Photograph

VISVA-BHARATI

APPLICATION FORM FOR EMPLOYMENT
(For Deputy Librarian / University Librarian)

GENERAL AND ACADEMIC INFORMATION

1. Advertise No. :

2. Name of the Post and Sl. No. :

3. Pay Scale :

4. Applicant's Name (in block letters):

5. Gender : ☐ Male ☐ Female ☐ Transgender

6. Date of Birth and age:

7. Address for communication:

8. E-mail: Mobile Number:

9. Nationality:

10. Whether belonging to SC / ST / OBC / PWD:

11. Father's / Husband's /Guardian's Name, Address and Occupation:
    (if dead, state last address and occupation before death)

12. Permanent address (in full with nearest Railway Station):

13. Educational Qualifications:

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks or GPA	Division/Class/ Grade	Subject(s)
High School/ Secondary Education					
Intermediate/ Pre-Univ/Plus 2					
BLISc/B.A./B.Sc./ B.Sc.(Ag.)/ B.Com/ B.Mus/ B.Fine/ BPEd etc.					
MLISc/ M.A./M.Sc./ M.Sc.(Ag.) M.Mus/ M.Fine/MPEd etc.					
Other Degrees/ Diplomas, if any					
NET/SET/JRF					

14. Research Degree(s)

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

15. Research Experience (Post-doctoral) [Please attach relevant documents]

Name of University/College/ Institution	Post held/designation with pay	From	To	Experience	Title of Research

16. Appointments held prior to joining this institution:

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

17. Post held after appointment at this institution (if applicable):

Designation	Department	Date of actual Joining		Grade
		From	To	

18. Library Service / Teaching experience: P.G. level (in years) ☐   U.G. level (in years) ☐

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

Name of the Course/ Programme/Training/ Summer or Winter School	Place & Instt.	Duration (Dates)	Sponsoring Agency (UGC/ICAR/ICHR/ICSSR/ Academies/Universities etc)

1.

2.

3.

20. Academic / Research Activities

I. **Published papers in Journals (Printed and Electronic)** (Peer-reviewed or UGC listed) including **Online/E-form/E-journal**

        Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences – 08 per paper
        Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Physical
        Education/Commerce/Management& other related disciplines – 10 per paper
        (With augmentation by impact factor as per UGC guidelines)
        Editor of Journal (International)   – 10
        Editor of Journal (National)   – 08

Sl. No	Title with volume, number and page number	Journal Name	ISBN/ISSN/ Categorization Peer-reviewed/UGC listed	Impact Factor (Proof required)	No. of Co-authors	Whether you are the main author	Score
Total							

* N.B. **(a)** Scores for research papers would be augmented according to the impact factor of the journals (as per Thomson Reuters list) as follows:
    i) Paper in refereed journals without impact factor = 5 points
    ii) Paper with impact factor less than 1 = 10 points
    iii) Paper with impact factor between 1 and 2 = 15 points
    iv) Paper with impact factor between 2 and 5 = 20 points
    v) Paper with impact factor between 5 and 10 = 25 points
    vi) Paper with impact factor > 10 = 30 points

  (b) Two authors – 70% of total value of publication for each author; More than two authors - 70% of total value of publication for the First author/Principal author/Corresponding author and 30% for each of the joint authors

II. **Publications (other than research papers)**
(a) Books authored/Chapters in Edited Book/Editor of Books including Online/E-form/E-book   Score: International Publishers – 12
                               National Publishers   – 10
                                 Chapter in Edited Book - 05
                                 Editor of Book (International) – 10
                                 Editor of Book (National)   – 08

Sl. No	Art/Chapter Title with page numbers	Book title, Editor & Publisher	ISBN/ISSN No/ (Or, Renowned publishers)	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	Score
Total						

  *N.B. Paper presented if part of edited book or proceeding then it can be claimed only once

(b) Translation works in Indian and Foreign Languages

Score – Chapter or Research Paper - 03
Book   - 08

Sl. No	Title with page number	Type of Book/ and Authorship	Publisher & ISBN/ISSN/ Categorization	No of Co-authors (To be shared)	Whether you are the main author	Score
Total						

III. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula

A. Development of Innovative pedagogy [ICT and other technology applications (not covered under Category-1)]

a) Creation of website, blog, web2 etc: Score - Leader- 05, Assistant-03 (for assessment period)
b) Creation and maintenance Institutional repository: Score- Leader- 05, Assistant-03 (for assessment period)
c) Innovative assignments undertaken and carried out in software, meta data creation, customization of open access resources, Creation of QR code, content creation for digitization, Networking etc. Score - Leader-05, Assistant- 03 (for assessment period)
d) Others (Organization and running of remote access, content organization, anti-plagiarism software, OCR software, utilization of cloud computing, etc.) Score - Leader-05, Assistant- 03 (for assessment period)

Sl. No.	Title of application	Nature of service	Score during assessment period (Maximum – 10)
1.			
2.			
Total			

B. Application of standards (National and International) for quality assurance in library services and organization

Score - Leader-05, Assistant-03 (for the Assessment Period)

Sl. No.	Title of standards	Field of application	Score during assessment period
1.			
2.			
Total			

C. i) Creation of Course materials and uploading in MOOCs

   a) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser Credits 05 marks/credit) – 20
   b) MOOCs (Developed in 4 quadrants) - 05
   c) Content writer / Subject matter expert for Each module of MOOCs (at least one quadrant) – 02
   d) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser Credits 02 marks/credit) - 08

Sl. No.	Name of the Course and Paper	Marks of the paper	Score during the Assessment period
1.			
2.			
Total			

C. ii) Undertaking course(s) as a candidate through MOOCs (other than courses under Table – 1, point 19)

Score – For Certificate - 4; For Diploma – 08; For UG - 12, For PG - 16

Sl. No.	Name of the Course	Duration of the course		Year of completion	Score
		From	To		
1.					
2.					
Total					

D. i) E-Content (for UG/PG/M.Phil)

Development of E-content in 4 quadrants for a complete course/e-book – 12
E-content (developed in 4 quadrants) per module – 05
Contribution to development of E-content module in complete course/paper/e-book (at least one quadrant) – 02
Editor of e-content for complete course/ paper/ e-book – 10

Sl. No.	Name of the Course	Title of the course content and my contribution as	Score during the Assessment period
1.			
2.			
Total			

D. ii) Contribution to consortia development / management and organization of INFLIBNET's Sodhganga and ShodhGongotri projects, NDL, ETD, Indcat etc.

Score - Leader-12, Assistant-08 (for the Assessment Period)

Sl. No.	Nomenclature of projects	Extent of contribution	Score

Total			

IV. **(a) Research Guidance/Supervision**

Score: Ph.D. degree awarded – 10; Ph.D. Thesis submitted – 05
M.Phil./P.G. Dissertation awarded/completed – 02

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Score
Ph.D.				
M. Phil/ P.G. Dissertation				

N.B. : For joint supervision of research students, Supervisor and Co-supervisor shall get 70% each of the total score

(a) **Best Practices** (As marketing tools preparation of library profile, brochure, FAQ, User's Manual, list of subscribed Journals, and service to disabled users, etc.)

Score during the Assessment Period– Leader- 10; Assistant - 05

Sl. No.	Title of publication	Library subject area	University/ subject related	Score
1.				
2.				
Total				

(b) **Attached as Guest / Visiting Lecturer in any Institute/University**
Maximum Score - 10 per year: for BLIS – at least 20hrs lecture; MLIS – 15hrs lecture; M.Phil / Ph. D. Course Work –10hrs lecture.

Sl. No.	Name of the University / Institute	Course	Number of lectures with date	Score during the Assessment period
1.				
2.				
Total				

d) **Consultancy** (discharging expertise to other Institute Library for application of ICTs)
Score – University Library: -05; College /Institute Library - 03 per year;
School / Public Library - 02

Sl. No.	Nature of automation works	Name of the Library	Date of visit	Score during the Assessment period
1.				
2.				

Total	

V. (a) Patents (Patent / Technology Transfer / Product / Process)

Score: International - 10
National - 07

Sl. No	Details of the Patent/Technology transfer/Product/Process	Document No.	International/ National	Score
Total				

(b) Policy Document (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Govt. or State Govt.)

Score: International – 10; National – 07; State/University - 04

Sl. No	Nature of Document	Submitted to International/National/ State organization	Score
Total			

(c) Award/ Fellowships :

Score –International – 07
National – 05

Name of Fellowship / Award	Body Awarding the Fellowship / Award	Date of Award	Amount, if Any	Score
Total				

VI. Invited lectures/Resource Person /Paper presentation in Seminars/Conferences/Full paper in Conference Proceedings*

Score: International (Abroad) – 07
International (within country) - 05
National - 03
State/University – 02

S. No.	Title of the Invited Lecture/ Paper presented	Title of Conference / Seminar	Organized by	Whether International (Abroad)/ International (within country) National/State/ University	Score

Total					

* Paper presented in Seminars/Conferences and also published as full paper in Conference
Proceedings will be counted only once

Note: For the purpose of calculating research score of the University Library Officers, the combined research score from the categories 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

TOTAL SCORE (Table 2)

Sub-Category	Total Score	Total Score claimed in Sub-categories
1. Research papers (Journals etc.)		
2. Research publications (Books etc.)		
3. Creation of Teaching Learning pedagogy and development of new curricula etc.		
4. Research Guidance and Projects		
5. a) Patents c) Award/Fellowships		
5. b) Policy Document 6. Conferences/Seminars /lectures		(After capping)
Total Score (Academic & Research) **Note:** The score under category 5. b) and 6. shall be under capping of 30% of the total research score for any assessment period		

The candidate will have to submit all necessary documents in support of the score claimed.

21. Give names of two referees, not related to you, with full address

Name: Name:

Occupation: Occupation:

Address: Address:

Phone No: Phone No:

Fax: Fax:

E-mail: E-mail:

22. Are you willing to accept the minimum initial pay, if offered? If no, state what is the lowest initial pay that you would accept. In case of pay protection submit L.P.C.

23. If appointed, what notice period you would require for joining the post?

I declare that the above particulars are true and correct. Should any of the information/ documents/statements turn out to be incorrect or false, the appointment is liable to be terminated

Date ……………………

_____
Signature of the Applicant

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. Visva-Bharati does not hold itself responsible to fill up the post advertised if the post is not filled up.

3. One set of self-attested copies of academic certificates, mark-sheets, caste certificate, proof of date of birth and other testimonials and two copies of recent photographs (passport size) should accompany the application in all cases.

4. The University may raise the standard of qualification, experience etc. at its discretion.