



UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

Administrative Office, GKVK, Bangalore – 560 065.

No.AO/RT/CAS-96/Library Staff/2011-12

Dated: 7-9-2011

NOTIFICATION

Sub: Implementation of Career Advancement Scheme for Assistant Librarians and Documentalists in the University of Agricultural Sciences, Bangalore– Guidelines for Career Advancement Scheme-96.

- Ref:**
1. Notification No.AO/RT/Lib./Statutes Amendment/ 2007-08 dated: 25-9-2007.
 2. Minutes of the 344th Meeting of the Board of Management, UAS, Bangalore held on 11-8-2011 Part-B, Item No.4.
 3. Approval of the Vice-Chancellor, UAS, Bangalore, dated: 7-9-2011

On introduction of Career Advancement Scheme(CAS) for Assistant Librarians and Documentalists in the University of Agricultural Sciences, Bangalore vide Notification dated: 25-9-2007(ref.1 above) under Statutes 27 (2), 30 (3) and 30 (6) and in in pursuance of the decisions of the Board of Management in its 344th Meeting (ref.2 above) the following are the Guidelines for Career Advancement Scheme-96 for Assistant Librarians and Documentalists in the University of Agricultural Sciences, Bangalore under Amended Statutes 27 (2), 30 (3) and 30 (6) as per letter No.FD/427/ Exp-4/2003, dated: 2-7-2003.

These guidelines shall apply to the Assistant Librarians and Documentalists for the grant of the following:

1. Placement as Assistant Librarian/ Documentalists Senior Scale) in the scale of pay of Rs.10000-325-15200.
2. Grant of Assistant Librarians and Documentalists (selection Grade) in the scale of pay of Rs.12000-420-18300.
3. Promotion to the post of Deputy Librarian/ Equivalent the scale of Rs.12000-420-18300.

CAREER ADVANCEMENT:

- (a) Minimum length of service for eligibility to move into the grade of Assistant Librarian/ Documentalist(Senior Scale) would be four years for those with Ph.D., five years of those with M. Phil. And six years for others as Assistant Librarian and Documentalist and for eligibility to move into the grade of Assistant Librarian and Documentalist(Selection Grade)/Deputy Librarian and above, the minimum length of service as Assistant Librarian and Documentalist(Sr.Scale) shall be uniformly five years.
- (b) For movement into grades of Deputy Librarian and above, the minimum eligibility criteria would be Ph.D. Those Librarians without Ph.D. can go upto the level of Assistant Librarian and Documentalist(Selection Grade).
- (c) The promotion from Assistant Librarian and Documentalist to Assistant Librarian and Documentalist (Senior Scale) and from the Assistant Librarian and Documentalist (Selection Grade) and Deputy Librarian as the case may be shall be through Assessment by the Assessment Committee consisting of the Librarian and two external experts.

2. ELIGIBILITY CRITERIA:

2.1 Assistant Librarian/Documentalist (Sr.Scale):-

Assistant Librarian/Documentalist will be eligible for placement in a senior scale through a procedure of selection, if he/she has:

- (i) Completed 6 years of Service after regular appointment with relaxation of one year and two years, respectively, for those with M. Phil. And Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission/ ICAR (Those with Ph.D. degree would be exempted from one refresher course).
- (iii) Consistently satisfaction performance/ appraisal reports.

2.2 Assistant Librarian/Documentalist (Selection Grade):-

- a. Assistant Librarian/Documentalist in the Senior scale who do not have a Ph.D. degree but fulfill the other criteria given above for the post of Deputy Librarian and have a good record in Library services and preferably, have contributed in various ways such as to the Library Management of the institution, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Deputy Librarian. They will be designated as Assistant Librarian/ Documentalist in the Selection Grade. They would offer themselves for fresh assessment after obtaining Ph.D. and/or fulfilling other requirements for designation of Deputy Librarian.
- b. Assistant Librarian/Documentalist in the Senior Scale without a Ph.D degree shall be eligible for promotion subject to the fulfillment of under the 11 years service as Assistant Librarian/Documentalist and Assistant Librarian / Documentalist Senior Scale.

2.3 Deputy Librarian (Promotion):-

Assistant Librarian/ Documentalist in the Senior Scale will be eligible for promotion to the post of Deputy Librarian, if he/ she has:

- (i) Completed five years of service in the Senior Scale;
- (ii) Obtained Ph.D. degree;
- (iii) Assistant Librarian/ Documentalist (Senior Scale) who acquires Ph.D. at any time within 9 years of service is eligible for promotion to the post of Deputy Librarian after completion of 9 years service in Assistant Librarian/ Documentalist (Sr. Scale).
- (iv) Made some mark in the areas of scholarship and research as evidenced e.g. self – assessment, reports of referees, quality of publications, contribution in Library innovation;
- (v) After placement in the Senior Scale, participated in two refresher courses/ summer institutes of approved duration or engaged in other appropriate continuous education programmes of comparable quality as may be specified or approved by the University Grants Commission/ ICAR.
- (vi) Possesses consistently good performance appraisal reports.

2.4 SCORE CARD:

1. The detailed score card for promotion of Librarians under CAS – 96 Scheme from Assistant Librarian/Documentalist to Assistant Librarian/Documentalist (Senior Scale) and from Assistant Librarian/Documentalist(Senior Scale) to Assistant Librarian/Documentalist(Selection Grade) - Annexure-A.
2. Minimum marks to be obtained for promotion from the Cadre of

a.	Assistant Librarian/ Documentalist to Assistant Librarian/Documentalist(Senior Scale).	65 Marks out of 100
b.	Assistant Librarian/Documentalist(Senior Scale) to Assistant Librarian/Documentalist (Selection Grade)/ Deputy Librarian.	70 Marks out of 100

By Order

Sd/-

Administrative Officer

UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

Proposed score card for promotion of Assistant Librarian / Documentalist to Assistant Librarian/Documentalist (Senior Scale) and Assistant Librarian / Documentalist (Senior Scale) to Assistant Librarian / Documentalist (Selection Grade) / Deputy Librarian under Career Advancement scheme.

(Note: Performance / Contribution during the Assessment period only need to be assessed)

I. Specific Achievements in Library Services under Assessment Period.

A.	Library Services		Max. Marks 40
	1. Library Services: Services rendered in different section of the Library like Acquisition, Periodicals, Technical, Circulation, Documentation, Maintenance, Computer, Reference etc.,	5 marks for each activity per year in any one of the section. Annexure-1	Max.= 25 Marks
	2. Specialized / Additional Services: Services rendered under the following section a. Binding section, b. General T.B.B. c. SC/ST, ST Book Bank, d. Photographic section, e. Institutional Repositories, f. Digital Library, g. Assisting Librarian in Administration.	3 marks per year Annexure-1	Max.= 15 Marks
B.	Published work during the Assessment Period 1. Articles Published in Indian & Foreign Journals 2. Books/Bibliographies/compiled/ published 3. Chapters in a Book. 4. Research and Extension Bulletin. 5. Abstracts in Symposium/ Seminars. 6. Popular Articles 7. Leaflet.	2 marks each 1 mark each 0.5 mark each 0.5 mark each 0.5 mark each 0.5 mark each	Max.= 07 Marks
C.	Summer Schools/Winter Schools/Refresher Course /Symposia/Seminars/Workshops/Conferences Attended: 1. Participated in summer schools/winter schools/refresher courses with 3 weeks duration. 2.Papers presented in Symposia/Workshops/Conferences etc.,	2 marks each activity 1 mark per each activity	Max.Marks = 05 Marks
D.	Awards/Gold Medals received Academic/ Professional / Government bodies	National Level -3 State Level - 2 University Level -1	Max.= 03 Marks
E.	Innovative Library Activities: Conducting Library Usage survey, conducting Book Exhibition, Preparation of Reading list for Students, Creation of Databases OPAC. Attending as a member of University Committee Special Lecture as a guest, Institution Building Activities.	One mark per each Activity per year	Max.= 10 Marks
F.	Outstation Service:	*	Max.= 05 Marks
G.	Annual Evaluation Reports (Preceding 5 years)		Max.= 30 Marks

*1. A/B Class city – Nil.

2. C class city.

a) Assistant Librarian = **0.25 mark** for each year of service.

b) Deputy Librarian = **0.50 mark** for each year of service.

3. Others:-

a) Assistant Librarian = **0.50 mark** for each year of service.

b) Deputy Librarian = **0.75 mark** for each year of service.

I. Library Services.**Maximum 40 marks**

A.	Services Rendered under different sections of the Library	Maximum 25 marks
	Acquisition Section:- <ol style="list-style-type: none"> 1. Listing of indented Books for Library Committee meeting. 2. Procuring of books from different firms. 3. Taking entries of books into the accession register. 4. Attending Audit queries. 5. Sending list of books to the indented Departments. 	One mark for each activity per year
	Periodical Section:- <ol style="list-style-type: none"> 1. Subscribing Indian and Foreign Periodicals. 2. Receiving Gift and Exchange of Periodicals. 3. Sending Reminders. 4. Sending Journals for binding section. 5. Attending Audit quires. 	One mark for each activity per year
	Technical Section:- <ol style="list-style-type: none"> 1. Classification of Books & Journals. 2. Cataloguing of Books & Journals. 3. Technical Processing of Books & Journals. 4. Preparation of Catalogue Cards & Merging with existing catalogue. 5. Maintenance of Shelf List / OPAC 	One mark for each activity per year
	Circulation Section:- <ol style="list-style-type: none"> 1. Library Membership- issuing Computerized ID Cards for Students, Teachers and Researchers. 2. Supervision of Charging System and Discharging system. 3. Overdue collections. 4. Issuing No-dues certificates for Teachers and Students. 5. Inter Library Loan / Allotment of Research Cubicles. 	One mark for each activity per year
	Reference Section:- <ol style="list-style-type: none"> 1. Providing reference service to the users of the Library with print and non print sources. 2. Acquisition of Reports and Theses. 3. Classification and cataloguing of Reports and Theses. 4. Offering orientation courses of UG and PG Students. 5. Maintenance of Reference Section, Report Section and Theses Section. 	One mark for each activity per year
	Documentation Section:- <ol style="list-style-type: none"> 1. Preparation of recent addition(Monthly). 2. Compilation of Current Catalogue of Periodicals. 3. Compilation of Bibliographies. 4. Compilation of Catalogue of Theses. 5. Technical Information Services and Reading lists. 	One mark for each activity per year
	Maintaining of Books / Periodicals Section:- <ol style="list-style-type: none"> 1. Maintenance of Books stacks. 2. Maintenance of Periodicals. 3. Removal Books for Binding and repair. 4. Providing Reader guides and bay guides. 5. Providing reference service. 	One mark for each activity per year

	Computer Section:- <ol style="list-style-type: none"> 1. Providing Internet Service to the readers. 2. Subscription of CD-ROM Databases. 3. Subscription of Online Journals. 4. OPAC (Online Public access catalogue) 5. Over all maintenance of Computer Section. 	One mark for each activity per year
B.	Specialized Library Services	Maximum 15 marks
	Reprographic Section:- <ol style="list-style-type: none"> 1. Procurement of materials for Reprographic section. 2. Maintenance of the Xerox Machines. 3. Maintenance of the printers. 	One mark for each activity per year
	General Text Book Bank:- <ol style="list-style-type: none"> 1. Procurement of Text Books for TBB 2. Issue and return of the Text books to Students. 3. Issuing No due Certificates for the Students. 	One mark for each activity per year
	SC/ST Book Bank:- <ol style="list-style-type: none"> 1. Procurement of Text Books to SC/ST Book Bank. 2. Issue and return of the Text books to SC/ST Students. 3. Issuing No due Certificates for SC/ST Students. 	One mark for each activity per year
	Binding Section:- <ol style="list-style-type: none"> 1. Procurement of Materials for the Binding Section. 2. Arranging for Books, Journals, Reports for Binding. 3. Supervision of the Binding Section. 	One mark for each activity per year
	Photographic Section:- <ol style="list-style-type: none"> 1. Procurement of Materials for the Photographic Section. 2. Collection of fees for ID Cards. 3. Distribution of photo ID Cards. 	One mark for each activity per year

Sd/
Administrative Officer
University of Agricultural Sciences,
Gandhi Krishi Vignana Kendra
Bangalore – 560 065