**Annexure-X**

# UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

**PROFORMA TO APPLY FOR PROMOTION UNDER CAREER ADVANCEMENT SCHEME - 2016**

**ASSISTANT LIBRARIAN IN THE ACADEMIC LEVEL 11**

To move from Academic Level 11 to Academic Level 12

**[From Pay Band ₹ 68,900 to 2,05,500 to Pay Band ₹ 79,800 to 2,11,500]**

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| **1** | Name | | | |  | | | | | **Affix recent**  **passport size**  **photograph** |
| **2** | Designation and full address | | | |  | | | | |
| **3** | Name of the Department / Section / Unit / Scheme | | | |  | | | | |
| **4** | Date of birth  **(SSLC Marks Card – Mandatory)** | | | |  | | | | | |
| **5** | Academic qualification | | | |  | | | | | |
| Examination / Degree | | | | Year | | Subject | | University | Class / Division  / OGPA / CGPA | |
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| **6** | Date of joining to duty at UAS, Bangalore, as Assistant Librarian in the Academic Level-10  **(Enclose copies of the appointment order & duty report)** | | | | | |  | | | |
| **7** | Date on which the pay band of ₹ 57,700 – 1,82,400(AL-10) was attained | | | | | |  | | | |
| **8** | Date on which the pay band of ₹ 68,900 – 2,05,500 (AL-11) was attained  **(Enclose copies of the promotion order & duty report)** | | | | | |  | | | |
| **9** | Date of completion of 5 years of service in the cadre of Assistant Librarian in the pay band of ₹ 68,900 – 2,05,500 (AL-11) | | | | | |  | | | |
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| **10** | **Specific achievements in Library Services during the Assessment Period**  (all activities to be certified by the competent authority) | | | | | | | | | |
| 1) | **Library Services**: Services rendered in different section of the Library like, Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference, Creation of Manual Databases, etc. | | | | | | | | |
| 2) | **Specialized / Additional Services:** Services rendered under the following sections: | | | | | | | | |
| a) | Binding section | | | | | | | |
| b) | General T.B.B. | | | | | | | |
| c) | SC/ST Book Bank | | | | | | | |
| d) | Photographic section | | | | | | | |
| e) | Institutional Repositories | | | | | | | |
| f) | Digital Library | | | | | | | |
| g) | Reprography Service | | | | | | | |
| h) | Online Services | | | | | | | |
| i) | Assisting Librarian in Administration. | | | | | | | |

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|  | 3) | | **Innovative Library Activities:** | |
| a) | Conducting Library Usage survey |
| b) | Conducting Book Exhibition |
| c) | Preparation of reading list for students |
| d) | Creation of database OPAC |
| e) | Library extension service |
| f) | Digitalization of documents |
| g) | Creation of Virtual/Digital Library |
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| **11** | **Projects during the assessment period**  (Adhoc projects (externally funded) for each project budget outlay) | | | |
| a) | | **Projects obtained on competitive mode will get full marks**. | |
| i) | Project outlay up to Rs.5.00 lakhs (As PI & Co-PI) |
| ii) | Project outlay of Rs.5.00 lakhs and above (As PI & Co-PI) |
| b) | | **Institutional projects funded by the University will get 50% marks** | |
| i) | Project outlay up to Rs.5.00 lakhs (As PI & Co-PI) |
| ii) | Project outlay of Rs.5.00 lakhs and above (As PI & Co-PI) |
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| **12** | **Published work during the assessment period** | | | |
| i) | | For full length papers published in refereed journals with ISSN: | |
| a) | Articles published in International Journals with ISSN |
| b) | Articles published in National Journals with ISSN |
| ii) | | Full length papers presented & published in Seminar/Symposia/Conferences proceedings: with ISBN | |
| a) | International level |
| b) | National level |
| c) | State/ University level |
| iii) | | For Research Note/ Abstracts published in journal/ Proceedings of Seminars/ Symposia/ Conferences | |
| iv) | | Books published /Chapters in Book published by Universities/National Institutes/ Government Departments/ Standard Commercial Publishers by individuals with ISBN | |
| a) | Book Published |
| b) | Bibliographies published compiled |
| c) | Chapters in standard books |
| v) | | Research Bulletins/Extension Bulletins/ Popular articles / Radio talks/TV Programmes / Phone-in programmes / Practical manuals/ Publishers/ Special Guest lecture | |
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| **13** | | **Attainment in the professional field during the assessment period** | | |
| a) | Offering orientation courses for UG/PG students | |
| b) | Offering PGS (501) courses in Library and/or Information Science at postgraduate level | |
| c) | Conducting book exhibition in special occasions | |
| d) | Preparation of Library Manual Folder like Database Usage and E-resources, etc. | |
| e) | Creation /development of e-content for online courses like MOOC, Swayam, etc. (As a Leader/ As Associate) | |
| f) | Major Advisor / Guide for M. Phil /Ph.D. | |
| **All certificates should be issued by the competent Authority.** | | |

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| **14** | **Exposure to Symposium / Seminars /Summer Institutes / Winter Institutes /Refresher Courses / Workshops / Conference/ Training Programmes including online programmes/ Webinar/ Online FDTP during the assessment period** | | | |
| 1) | For conducting/organizing Symposia Seminars/ Summer Institute/Writer Institute/ Refresher course/ Workshop/ Training Programme at : | | |
| a) | International level **(As Leader/ Director / Associate Leader/ Co-Director)** | |
| b) | National level **(As Leader/ Director / Associate Leader/ Co-Director)** | |
| c) | University level **(As Leader/ Director / Associate Leader/ Co-Director)** | |
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|  | 2) | For participating in Summer School/ Winter School/ Refresher Course/Orientation Course of more than 10 days duration/Faculty Development Programme of at least 5 days duration (Two courses),  or taken MOOCs Course (with e-Certificate) or development of e-Contents in four quadrants/MOOCs  Course. | | |
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|  | 3) | For participation in Special Training/ Orientation Programmes/Symposia/ Seminars/Conferences/ Technology Programmes/Workshops (except annual workshop), etc. | | |
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| **15** | **International Exposure (during the Assessment Period)**  International Visits/ Training/ Courses | | | |
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| **16** | **Awards/ Distinctions received (during the Assessment period)** | | | |
| a) | International award | |  |
| b) | National award | |  |
| c) | State award | |  |
| d) | University award | |  |
| e) | Professional Society Award | |  |
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| **17** | **Corporate / other activities (during the assessment period)** | | | |
| a) | Activities performed as External Examination Coordinator/Associate Coordinator/ Sr. Warden/ Staff Advisor/ Tour leader and Co-Tour leader (State /all India)/ NSS Programme Officer - NSS/ Indian Red cross Society Programme officer/ Coordinator/ NCC Officer/ Farm Management; Academic,  General, Financial Management (as AO/AAO DY.R/AR/DC/AC/Dy. Librarian/Asst. Librarian etc.)  / Scrutinizing UG/PG grades/ P.G. co-ordinator/ seminar incharge/ Leader/ member in monitoring team/ drawing officer, Internet/Wi-Fi Maintenance, Website Maintenance and Up gradation, News Paper Clipping, Referral Service, Orientation on E-resources, Providing database service, Separate section and service related to various competitive exams, Creation of Manual Databases, Creation of repository of important activities like RAWE, ELP, All India Tour. | | |
| b) | Activities performed as Member/ Co-Chairman/ Chairman of different committees of National/International activities, RAWE- Assoc. Coordinator, participation in RAWE camp internship/ Krishi Mela/ Convocation/ Tournament Organized/ Spl. Officer of SC-ST Cell/ Minority Cell/ Placement cell Technical Assistant (Part-time)/ Students Counsellor/ Leader for exposure visit of farmers/ Liaison Officer for BOM/ VIP’s tours assigned by the University/ Participation in Melas/ Exhibitions at State, National, International levels representing University/ member/ Co-Chairman in different committees of UAS activities/ Team manager and co-team manager to sports/ Cultural activities/ Stock verifying officer/ Anti-ragging squad member/ grade point conversion work/ worked as Rapporteur / Co-Chairman in the National/ International conferences, Seminars, Workshops/ Symposium etc., Member of Class and Exam time-table committee,/ Press meet work participation in UG & PG admission/ member involved in organization, selection of farmers/ teachers for nomination to various awards.  **(Any other activities duly certified by the controlling officer)** | | |
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| **18** | **Outstation Service -During the assessment period (Other than GKVK & Hebbal)** | | | |

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| **19** | **Any other significant achievement (with documentary proof)** |

Further, for details, the candidates may see the Notification of Score-card No.AO/RT/Qual. & Score card/e-Gazette/2022-23 dated: 15/03/2023. Teachers who are performing 100% corporate activity need to furnish Bio-data particulars separately as per the score-card.

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## Signature of the Assistant Librarian

Verified that the information furnished by the Scientist / Teachers is correct.

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| **Signature of the Head of the Department / Scheme Head / Unit Head** | **Signature of the Dean/DR/DE/**  **Head of the Office** |