**5a) Patents**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | International: 10 each  National: 07 each | | | | | | |
| Sponsor | PI/ Co-PI | Whether Patent / Technology transfer / Product / Process | Date | National / International level | Score claimed | Score Verified |
|  |  |  |  |  |  |  |  |
| Total | | | | | |  |  |

**5b) \*Policy Document (Submitted to an International body / organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)**

|  |  |  |  |
| --- | --- | --- | --- |
| International: 10 each  National: 07 each  State: 04 each | | | |
| **Encl. Sl**  **No(s).** | Mention details of Policy Documents | Score claimed | Score Verified |
|  |  |  |  |
| Total | |  |  |

**5c) Awards/Fellowship**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | International: 07 each  National: 05 each | | | | | |
| Name of Fellowship / Award | Name of Academic Body | Level  (Int’l /Nat’l /Univ.) | Year / Period | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total | | | | |  |  |

**6) Invited lectures / Resource Person / paper presentationin Seminars/ Conferences/full paper in ConferenceProceedings (Paperpresented in Seminars/Conferencesand also published as full paper in Conference Proceedingswill be counted only once)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Encl. Sl**  **No(s).** | International (Abroad): 07 each  International (within country): 05 each  National: 03 each  State/University: 02 each | | | | | |
| Role(Inv. Lect /paper) | Programme and Institution | Level  (Int’l /Nat’l / Univ.) | Date(s) | Score claimed | Score Verified |
|  |  |  |  |  |  |  |
| Total | | | | |  |  |

**The Research score for research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Paper in refereed journals without impact factor | - | 5 Points |
|  | Paper with impact factor less than 1 | - | 10 Points |
|  | Paper with impact factor between 1 and 2 | - | 15 Points |
|  | Paper with impact factor between 2 and 5 | - | 20 Points |
|  | Paper with impact factor between 5 and 10 | - | 25 Points |
|  | Paper with impact factor >10 | - | 30 Points |

1. Two authors: 70% of total value of publication for each author.
2. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

**Joint Projects:** Principal Investigator and Co-investigator would get 50% each.

**Note:**

* Paper presented if part of edited book or proceeding then it can be **claimed only once**.
* For the purpose of calculating **research score** of the Librarian, the combined research score from the categories of 5(b),\*Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have **an upper capping of 30%** of the total research score of the teacher concerned.
* The research score shall be from the minimum of **three categories** out of six categories.

**VERIFICATION AND RECOMMENDATION BY THE DIRECTOR, IQAC**

**(Consolidated Report)**

**On the application of** ………………………………………………………..

**For promotion to** …………………………………. **under CAS**

**(This page must be printed and annexed by the applicant at the end of the application)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Grading (as per Table-1)** | **Research Score (as per Table-2)** | | **Remarks** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| **Found to be eligible for next level with effect from**  **Remarks, if any:** | | | **Signature with date:**  **Name :**  **Designation:** | |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Criteria for promotion under CAS (as per UGC Regulations 2018)**

|  |  |  |
| --- | --- | --- |
| **1)** | Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11) | 1. ‘Satisfactory’ or ‘Good’ grade for at least three/four/five of the last four/five/six years of assessment as the case may be (as provided in Table-1) 2. Promotion is recommended by the **Screening-cum-Evaluation Committee** |
| **2)** | Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12) | 1. ‘Satisfactory’ or ‘Good’ grade for at least four of the last five years of assessment (as provided in Table-1) 2. Promotion is recommended by the **Screening-cum-Evaluation Committee** |
| **3)** | Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A) | 1. ‘Satisfactory’ or ‘Good’ grade for at least two of the last three years of assessment (as provided in Table-1) 2. A Research Score of at least 70 (as provided in Table-2) 3. Promotion is recommended by the **Selection Committee** |
| **4)** | Associate Professor (Academic Level 13A) to Professor (Academic Level 14) | 1. ‘Satisfactory’ or ‘Good’ grade for at least two of the last three years of assessment (as provided in Table-1) 2. A Research Score of at least 110 (as provided in Table-2) 3. Promotion is recommended by the **Selection Committee** |
| **5)** | Professor (Academic Level 14) to  Senior Professor (Academic Level 15) | The promotion shall be based on academic achievement, favourable review from three eminent subject experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years’ of experience. The selection shall be based on 10 best publications during the last 10 years and **interaction with a Selection Committee** constituted in accordance with the UGC Regulations, 2018  **Eligibility:**  i) Ten years’ experience as a Professor;  ii) A minimum of 10 publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period. |