University of Delhi
Delhi-110007

Proforma for Performance Based Appraisal System (PBAS) for
Promotion under CAS 2010 for Asst. Librarian/Deputy Librarian

PART-A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in Block Letters):

2. Father's Name/Mother's Name:

3. Date and Place of Birth:

4. Sex:

5. Marital Status:

6. Nationality:

7. Department:

8. Current Designation and Pay Band with Academic Grade Pay:

9. Date of Last Appointment/Promotion:

10. Position and Academic Pay for which you are an applicant under CAS 2010:

11. Date of eligibility for promotion under CAS 2010:

12. Category (SC/ST/OBC/PWD/GEN):

13. Address for Correspondence (with Pin code):

Telephone No:

Mobile No:

Email:

14. Permanent Address (with Pin code), in case different from Sl.No.13:

Telephone No. (with STD Code):

15. Academic Qualifications:

Examination	Name of Exam	University	Year of Passing	Percentage of Marks obtained	Division/ Class/ Grade	Main Subjects
Graduation						
Post-Graduation						
Other Examinations, if any						

16. Research Degree (s)

Degrees	Name of the University	Title of dissertation/thesis	Date of submission	Date of award
M.Phil.				
Ph.D/ D.Phil.				
Others				

17. Appointments including Post-doctoral positions in related field held prior to joining the University of Delhi :

S.No.	Designation	Name of the Employer	Date of		Pay Band with Grade Pay	Reasons for Leaving
			Joining	Leaving		

18. Posts held since joining this institution:

S.No.	Designation	Department	Duration		Pay scales/Pay Band with Grade Pay
			From	To	

19. Details of experience:

Name of the Institution	Position held with pay scale/Pay Band with Grade pay	Only Ad- hoc/ Temporary/ Permanent/ Deputation	From	To	Total Experience (as on………………)		
					Years	Months	Days

20. Provide details about innovative library service, organization of published work and professional commitment and computerization of library.

Please provide evidence, attach in support of your claim.

21. Total duration of Research Experience excluding the period spent in acquiring M.Phil./Ph.D.

22. Field of Specialization under the Subject/Discipline:

    a)

    b)

23. Academic Staff College Orientation/Refresher Course attended:

Name of the Course	Place	Duration	Sponsoring Agency

PART-B: ACADEMIC PERFORMANCE INDICATORS (API)

(Please refer to "Detailed Guidelines" for completing Part B)

CATEGORY I: PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES

(Minimum API score required: 75/year)

1 Library resources organization and maintenance of books, journals, report; Provision of library reader- services, literature retrieval services to researches 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.

S. No.	Year	Details of activity/contribution in above mentioned area	Details of Planning, executing the programme	Evaluation of the programme	API Score
Total API Score (maximum 40 points/year)					

2.   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.

S. No.	Year	Details of contribution in above mentioned area	Details of Planning, executing the programme	Evaluation of the programme	API Score
Total API Score (maximum 30 points/year)					

3. Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.

S. No.	Year	Details of contribution in above mentioned area	Details of Planning, executing the programme	Evaluation of the programme	API Score
Total API Score (maximum points/year)					

4. Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.

S. No.	Year	Details of contribution in above mentioned area	Details of Planning, executing the programme	Evaluation of the programme	API Score
Total API Score (maximum 20 points/year)					

5. 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

S. No.	Year	Details of contribution in above mentioned area	Details of Planning, executing the programme	Evaluation of the programme	API Score
Total API Score (maximum 10 points/year)					

TOTAL API SCORE UNDER CATEGORY-I:

API 1	API 2	API 3	API 4	API 5	Total API

(Please attach supporting documents wherever required)

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

Please mention your contribution to any of the following (Minimum API score required is 15):

SI. No.	Year	Type of Activities performed	API score
1.		Student related co-curricular, extension and field based activities (such Cultural exchange and Sports Programmes (Various level of extramurals and intramural programmes); extension work through NSS/NCC and other channels	
		Total API Score(maximum 20 points/year)	
2.		Contribution to Corporate life and management of the sports units and institution through participation in academic and administrative committees and responsibilities.	
		Total API Score(maximum 15 points/ year)	
3.		Professional Development activities (such as participation in seminars, conferences, short term, training courses, camps and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below)	
		Total API Score(maximum15 points/year)	

TOTAL API SCORE UNDER CATEGORY-II:

API 1.	API 2.	API 3.	Total API Score (CATEGORY- II)

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

III(A) **Research Papers / Conference Proceedings**

Title with page nos.	Publication Type	Publisher (city / country) & Year of Publication	Journal ISSN/ISBN No.	Whether refereed	Sole/Co-Author	API Score
					Total API	

III(B) **Research Publications –(Books, Chapters in books/other than refereed journal articles)**

Title of the Book(s)	Publication Type	Publisher (city / country) & Year of Publication	Book/Journal ISSN/ISBN No	Whether refereed	Sole/Co-Author	API Score
					Total API	

III(C) (i)   **Sponsored Projects (Carried out/ Ongoing)**

Title	Major/Minor	Period (Months)	Total Grants sanctioned/Funding received(Rs.)	Name of Sponsoring/ Funding Agency	Outcome of the Project	API Score
					Total API	

III(C) (ii)   **Consultancy Projects (Carried out/ Ongoing)**

Title	Details including duration	Name of Awarding/ Funding Agency	Amount mobilized/received (in Rs.)	API Score
			Total API	

III(C) (iii) **Completed Projects: Quality Evaluation**

Title	Major/ Minor	Funding Agency acceptance (Yes/No)	API Score
		Total API	

III(C) (iv) **Projects Outcome/ Output**

Title	Project Output Patent/Policy Document of Government Body	Level For Patent(National/ International) For Policy Document (Centre/State)	API Score
		Total API	

III(D) **Research Guidance:**

Level of Guidance	No. of candidates registered	Thesis Submitted (numbers)	Degree Awarded (numbers)	API Score
M.Phil.				
Ph.D.				
			Total API	

III(E)   **Training Courses and Conference/Seminar/Workshop papers**

III(E) (i)   Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programme, Faculty Development Programmes

Name of the Course/ Programme attended	Sponsoring Institution	From ___ To___	Duration in weeks	API Score
			Total API	

III (E) (ii)   **Papers presented in Conferences/Workshops/ Symposia:**

(Merely attending the Conference, Seminar, Workshop, Symposia does not qualify for API score. Accepted full paper must be presented during the Conference, Seminar, Workshop, Symposia to qualify for API score)

Title /Subject of paper	Title/Subject of conference/seminar/ workshop	Organizing Institution (with City & Country)	Type of Conference/ Seminar/ Workshop	Proceedings published (Yes/No)	API Score
				Total API	

III(E) (iii)   **Invitation for conferences/Seminars/Workshops/Symposia to deliver lectures/sessions:**

Title/Academic Session/ Subject	Organizing Institution (with City & Country)	Type of Conference/ Seminar/ Workshop	Date of Lecture	API Score
			Total API	

TOTAL API SCORE UNDER CATEGORY-III:

API III(A)	API III(B)	API III(C)			API III (D)	API (E)			Total API Score (CATEGORY-III) (A+B+C+D+E)
		(i)	(ii)	(iii)		(i)	(ii)	(iii)	

SUMMARY OF API SCORES

Sl.No.	Category	API Score for the Assessment Period
1	Category I: Procurement, organization, and delivery of knowledge and information through Library services	
2	Category-II: Co-curricular, Extension, Professional Development related activities	
3	Category-III: Research and Academic contribution	
	CONSOLIDATED API SCORE (CATEGORY I + II+III)	

PART-C: OTHER RELEVANT INFORMATION

(a)   Academic awards and distinctions:

(b)   Membership/Fellowship of Learned bodies / Societies:

(c)   Literary, cultural or other activities (e.g. attainment in sports etc.) in which the applicant is interested and distinctions obtained:

(d)   Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier.

(e)   Future Plans (In approximately 150 words):

Three Referees familiar with your academic work					
Full Name	**Institutional Affiliation**	**Designation**	**Address**	**Mobile / Phone No.**	**Email**

LIST OF ENCLOSURES: (*Please attach self-certified copies of certificates, sanction orders, papers, etc. wherever necessary*)

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19
10.	20

I certify that the information provided is correct as per records enclosed along with the duly filled PBAS proforma.

Date:

Place:

Signature & Designation of the Applicant

Certified that ……………………………………………………………... has been working as ....in this Department since ………………………………

The particulars given in this application have been checked and verified from office records and documents enclosed are found to be correct.

Head of the Department/Centre

Detailed Guidelines to Calculate API Score

Table V.b.   Minimum API to be applied for the Career Advancement Scheme (CAS) Promotion University Deputy Librarian/ Assistant Librarian

		Assistant Librarian to Assistant Librarian (Senior Scale) (Stage 1 to Stage 2)	Deputy Librarian/Assistant Librarian (Selection Grade) (Stage 2 to Stage 3)	Deputy Librarian/Assistant Librarian (Selection Grade) (Stage 3 to Stage 4)
I	Procurement, organization and delivery of knowledge and information thro' Library services (Category – I)	75/Year	75/Year	75/Year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average API annual score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contributions (Category III) – Minimum Annual score required to be assessed cumulatively	10/Year (40/assessment period)	20/Year (100/assessment period)	30/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Assessment Procedure	Screening Committee to verify API score	Screening Committee to verify API score	Selection Committee / Comprehensive assessment by selection committee

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1,2,3 and 4 correspond to scales as provided with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

Table V.c. Minimum API to be applied for the Career Advancement Scheme (CAS) promotion college librarian.

		College Librarian (Stage 1) to College Librarian (Senior Scale) (Stage 2)	College Librarian (Senior Scale) (Stage 2) to College Librarian (Selection Grade) (Stage 3)	College Librarian (Selection Grade) (Stage 3 to Stage 4)
I	Procurement, organization and delivery of knowledge and information thro' Library services (Category – I)	75/Year	75/Year	75/Year
II	Extension and Profession related activities (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contributions (Category III) – Minimum Annual score required to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
V	Assessment Procedure	Screening Committee to verify API score	Screening Committee to verify API score	Selection Committee Comprehensive assessment by selection committee

* Candidates may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: Stages 1,2,3,4 and 5 correspond to scales as given with AGP of Rs. 6000, 7000, 8000 and 9000 respectively.

Table V.d. Minimum Academic Performance and Service Requirements for Promotion Of Assistant Librarian/Deputy Librarian in University and College Librarian.

S. No.	Promotion through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant University Librarian / College Librarian to Assistant Librarian (Senior Scale) / College Librarian (Senior Scale) (Stage 1 to Stage 2)	Assistant University Librarian / College Librarian (Stage 1) completed four years of service with Ph. D. or five years of service who are with M. Phil or six years of service who are without Ph. D./M.Phil.	(i) Minimum API scores using PBAS scoring proforma developed by the university as per the norms provided in Table V.e annexed to Ordinance XXIV for University Asst.Library/Deputy Librarian and Colleges Librarian. (ii) One Orientation and one Refresher Course of 3/4 weeks duration (iii) Recommendation by Screening cum Evaluation Committee constituted under Ordinance XXIV for University Asst Librarian and Deputy Librarian and Ordinance XVIII for college Librarian
2.	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) to Assistant university Librarian (Selection Grade)/ College Librarian/ (selection grade) (Stage 2 to Stage 3)	Assistant university Librarian (Senior Scale) / college Librarian (senior scale) with completed service of five years in Stage 2	(i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table V.e annexed to Ordinance XXIV for University Asst.Library/Deputy Librarian and Colleges Librarian. (ii) Additionally, two refresher courses, for a minimum period of 3 to 4 week duration to have been undergone during the assessment period. (iii) Recommendation by Screening cum Evaluation Committee constituted under Ordinance XXIV for University Asst Librarian and Deputy Librarian and Ordinance XVIII for college Librarian
3.	Deputy university Librarian / Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) (Stage 3 to Stage 4)	Assistant university Librarian (Selection Grade) / College Librarian (Selection Grade) with three years of completed service in Stage 3.	(i) Minimum API scores using the PBAS scoring proforma developed by the university as per the norms provided in Table V.e annexed to Ordinance XXIV for University Asst.Library/Deputy Librarian and Colleges Librarian. (ii) Three publications over twelve years. In Colleges, an exemption of one publication will be given to M. Phil holders and two publications to Ph. D. Holders. (iii)Additionally one course/training under the categories of Library automation / Analytical tool Development for academic

				Documentation. (iv) Comprehensive assessment by selection committee constituted as per University Ordinance XXIV for University Asst.Library/Deputy Librarian and Ordinance XVIII for College Librarian .

Note: Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000 and 9000 respectively

Table V. e. Academic Performance Indicators (APIS) And Proposed Scores for Performance Based Appraisal System (PBAS) for Direct Appointment Librarian/ Deputy Librarian/ Asstt. Librarian in University and College Librarian and Career Advancement Scheme (CAS) Promotions applicable to Deputy Librarian/ Asstt. Librarian in University and College Librarian

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

S.No.	Nature of Activity	Maximum Score
1.	Library resources organization and maintenance of books, journals, report; Provision of library reader- services, literature retrieval services to researches 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
2.	ICT and other new technologies' application for up gradation 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.	30
3.	Development, organization and management of e-resources including their accessibility over Intranet/Internet, digitization of library resources, e-delivery of information, etc.	25
4.	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.	20
5.	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending	10

institutional library facilities to outsiders through external membership norms		
Total Score		125
Minimum API score required		75

Category. II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

S.No.	Nature of Activity	Maximum Score
1	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.	20
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15
3	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).	15
	Minimum API Score Required	**15**

Category-III – Research and academic contributions

S.No.	APIs	Activity	Maximum Point
III(A)	Research Papers published in:	Refereed Journals	15/publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/publication
		Conference proceedings as full papers, etc. (Abstracts not to be included)	10/publication
III(B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books published by International Publishers with an established peer review system	50/sole author; 10/chapter in an edited book
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers	25/sole author, and 5/chapter in an edited book
		Subject Books by other local	15/sole author, and

		publisher with ISBN/ SSN numbers.	3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10/chapter
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/chapter
III(C)			
III(C)(i)	Sponsored Projects carried out/ongoing	(d) Major Projects amount mobilized with grants above 30.00 lakhs	20/each Project
		(e) Major Projects amount mobilized with grants above 5.0 lakhs upto 30.00 lakhs	15/each Project
		(f) Minor Projects (Amount mobilized with grants above Rs.50,000 upto 5.0 lakhs)	10/each Project
III(C) (ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. 10.00 lakhs	10 per every Rs. 10.0 lakhs and 2 per every Rs. 2.0 lakhs, respectively
III(C)(iii)	Completed projects: Quality Evaluation	Completed project Repot (Acceptance from funding agency	20/each major project and 10 each minor project
III(C)(iv)	Projects Outcome/Outputs	Patent/Technology transfer/Product/Process	30/each national level output or patent/50/each for International level
III(D)			
III(D)(i)	M.Phil	Degree awarded only	3/each candidate
III(D)(ii)	Ph.D.	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate
III(E)			
III(E)(i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programme, Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/each
		One week duration	10/each
III(E)(ii)	Papers in Conferences/seminars/workshops etc.*	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	10/Each
		b) National	7.5/each
		c) Regional/State level	5/each

Page **21**

		d) Local-University/College level	3/each
III(E)(iv)	Invited lectures or presentations for conferences/symposia	International	10/each
		National level	5

* If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication [III(A)] and not under presentation [III(E)(ii)]