

 **Centre for Research in Rural and Industrial Development (CRRID)**

**Sector 19-A, Madhya Marg, Chandigarh 160019**

**Application Proforma for the Post of Deputy Librarian**

**(Filled up Proforma may be sent by registered or speed post)**

**Personal Information**

|  |  |
| --- | --- |
| Name : | Marital Status : |
| Father's Name : | Gender :  |
| Mother's Name : | Email :  |
| Date of Birth : | Mobile No :  |
| Applicant’s Category:(latest certificate required) | State to which belongs (Imp):  |

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Professional Information:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Degree/Diploma/Certificate/Class | Name of Degree | Mode of Study (regular/distance) | Board / University | Grade/CGPA/Division | Percentage marks | Year of Passing | Subject (s) |
| Graduation |  |  |  |  |  |  |  |
| Post Graduation |  |  |  |  |  |  |  |
| B. Lib.  |  |  |  |  |  |  |  |
| M. Lib.  |  |  |  |  |  |  |  |
| M. Phil. |  |  |  |  |  |  |  |
| Ph.D. AwardedTitle of thesis |  |  |  |  |  |  |  |
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Eligibility Yes/No

*(For official use only)*

1. **Employment/Professional Experience (details in chronological order, starting with first job)– Attach duly signed Experience Certificate**

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| --- | --- | --- | --- | --- | --- |
| Name & Address of the Employer/ Institution | Date of | Designation | Nature of Job | BasicPay(p.m.) & Grade(Pay-scale) | Reason For Leaving |
| Joining | Leaving |
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Eligibility Yes/No

*(For official use only)*

**Methodology for Calculating API Score**

Assessment must be based on evidence produced by the applicant such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University/funding authority and acknowledgements for patent filing and approval letters, students’ Ph.D. award letter, etc.

**3.1 Research papers in peer reviewed or UGC listed journals (10 marks per paper)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title of the Paper  | All Author (s) name (s) (including self) | As corresponding author, else serial no. as author(supply proof)  | Journal's Name & Place of Publication (supply proof) | Year/Vol./Page No. (supply proof) | If UGC listed, then the journal number | If peer reviewed supply proof | Impact factor as per Thomson Reuters list (supply proof) |
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**The Research score for research papers would be augmented as follows:**

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list)

Paper in refereed journals without impact factor 5 Points

Paper with impact factor less than 1 10 Point

Paper with impact factor between 1 and 2 15 Point

Paper with impact factor between 2 and 5 20 Point

Paper with impact factor between 5 and 10 25 Point

Paper with impact factor > 10 30 Point

* **Also See note below 3.2**

Score: \_\_\_\_\_\_\_\_\_\_\_\_

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**3.2 Publications (other than research papers)**

 **(a) Books authored which are published by: (Tick mark (√) under the applicable column no.3 to 7):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of the book/ Chapter in edited book  | As first/principal/ corresponding author, else serial no. as author(supply proof)  | International publishers (12 marks) | National publishers (10 marks) | Chapter in Edited Book (5 marks) | Editor of book by International publisher (10 marks) | Editor of book by national publisher (8 marks) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
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Note: Applicable for Research Papers (3.1) and Publications (other than research papers) (3.2).

1. Two authors: 70% of total value of publication for each author.
2. More than two authors: 70% of total value of publication for the First/Principal/corresponding author and 30% of total value of publication for each of the joint authors.

Score: \_\_\_\_\_\_\_\_\_\_\_\_

*(For official use only)*

**(b) Translation works in Indian and Foreign Languages by qualified faculties (supply proof):**

|  |
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| **Chapter or Research Paper (3 marks): Mention Title** |
| 1 |
| 2 |
| **Books (8 marks): Mention Title** |
| 1 |
| 2 |

Score: \_\_\_\_\_\_\_\_\_\_\_\_

*(For official use only)*

**3.3 Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula. (Supply proof in respect of each)**

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| **(a) Development of Innovative Pedagogy (5 marks )** | Give details and proof \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(b) Design of new curricula and courses** **(2 marks per curricula/course)** | Give details and proof \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(c) MOOCs (Massive Open Online Courses):** |
| 1. Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 5 marks/credit) (Total 20 marks)
 |  |
| 1. MOOCs (development in 4 quadrant) per module/lecture (5 marks)
 |  |
| 1. Content writer/subject matter expert for each module of MOOCs (at least one quadrant) (2 marks)
 |  |
| 1. Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit) (Total 8 marks)
 |  |
| **(d) E-Content:** |
| 1. Development of e-Content in 4 quadrants for a complete course/e-book (12 marks)
 |  |
| 1. e-Content (developed in 4 quadrants) per module (5 marks)
 |  |
| 1. Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) (2 marks)
 |  |
| 1. Editor of e-content for complete course/ paper /e-book (10 marks)
 |  |

Score: \_\_\_\_\_\_\_\_\_\_\_\_

*(For official use only)*

**3.4 Research Guidance and Project/s completed and ongoing. (Supply proof in respect of each)**

|  |
| --- |
|  **(a) Research Guidance:** |
| Sr. No. | Degree (Ph.D. or M.Phil/PG) | Title of the Thesis/dissertation | Mention, as super-visor/co-supervisor  | University/institute | Awarded/submitted | Year |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Note:1. **Ph.D.:** 10 marks per degree awarded and 5 per degree submitted. 2. **M.Phil/PG awarded:**  2 marks per degree3. For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Score: \_\_\_\_\_\_\_\_\_\_\_\_*(For official use only)* |
| **(b) Research Project/s Completed and ongoing:** |
| Sr. No. | Title of the project | As Principal or co-investigator  | Completed/ongoing  | Funding agency | Amount (Rs.) |
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| Notes: 1. **Completed:** 10 marks for more than Rs. 10 lakh and 5 marks for less than Rs. 10 lakh. 2. **Ongoing:** 5 marks for of more than Rs. 10 lakh and 2 marks for less than Rs. 10 lakh. 3. **Joint Projects:** Principal Investigator and Co-investigator would get 50% each.Score: \_\_\_\_\_\_\_\_\_\_\_\_*(For official use only)* |

**3.5 Patents, Policy Documents and Awards/Fellowship. (Supply proof in respect of each)**

|  |
| --- |
| **(a) (a) Patents:** |
| **International (10 marks):** |
| Title of the patent | Patent number | Agency | Year |
| 1 |  |  |  |
| 2 |  |  |  |
| **National (7 marks):** |
| Title of the patent | Patent number | Agency | Year |
| 1 |  |  |  |
| 2 |  |  |  |
| Score: \_\_\_\_\_\_\_\_\_\_\_\_*(For official use only)* |
| **(b) \*Policy Document (Submitted to an International body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government:** |
| Sr. no. | Title | Submitted to international body/central/state government | Name of agency/institution | Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Note: 10 marks for international, 7 for national and 4 for state policy document. Score: \_\_\_\_\_\_\_\_\_\_\_\_*(For official use only)* |
| **(c ) Awards/Fellowship:** |
| Sr. no. | Title of Award/Fellowship | Name of Awarding Agency/Institution | Nature of Award/Fellowship  | Year |
|  |  |  |  |  |
|  |  |  |  |  |
| Note: 7 marks for international and 5 for national award/fellowship.Score: \_\_\_\_\_\_\_\_\_\_\_\_*(For official use only)* |

**3.6 \*Invited Lectures/Resource Person/Paper Presentation in Seminars/Conferences/Full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as Full paper in Conference Proceedings will be counted only once) (Supply proof in respect of each):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr. No. | Title of the lecture as invited/resource person/paper presentation in Seminars/Conferences/full paper in Conference Proceedings | International (Abroad) /International (within country)/ National/ State/University | Name of the Uni./ institution where delivered the lecture or acted as resource person/tile of the seminar/conference where paper was presented/published  | Date of the lecture as invited/resource person/date of the seminar/conference and/or year of the proceedings if the paper presented (full) is published.  | In seminar/ conference, whether the paper was presented only and/or published asfull paper in conference volume and/or edited book  |
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Note: 7 marks for international (abroad); 5 for international (within country); 3 for national; and 2 for state/university.

Score: \_\_\_\_\_\_\_\_\_\_\_\_

 *(For official use only)*

**Note:**

* Paper presented if part of edited book or proceedings then it can be claimed only once.
* \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 3.5(b). Policy Document and 3.6 Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
* The research score shall be from the minimum of three categories out of six categories.

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

(Signature of the candidate)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note:

1. For the claims submitted, including in the application, the candidates themselves shall be solely responsible.
2. Claims not supported by the duly signed documents/proof shall not be entertained.
3. All the documents, in-original, or required to be produced at the time of interview.

**No Objection Certificate from present employer/Vigilance clearance**

(Applicable for those currently employed)

Please indicate if NOC is not available: Yes/No

Forwarded with the remarks that the facts stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the post applied for. No departmental disciplinary proceedings are pending or contemplated against him/her.

Name of Head of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature & Seal of Head of Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

By signing and submitting this form, I attest to the validity of the information provided in this form. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal/disciplinary proceedings.

I shall produce all the original testimonials/documents/certificate/Photo-id at the time of interview.

I shall produce the No Objection Certificate before/at the time of interview.

Date: Applicant’s signature