

# UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE



## APPLICATION FORM FOR RECRUITMENT OF LIBRARIAN

*To be filled in by the applicant's own handwriting*

Name \_\_\_\_\_

Post applied for \_\_\_\_\_

Advertisement No. & Date \_\_\_\_\_

DD No. with Date & Name of the Bank \_\_\_\_\_

- Note:**
1. Please answer each question clearly and completely.
  2. The eligibility and suitability of a candidate shall be considered based on the information provided in the application.
  3. All claims mentioned in the application should be supported by relevant and authorized documents.
  4. Certificates for prescribed qualifications must have been obtained from Competent Authority on or before the last date to submission of application.
  5. Applications should be complete in all respects as on the date of submission.. Any additional documents / certificates / records provided after the last date for submission of filled-in application will not be considered for award of marks.
  6. If a candidate has submitted more than one application for the same post, the latest application submitted within the prescribed last date shall be considered as valid for the purpose of recruitment.
  7. Separate sheets may be attached wherever necessary.
  8. Incomplete applications shall be rejected.
  9. The selection procedure shall be in accordance with the Act and statutes of the University and the score card published in Karnataka gazette dated: 27-12-2007 under No.AO/RT/Quali. & Score-card(Officers & Teaching Posts) Direct.Rectt./ 2007-08 dated: 3-12-2007 and also available on website [www.uasbangalore.edu.in](http://www.uasbangalore.edu.in) (and as amended from time to time).

## APPLICATION FORM

1. <b>Name of the post</b>													
2. <b>Name of the candidate in full</b> (in capital letters as appearing in the degree certificate)													
3. <b>Address</b> (to which all communications to be sent) Telephone No. with STD code, Mobile No. and E-mail, if any:													
4. <b>Are you an Indian Citizen?</b>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table>	Yes	No										
Yes	No												
5. a) <b>Sex</b>  b) <b>Date of Birth</b> (to be supported by a copy of the valid certificate / SSLC marks card)	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Male</td> <td style="padding: 5px;">Female</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto; margin-top: 10px;"> <thead> <tr> <th style="padding: 5px;">Day</th> <th style="padding: 5px;">Month</th> <th colspan="3" style="padding: 5px;">Year</th> </tr> </thead> <tbody> <tr> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> <td style="width: 30px; height: 20px;"></td> </tr> </tbody> </table>	Male	Female	Day	Month	Year							
Male	Female												
Day	Month	Year											
6. <b>Place of Birth, District and State</b>													
7. a) <b>Do you belong to Scheduled Caste or Scheduled Tribe?</b>  If yes, please indicate the category and enclose a certificate in the prescribed format from the competent authority.  b) <b>Do you belong to any Backward Class [Cat. I, II (A), II (B), III (A) &amp; III (B)]?</b>  If yes, please indicate the category and enclose a certificate in the prescribed format from the competent authority.	<table border="1" style="margin-left: auto; margin-right: auto; margin-bottom: 10px;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto; margin-bottom: 10px;"> <tr> <td style="padding: 5px;">SC</td> <td style="padding: 5px;">ST</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto; margin-bottom: 10px;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Cat-I</td> <td style="padding: 5px;">IIA</td> <td style="padding: 5px;">IIB</td> <td style="padding: 5px;">IIIA</td> <td style="padding: 5px;">IIIB</td> </tr> </table>	Yes	No	SC	ST	Yes	No	Cat-I	IIA	IIB	IIIA	IIIB	
Yes	No												
SC	ST												
Yes	No												
Cat-I	IIA	IIB	IIIA	IIIB									

**Note:** The particulars called under item 7 are only for the information of the Office. There is no reservation for Officers Posts as per the Govt. Ref. No. ಕೃತೋಣ 17 ಕೃವಿವಿ 96 Dated: 20-8-2001.

<b>8. Father's Name, Address and occupation</b>	
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**9. Languages Known**

Language	Read	Write	Speak	Examination Passed

**10. Academic Qualifications:** to be supported by copies of certificates).

Examination / Degree passed	Subject Studied	Marks obtained (%)	College / University	Year of entry	Year of completion
Bachelor's					
Master's in Library Science/ Information/ Documentation					
M.Phil.					
Doctoral					
Higher degree other than prescribed.					

- Note:** 1. Field of specialization should be indicated clearly at the Master's and Ph.D degree level.  
 2. The candidate shall furnish an attested copy of the certificate of equivalent percentage of marks in the case of award of marks other than 10 point scale.

**11. Experience in the field of Library Science/Information Science/Documentation.**

Particulars	Institution	From	To	Years & Months	Remarks
1. University Librarian.					
2. Deputy Librarian/ Sr.Documentalist					
3. Assistant Librarian/College Librarian/Documentalist					

**Note:** a) For a given year the highest position held will be considered for allotment of marks i.e., the award of marks shall not overlap.

b) A person holding additional post under the same cadre will be assessed only for the basic post held.

**12. a. Outstation Service (other than A & B group and metropolitan cities)**

	Place / Taluk / District	From	To	Years & Months	Remarks
a. University Librarian					
b. Deputy Librarian					
c. Assistant Librarian					

**Note:** Enclose certificate issued from the competent authority for outstation service.

**12. b. Exposure to Symposia/Seminars/ Summer Institutes / Winter Institutes/ Refresher Courses / Workshops/ Training Programmes** (during the tenure of Assistant Librarian/ College Librarian/ Documentalist/ Deputy Librarian & above).

Events	Numbers	Remarks
Organizing at: i) International level ii) National level iii) University level Organizing Krishimela / Field Days / Exhibitions. iv) Participation as Resource Person to impart training		

**Note:** Furnish details on a separate sheet by enclosing certificate(s) issued from the competent authorities.

**13. Scientific Publications**

(Enclose separate sheet for list of publications as detailed below).

Particulars of Publications	Number of Publications	
	Name within First three authors	Name Beyond three authors
i) Books/Bibliographies published/compiled		
ii) Articles published in International Journals		
iii) Articles published in National Journals		
iv) Papers presented at conferences/seminars etc		
v) Chapters in standard books		

**14. Attainment in the field (as Assistant Librarian and above)**

Accomplishments	No. of Activities
i) Offering Orientation courses for UG/PG Students (courses/year)	
ii) As an Expert in the Selection Committees of ICAR/UGC/SAU's,	
iv) Conducting book exhibitions on special occasions,	
v) Major advisor/Guide for M.Phil/ Ph.D,	
vi) Creation of Databases/Digitalization,	
a) As a Leader.	
b) As an Associate.	
viii) Innovative library services	
a) As a Leader.	
b) As an Associate.	

**Note:** All certificates should be issued by the competent authority.

**15. Medals / Awards / Recognitions**

a) University Gold Medal	
b) Any other academic award	

**16. Additional Remarks, if any:**

17. Did you reject the employment offered by UAS, Bangalore in the past? If yes, indicate full particulars of post with date of offer.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
18. a) Was there any criminal case against you in the past? If yes, give details.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		
b) Is there any criminal case pending against you? If yes, give details.	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No		

*Strike out whichever is not applicable in case of Yes / No answers.*

I hereby declare that the information furnished in this Application Form and the additional information furnished above are true to the best of my knowledge and belief. In case if the information are proved to be false, I shall undertake that I may be punished in accordance with law.

**Place:**

**Date:**

**Signature of the applicant**

**FORWARDAL CERTIFICATE FROM THE EMPLOYER**

**(Applicable to those candidates other than the Employees of UAS, Bangalore)**

Certified that Smt./ Sri / Dr. \_\_\_\_\_  
 is working in this Department / Institution / Organization as \_\_\_\_\_  
 \_\_\_\_\_ w.e.f. \_\_\_\_\_ in the  
 scale of Rs. \_\_\_\_\_. He / She is at present drawing a  
 basic pay of Rs. \_\_\_\_\_ and DA and other allowances  
 amounting to Rs. \_\_\_\_\_.

We have no objection in forwarding his / her application for a post in the University  
 of Agricultural Sciences, Bangalore.

The Confidential reports of the employee for the past five years are \*Satisfactory /  
 Not Satisfactory. The regular confidential reports will be mailed within 15 days.

*\*Strike out whichever is not applicable.*

Place:

Date:

Signature and Designation with seal

**FORWARDAL CERTIFICATE FROM THE EMPLOYER**

**(Applicable to candidates employed in UAS, Bangalore)**

Certified that Smt./ Sri / Dr. \_\_\_\_\_  
 is working in this office / College / Research Station / Unit as \_\_\_\_\_  
 \_\_\_\_\_ w.e.f. \_\_\_\_\_  
 in the scale of Rs. \_\_\_\_\_. He / She is at present  
 drawing a basic pay of Rs. \_\_\_\_\_.

Place:

Date:

Signature and Designation with seal

**General Instructions:**

1. The In-service / Outside employee candidates should submit their applications through their Controlling Officer / Employer. They should also ensure that the applications should reach the University on or before the last date prescribed. If any delay in sending the application through proper channel is anticipated, an advance copy of the application should be sent within the last date prescribed. Further, they should ensure that their confidential reports of preceeding five years (from the year of this application) shall reach the University from their employer as indicated in the forwardal certificate.
2. The University reserves the right to fill up all or any of the posts advertised.
3. Applicants are required to submit the attested copies of the marks cards of different examinations and copies of the certificates furnishing the service particulars along with the application. Candidate with Marks cards of degree (UG / PG) other than 10 point scale should compulsorily submit the certificate of equivalent percentage issued by the concerned authority of the University.
4. Applicants called for interview are required to appear before the Selection Committee at their own cost with all original certificates / documents.
5. The terms of office for the officer post shall be 3 years or 62 years of age, whichever is earlier.
6. The allowances for the officer posts shall be as per the University rules and as amended from time to time.
7. Conditions for service in the University shall be as prescribed under the statutes of the University.
8. Any pressure brought on the Members of the Selection Committee or the Members of the Board of Regents by a candidate will disqualify the candidate for the post.

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