



VISVA-BHARATI

PBAS Proforma for Promotion under CAS

(FOR DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN)

(As per UGC Regulations 2018, effective from 18th July 2018)

Part A: GENERAL AND ACADEMIC INFORMATION

1. Applicant's Name (in block letters):
- 2.a) Application for Position and Academic Level :
- b) Date of eligibility for promotion:
3. Department / Centre and Bhavana:
- 4.a) Current Designation and Academic Level:
- b) Date of last promotion / Joining date:
- c) Gender: Male Female Transgender
- 5.a) Date and place of Birth and age:
- b) Marital Status:
6. Address for communication:
7. E-mail: _____ Mobile Number: _____
8. Nationality:
9. Whether belonging to SC / ST / OBC / PWD:
10. Father's / Husband's / Guardian's Name, Address and Occupation:
(if dead, state last address and occupation before death)
11. Permanent address (in full with nearest Railway Station):

12. Educational Qualifications:

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks of GPA obtained	Division/Class/ Grade	Subject(s)
BLISc /B.A./B.Sc./ B.Sc.(Ag.)/B.Com/ B.Mus/ B.Fine/ etc.					
MLISc/ M.A./M.Sc./ M.Sc.(Ag.)M.Mus/ M.Fine etc.					
Other Degrees/ Diplomas, if any					

13. Research Degree(s)

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

14. Appointments held prior to joining this institution:

Designation	Name of Employer	Address	Date of		Salary with Grade/AGP/Level	Reasons for leaving
			Joining	Leaving		

15. Post held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

16. Period of library service experience as Assistant Librarian /

Sr. Assistant Librarian / Assistant Librarian (SG) / Deputy Librarian

/ Librarian (in years):

17. Research Experience **excluding** years spent in M.Phil / Ph.D. (In years)

18. Fields of Specialization under the Subject/Discipline

- (a) (b)
- (c) (d)

19. TRAINING RECEIVED: Academic Staff College or through MOOCs (SWAYAM) Orientation / Refresher Course or Methodology Workshops/ Training/ Teaching-Learning-Evaluation Technology Programmes as well as Soft-Skill Development Programmes and Faculty / Library Improvement/Development Programmes, including Summer and Winter Schools and Faculty Development (ARPIT) attended:

Name of the course /Programme/Training Summer / Winter School	Place & Instt.	Duration (Dates)	Sponsoring Agency (UGC/ICAR/ ICHR/ICSSR/ Academies/ Universities, etc)
1)			
2)			
3)			

PART B

Assessment Criteria and Methodology

Activity 1: Regularity of attending library

Year	Number of Working Days	Working Days Actually Present	Works Done	% of days attended to the total number of days he/she is expected to attend	Grade	ANNEXURE NO.
90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory						

Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books

Year	Detail of Activity	Category*	Average Number of activities	Grading	ANNEXURE NO.
* National level seminar/ workshop, state level seminar/ workshop, institution level seminar/ workshop 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 above two categories					

Activity 3:

(A): If library has a computerized database

(i) General

Year	Number of Books and Journal in Library	Number of Books and Journal in computerized database	% of physical books and journals in computerized database	Grade	ANNEXURE NO.

Good – 100% of physical books and journals in computerized database.
 Satisfactory – At least 90% of physical books and journals in computerized database.
 Unsatisfactory – Not falling under good or satisfactory.

(ii) Reference Section

Year	Number of Books and Journal in Library	Number of Books and other resources in Reference Section	Number of Books and other resources in computerized database	% of physical books and other resources in computerized database	Grade	ANNEXURE NO.

Good – 100% of physical books and journals in computerized database.
 Satisfactory – At least 90% of physical books and journals in computerized database.
 Unsatisfactory – Not falling under good or satisfactory.

(iii) Circulation Section

Year	Number of Books and Journal in Library	Number of Books available for Circulation	Number of Books Circulated (Issue + Return)	% of Books Circulated through computerized system	Grade	ANNEXURE NO.

Good – 100% of books circulated through computerized system.
 Satisfactory – At least 90% of books circulated through computerized system.
 Unsatisfactory – Not falling under good or satisfactory.

(iv) Journal Section

Year	Number of Books and Journal in Library	Total Number of Journal in Library (Print and Electronic)	Number of Bound Journals in computerized database	% of journals browsed through computerized database	Grade	ANNEXURE NO.

Good – 100% of physical journals in computerized database.
 Satisfactory – At least 90% of physical journals in computerized database
 Unsatisfactory – Not falling under good or satisfactory.

(v) Acquisition Section

Year	Number of Books and Journal in Library	Number of Books procured	Number of Books accessioned in computerized database	% of physical books accessioned in computerized database	Grade	ANNEXURE NO.

Good – 100% of physical books catalogued in computerized database.
 Satisfactory – At least 90% of physical books catalogued in computerized database
 Unsatisfactory – Not falling under good or satisfactory.

(vi) Technical/Processing Section

Year	Number of Books and Journal in Library	Number of Books procured	Number of Books catalogued in computerized database	% of physical books catalogued in computerized database	Grade	ANNEXURE NO.

Good – 100% of physical books and journals in computerized database.
 Satisfactory – At least 90% of physical books and journals in computerized database
 Unsatisfactory – Not falling under good or satisfactory.

Activity 3(B): If library does not have a computerized database

Year	Number of Books and Journal in Library	Number of Books and Journal in Catalogue database	% of physical books and journals in Catalogue database	Grade	ANNEXURE NO.

Good – 100% Catalogue database made up to date
 Satisfactory- 90% catalogue database made up to date
 Unsatisfactory - Catalogue database not up to mark.

NB: Under the Activity 3 candidate has to fill-up any one of the tables.

Activity 4: Checking inventory and extent of missing books

Year	Inventory Check Performed with Date	Number of Books and Journal in Library	Number of Books missing	% of Missing Books	Grade	ANNEXURE NO.

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.

Activity 5: Growth Activities

- (i) Digitization of books database in institution having no computerized database.
- (ii) Promotion of library network, Library Induction/Orientation Program.
- (iii) Systems in place for dissemination of information relating to books and other resources, Preparation of Bibliography, Book Exhibition/Fair.

(iv) Assistance in administration and governance related work including work done during admissions, examinations and extracurricular/co-curricular/extension activities.

(v) Design and offer short-term courses for users, Teaching Learning Activities.

(vi) Publications of at least one research paper in UGC approved journals.

Year	Detail of Activity	Category*	Number of activities during Assessment Period	Grading	ANNEXURE NO.
Good: Involved in any two activities Satisfactory: At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.					

Summary of Assessment Criteria and Methodology:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Regularity of attending library						
Activity 2: Conduct of seminars/ workshops related to library activity or on specific books or genre of books						
Activity 3(A): If library has a computerized database or Activity 3(B): If library does not have a computerized database						
Activity 4: Checking inventory and extent of missing books						
Activity 5: Growth Activities						
Overall Grading						
Good: Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading.						

For promotion under CAS of Assistant Librarian, Deputy Librarian in University, in addition to eligibility requirements, following CAS promotion criteria have to be fulfilled before recommendation by Screening-cum-evaluation committee or Selection Committee:

1. Assistant Librarian (Academic Level 10) to Assistant Librarian (Academic Level 11)
‘Satisfactory’ or ‘Good’ grade during at least three/four/five years of the last four/five/six years of the assessment period, followed by recommendation by Screening-cum-evaluation committee.
2. Assistant librarian (Academic Level 11) to Assistant Librarian (Academic Level 12)
‘Satisfactory’ or ‘Good’ grade during at least four years of the last five years of the assessment period followed by recommendation by Screening-cum-evaluation committee.
3. Assistant Librarian (Academic Level 12) to Deputy Librarian (Academic Level 13A)
‘Satisfactory’ or ‘Good’ grade during at least two years out of the last three years of the assessment period, followed by recommendation by Selection Committee on the basis of the interview performance.
4. Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)
‘Satisfactory’ or ‘Good’ grade during at least two years out of the last three years of the assessment period followed by recommendation by Selection Committee on the basis of the interview performance.

Part-C: Other Relevant Information:

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sr. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

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

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working asin the department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Principal of the Concerned Bhavana

University Librarian

N.B: 1.Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied.

2. The individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

3. The candidates are requested to consult UGC Regulations regarding CAS promotion of University Library Officers (dated 18th July 2018) before filling up of this Proforma.