



# MAHATMA GANDHI CENTRAL UNIVERSITY

(Established by an Act of Parliament)

## Application Form for the post of Deputy Librarian

(For office use only)							
<b>Eligible:</b> ..... (Yes / No) If not Eligible, reason thereof: ..... .....						<div style="border: 1px solid black; padding: 5px; text-align: center;"><i>Paste your recent passport size photograph here and sign across the photo so that part of signature should be on form</i></div>	
<b>(Signatures of Screening Committee Members)</b>							
<b>Details of Fee Payment</b> (Demand Draft of Rs.1000/- only for General and OBC category candidates in favour of Mahatma Gandhi Central University Bihar (MGCUB) payable at Motihari, District – East Champaran, Bihar only. The SC/ST/PWD/Female candidates are exempted from paying the application fees)							
Draft Number	Date of Issue	Amount	Name of the Bank and Issuing Branch			Name of the Bank on which Drawn	
1	Name (In Capital Letters)	First Name			Middle Name	Surname	
2	Date of birth	Day	Month	Year	Age as on last date of advertisement	Years	Months
3	Place of birth	City/Village			State	Country	
4	Mother's Name						
5	Father's Name						
6	Address	Correspondence				Permanent	
		C/o  City: District: State: Pin Code: Mobile: Email:				C/o  City: District: State: Pin Code: Mobile: Email:	

7	<b>Nationality</b>			
8	<b>Sex</b>	Male/ Female/Transgender: _____		
9	<b>Community/ Category</b> <b>(Please strike out whichever options are not applicable)</b>	SC/ST/OBC/Other categories give details: _____ Sl. No. of proof enclosed: _____		
10	<b>Marital status</b>	Married/Unmarried/Divorced: _____ If married, name of spouse _____		
11	<b>If differently abled, indicate the relevant particulars</b>	<b>Yes/ No</b>	<b>Percentage of disability</b>	<b>Sl. No. of proof of enclosure</b>
a.	Blindness or low vision:			
b.	Hearing impairment:			
c.	Locomotor disability or cerebral palsy (includes all cases of Orthopedically handicapped)			

## 12. Educational Qualifications *(Attach additional pages, if required)*

	<b>Name of course</b>	<b>Name of the Board/ University</b>	<b>Year passed</b>	<b>Division</b>	<b>CGPA (if grading is applicable)</b>	<b>% of Marks (pl. indicate equivalent to CGPA also)</b>	<b>Subjects studied</b>	<b>Sl. No. of proof of enclosure</b>
	<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>	<i>(g)</i>	<i>(h)</i>
	10th Class / equivalent							
	10+2/Higher Secondary/ equivalent							
	Bachelor's degree							
	Master's degree							
	M. Phil.			Title:				
	Ph. D./D.Phil.	Date of Award:		Title:				
	JRF/NET/SLET/SET for lectureship, if any	<b>Subject</b>			<b>Roll No.</b>		<b>Year</b>	<b>Sl. No. of Proof of enclosure</b>
	Any other exams passed							

**13. Chronological list of Experience** (starting from current position/ employment)

Designation	Scale of pay & present Basic & AGP	Name & address of employer	Period of Experience			Nature of work/ duties	Sl. No. of proof of enclosure
			From	To	No. of Years/ Months (As on date of advertisement)		
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

\* (Add separate sheet if required, to be annexed at relevant Sl. No.)

**14. Nature of Experience**

	No. of Years	No. of Months	Sl. No. of proof of enclosure
<b>a) Teaching</b>			
i) Under-Graduate level			
ii) Post-Graduate level			
<b>b) Post-Doctoral Experience</b>			
<b>c) Library Experience</b>			
<b>d) Other experience, if any</b>			
<b>Total Experience</b>			

\* (Add separate sheet if required, to be annexed at relevant Sl. No.)

**15. Details of Post-Doctoral Experience**

Agency	Host Institution	From	To	Duration	Sl. No. of proof of enclosure

Total experience: \_\_\_\_\_ Years \_\_\_\_\_ Months

\* (Add separate sheet if required, to be annexed at relevant Sl. No.)

**16. Academic Distinctions**

Name of the Academic Course/ Body	Academic distinction obtained	Sl. No. of proof of enclosure

\* (Add separate sheet if required, to be annexed at relevant Sl. No.)

### 17. Names and complete postal addresses of 3 Referees

*(The referee should be the last employers of the candidate or any other person having know-how of candidate's experience/ knowledge and should not be related to the applicant)*

	Referee - 1	Referee - 2	Referee - 3
<b>Name &amp; Complete postal address:</b>			
<b>Email:</b>			
<b>Phone (Landline) with STD code:</b>			
<b>Mobile:</b>			
<b>Fax:</b>			

18. Have you ever been punished during your studies at College/University? (Yes/No) :
19. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
20. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
21. Do you have any case pending against you in any court of law? (Yes/No) :
22. Experience of Administrative work, if any (please furnish details) :

Capacity	Nature of work	Duration in years

23. Any other information/qualification relevant to the post applied for:

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**24. Declaration**

I, \_\_\_\_\_ son/daughter of \_\_\_\_\_ hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee and Executive Council Meetings, my candidature/appointment may be cancelled by the University.

I have never been convicted or contemplated for any unlawful activity.

Signature of the Applicant

\_\_\_\_\_  
\*Name as signed (in BLOCK LETTER)

Date: \_\_\_\_\_

*\*Application not signed by the candidate is liable to be rejected*

**25. Endorsement by the EMPLOYER (for In-Service Applicants)**

- a) In case of in-service candidates in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations, the endorsement form must be signed by the employer.
- b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

**Forwarded to the OSD (Administration), Mahatma Gandhi Central University, Motihari, District - East Champaran, Bihar (INDIA).**

The applicant Dr/Mr./Mrs/Ms. \_\_\_\_\_ who has submitted this application for the post of \_\_\_\_\_ in the Mahatma Gandhi Central University, has been in employment \_\_\_\_\_ in a temporary/contract/permanent capacity with effect from \_\_\_\_\_ in the Scale of Pay of Rs. \_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_. His/Her next increment is due on \_\_\_\_\_

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Mahatma Gandhi Central University, and in the event of selection, he/she will be relieved to join Mahatma Gandhi Central University, as per rules.

**Signature of the forwarding officer**

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic Performance Indicators (API) Proforma for Other Academic/Non-Teaching Positions based on Performance Based Appraisal System to be submitted by each Applicant for Appointment on the Post of Other Academic Staff as per UGC Regulations, 2010 (and further amended from time to time)**

**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 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 and 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**

Nature of Activity	Deputy Librarian	
	Max. Score	Actual Score
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)	60	Actual hours spent per academic year ÷ 20
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	15	Actual hours spent per academic year ÷ 10
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	15	Actual hours spent per academic year ÷ 10



## ACADEMIC PERFORMANCE INDICATORS (API) SCORE SHEET

### CATEGORY - II

#### PROFESSIONAL DEVELOPMENT, CO-CURRICULAR AND EXTENSION ACTIVITIES

Based on the Librarian Cadre's self-assessment, Category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items and scores is given below. The self-assessment score should be based on objectively verifiable records and shall be finalized by the screening cum evaluation committee for direct recruitment of Deputy Librarian and Librarian.

Category II	Nature of Activity	Maximum API Score	Actual score	Self-Assessed Score	Score verified by Screening Committee
a	Student related co-curricular, extension and field based activities. (i) Discipline related co-curricular activities (e.g. remedial classes, career counselling, study visit, student seminar and other events.) (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.) (iii) Extension and dissemination activities (public/popular lectures/talks/seminars etc.)	15	Actual hours spent per academic year ÷ 10		
b	Contribution to corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. i). Administrative responsibility (including as Dean / Principal / Chairperson/Convener/Teacher-incharge/similar other duties that require regular office hrs for its discharge) (ii). Participation in Board of Studies, Academic and Administrative Committees	15	Actual hours spent per academic year ÷ 10		
c	Professional Development activities (such as participation in seminars, conferences, short term training courses, industrial experience, talks, lectures in refresher/faculty development courses, dissemination and general articles and any other contribution)	15	Actual hours spent per academic year ÷ 10		

## CATEGORY - III

### RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the self-assessment, API scores are proposed for research and library contributions. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for direct recruitment of Deputy Librarian.

Category	Activity	University Librarian	Maximum score	No. of Research Papers	Self-Assessed Score	Score verified by Screening Committee
III (A)	Research Publications in	Refereed Journals as notified by the UGC	25 per Publication			
		Other Reputed Journals as notified by the UGC	10 per Publication			
III (B)	Publications other than journal articles (books, chapters in books)	Text/Reference, Books published by <b>International Publishers</b> , with ISBN number	30 per Book for Single Author			
		Subject Books, published by <b>National level publishers</b> , with ISBN number or State / Central Govt. Publications	20 per Book for Single Author			
		Subject Books, published by Other <b>local publishers</b> , with ISBN number	15 per Book for Single Author			
		Chapters in Books, published by <b>National and International level publishers</b> , with ISBN number	International – 10 per Chapter National – 5 per Chapter			
<b>III (C) RESEARCH PROJECTS</b>						
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs.5 lakhs	20 per Project			
		(b) Major Projects with grants above Rs.3 lakhs up to Rs.5 lakhs	15 per Project			
		(c) Minor Projects with grants above Rs.1 lakh up to Rs.3 lakhs	10 per Project			
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.2 lakhs	10 for every Rs.2 lakhs, respectively			
III (C) (iii)	Projects Outcome / Outputs	Major Policy document prepared for International Bodies like WHO/UNO/UNESCO/UNICEF etc. Central/State Government/Local Bodies prepared	Major policy document of International bodies - 30  Central Government – 20;  State Govt. – 10;  Local bodies – 5			



III (D) RESEARCH GUIDANCE						
III(D) (i)	M.Phil.	Degree awarded	5 per candidate			
III(D) (ii)	Ph.D.	Degree awarded	15/10 per candidate			
III (E) AWARDS/FELLOWSHIPS/INVITED LECTURES DELIVERED/PAPERS PRESENTED IN CONFERENCES/SEMINARS						
III(E) (i)	Awards / Fellowships	International Award/Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship			
		National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship			
		State/University Award/Fellowship from academic bodies/associations	5 Per Award			
III(E) (ii)	Invited lectures / papers presented	International	7 per lecture / 5 per paper presented			
		National level	5 per lecture / 3 per paper presented			
		State/University level	3 per lecture / 2 per paper presented			
The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period.						
III (E) (iii)	Development of e-delivery process/material		10 per module			

\* Wherever relevant to any specific discipline, **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 teacher, 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.

**IMPORTANT NOTE:** Candidates are advised to carefully go through the Regulations related to Academic Performance Indicators (API) as notified from time to time by the University Grants Commission, New Delhi in the Gazette of India. In case of any ambiguity/discrepancy, the Regulations prescribed by University Grants Commission shall prevail.



**Please tick the enclosures attached:**

Sl.	Check List	Sl. No. of enclosure	No. of Sheets
1.	Matric/Secondary/High School (10 <sup>th</sup> Class) Marks Sheet		
2.	Matric/Secondary/High School (10 <sup>th</sup> Class) Certificate		
3.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) Marks Sheet		
4.	Sr. Secondary/Intermediate (12 <sup>th</sup> Class) High School Certificate		
5.	Bachelor's Degree Final Year Marks Sheet		
6.	Bachelors' Degree		
7.	Master's Degree Final Year Marks Sheet		
8.	Master's Degree		
9.	M. Phil. Degree Mark Sheet		
10.	M. Phil. Degree		
11.	Ph.D./D.Phil. Degree		
12.	D.Litt., D.Sc., L.L.D. Degree		
13.	JRF/NET/SET/SLET Certificate		
14.	Caste Certificate issued by the Competent Authority		
15.	Experience Certificate(s) from previous employer(s)		
16.	Endorsement from the present employer		
17.	DD for the application fees (in original)		
18.	<b>Academic Performance Indicators (API) Score Sheet</b>		
19.	Any other		

Total number of sheets enclosed \_\_\_\_\_ (please give sequential number to each sheet and signature with date).

