

SELECTION CRITERIA FOR THE POST OF JUNIOR ENGINEER (CIVIL)

Total Marks: 50

Qualifications :

He must have passed 3 years National Certificate Course in Civil Engineering from Recognized Polytechnic/Institution.

Pay Scale : 9300-34800 + 3600 G.P.

| Particulars | Marks | Maximum Marks |
|--|--|----------------------|
| 1. <u>Academic Record:</u> Basic qualifications upto 60% Marks 61% to 70% 71% and above | NIL 05 10 | 10 |
| 2. <u>Additional Higher Qualification:</u> B.Tech Civil Engg. M.Tech Civil Engg. | 07 10 | 10 |
| 3. <u>Experience:</u> Field Experience of Execution of Building and Roads, Preparation of Rough Cost estimates, detailed estimates, DNIT and bill on the pattern of Haryana Schedule of Rates and Delhi Schedule of Rates/ CPWD in Univ./Govt./Board/ Corporation. | 02 Marks per year | 10 |
| 4. <u>Co-curricular Activities:</u> i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 5. <u>Sports Gradation Certificate issued by Haryana Sports Department:</u> A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 6. Computer Knowledge : One Year Certificate in Computer from any Univ./Govt.. | 01 | 01 |
| 7. <u>Interview:</u> | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF ACCOUNTS OFFICER

Total Marks: 50

Qualifications :

- i) At least 2nd class commerce graduate or a Master Degree in Commerce from a recognized University.
- ii) Atleast 12 years experience of working in a University/Education Institution/State Govt./Research Institution.
- iii) Knowledge of Accounting procedure will be essential.

Desireable :

SAS or Higher Standard Exam. Of University or Chartered Accountancy or Cost Accountancy Exam. From a recognized University or Institution.

Pay Scale : 9300-34800 + 4200 G.P.

| Particulars | Marks | Maximum Marks |
|---|-----------------------|---------------|
| 1. Academic Record: Basic qualifications M.Com. 50% to below 60% marks M.Com 60 % and above Ph.D in relevant field. | NIL 03 05 05 | 10 |
| 2. SAS Qualification | 05 | 05 |
| 3. Additional Qualification : (i) Diploma/Certificate in Computer recognized by Univ./Govt. (ii) Degree in Computer Sc. from recognized Univ./Govt. (iii) C.A | 03 05 07 | 10 |
| 4. Experience: Experience above the required one in Univ./Govt/Board/Corporation. | 02 Marks per year | 10 |
| 5. Gold Medal | 02 Marks/Gold Medal | 05 |
| 6. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF SANITARY INSPECTOR

Total Marks: 50

Qualifications :

1½ Year multipurpose health workers training course. 5 years service as MPHWS and 6 months promotional training in any Institute approved by the Govt.

Pay Scale : 5200-20200 + 2400 G.P.

| Particulars | Marks | Maximum Marks |
|---|--|----------------------|
| 1. <u>Academic Record:</u> Basic qualifications 50% to below 60% Marks 60% to 70% 71% and above | NIL 03 05 10 | 10 |
| 2. <u>Additional Higher Qualification</u> Higher Diploma/Certificate in the relevant field recognized by Govt. Graduation Post Graduation/Master's degree | 05 03 05 | 10 |
| 3. <u>Experience:</u> Experience in the relevant field above the required one of Univ./Govt /Board/Corporation. | 02 Marks per year | 10 |
| 4. <u>Co-curricular Activities:</u> i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 5. <u>Sports Gradation Certificate issued by Haryana Sports Department:</u> A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 6. Computer Knowledge of above work minimum one year certificate in computer recognized by Univ./Govt. | 01 | 01 |
| 7. <u>Interview:</u> | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF ASSISTANT SECURITY OFFICER

Total Marks: 50

Qualifications :

Bachelor's degree and Good Physique OR Retired JCO of the Indian Army OR Retired S.I/A.S.I of the Police.

Desirable :

Experience as Security Officer. Maximum age limit is 50 years for retired JCO and retired ASI, other things being equal, sportsman will be preferred.

Pay Scale : 9300-34800 + 3200 G.P.

| Particulars | Marks | Maximum Marks |
|--|--|---------------|
| 1. Academic Record: Basic qualifications Graduate above 60% Post Graduation upto 60% Post Graduation 61% and above | NIL 03 05 10 | 10 |
| 2. Additional Qualification: (i) Course related to any Disaster/Rescue & Civil Defence/First Aid organized by Recognized by State/Central Govt. Body. (ii) Fitness Test (1500 mtr. Race in 6 minutes upto the age of 35 yrs. or 800 mtr. Race in 4 minutes above 35 yrs.) | 05 05 | 10 |
| 3. Experience: Experience above the required one in Univ./Govt./Board/Corporation in the relevant field. | 02 Marks per year | 10 |
| 4. Co-curricular Activities: i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 5. Sports Gradation Certificate issued by Haryana Sports Department: A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 6. Any Bravery Award from forces/State Govt./Central Govt. | 01 | 01 |
| 7. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF WARDEN

Total Marks: 50

Qualifications :

Post Graduate with atleast 5 years experience of Supervising Hostels.

Pay Scale : 9300-34800 + 3300 G.P.

| Particulars | Marks | Maximum Marks |
|--|--|----------------------|
| 1. Academic Record: Basic qualifications 60% to 70% 71% and above | NIL 05 10 | 10 |
| 2. Additional Qualification: (A) (i) Diploma Course in Human Resources Management. (ii) First Aid Certificate Organized by Red Cross or any Govt. Agency. | 03 03 | 06 |
| 3. Administrative Experience: Experience above the required one in Univ./Govt./Board/ Corporation. | 02 Marks per year | 10 |
| 4. Co-curricular Activities: i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 5. Computer Knowledge : (i) Computer Diploma/Degree from any Univ./Govt. | 05 | 05 |
| 6. Sports Gradation Certificate issued by Haryana Sports Department: A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 7. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF HOSTEL SUPERVISOR

Total Marks: 50

Qualifications :

Atleast Graduate, relaxable in case of Ex-Serviceman. Ex-Serviceman for Girls Hostel must have attained the age of 50 years.

Pay Scale : 9300-34800 + 3200 G.P.

| Particulars | Marks | Maximum Marks |
|---|--|---------------|
| 1. <u>Academic Record:</u> Basic qualifications Graduate Below 60% Graduate 60% to 70% Graduate 71% and above Master's Degree | NIL 03 05 05 | 10 |
| 2. <u>Additional Qualification:</u> A. (i) Diploma Course in Human Resources Management. (ii) First Aid Organized by Red Cross or any Govt. Agency. | 03 03 | 06 |
| 3. <u>Administrative Experience:</u> Experience of Univ./Govt./Board/ Corporation. | 02 Marks per year | 10 |
| 4. <u>Co-curricular Activities:</u> i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 5. <u>Computer Knowledge</u> : Computer Diploma/Degree from any Univ./Govt. | 05 | 05 |
| 6. <u>Sports Gradation Certificate issued by Haryana Sports Department:</u> A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 7. <u>Interview:</u> | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF PROGRAMMER**Total Marks: 40****Qualification :**

Master's Degree in Engineering/Technology in Computer Science & Engineering.

OR

1st Class Bachelor Degree in Computer Science and Engineering.**Note :** If M.Tech candidates are not available then B.Tech candidates can be considered.**Pay Scale : 9300-34800 + 5400 G.P.**

| Particulars | Marks | Maximum Marks |
|---|---|---------------|
| 1. Academic Record: Basic qualifications upto 60% Marks 61% to 70% 71% and above | NIL 03 05 | 05 |
| 2. Additional Higher Qualification: Ph.D. in relevant field. | 08 | 08 |
| 3. Experience: Experience in the relevant field in Univ./Govt./Board/Corporation. | 02 Marks per year | 10 |
| 4. Co-curricular Activities: i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 Marks (at least twice with authentic proof) 04 02 01 | 06 |
| 5. Sports Gradation Certificate issued by Haryana Sports Department: A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 6. Interview: | 08 | 08 |
| | | Total = 40 |

SELECTION CRITERIA FOR THE POST OF ASSISTANT

Total Marks: 50

Qualifications :

Bachelor Degree with 5 year experience

OR

Maticulate/Hr. Sec. with 10 years office experience in the University/ examination body.

Pay Scale : 9300-34800 + 3600 G.P.

| Particulars | Marks | Maximum Marks |
|---|--|---------------|
| 1. Academic Record: Basic qualifications Graduate 50% to below 60% Graduate with 60% to 70% Graduate with 71% and above | NIL 03 05 10 | 10 |
| 2. Additional Higher Qualification: (A). M.A., M.Com, M.B.A., M.C.A. | 05 | 05 |
| 3. Experience: Office Experience above the required one in Univ./Govt./Board/Corporation. | 02 Marks per year | 10 |
| 4.Co-curricular Activities: i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 Marks (at least twice with authentic proof) 04 02 01 | 06 |
| 5. Sports Gradation Certificate issued by Haryana Sports Department: A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 6. Computer Knowledge : (i) Minimum one year Certificate in Computer from Any Univ./Govt. (ii) Diploma/Degree in Computer from any Univ./Govt. | 01 05 | 06 |
| 7. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF DATA ENTRY OPERATOR**Total Marks: 50****Qualifications:**

Graduate with one year PG Diploma in Computer Science Application from a recognized University/Govt. of Haryana or equivalent Exam. recognized by M.D. University + qualifying test at a speed of 8000 depressions per hour in MS-Word.

Pay Scale : 9300-34800 + 3200 G.P.

| Particulars | Marks | Maximum Marks |
|---|---|----------------------|
| 1. Computer Typing/ Data Entry Test : (a) Test for computer typing to be copied shall be presented on the Monitor only(no hard copy) of 350 words. The Test will be evaluated @ 8000 depression per hour and the duration of Test will be of 10 Minutes. (b) Test of Computer Typing shall be in English Language only (may be alpha numeric with all punctuations etc.) Note : Correct words copied with penalties of 1/10 th for every missing, wrong and left words shall be scored. | Upto required speed = 10 Upto speed of 40 wpm = 15 Speed upto 50 wpm = 20 and above | 20 |
| 2. Academic Record: (a) Basic qualifications (b) Graduate with 50% and Above (c) B.Tech & BCA with 60% and above (d) M.A/M.Com/M.Sc.(IInd & above Division) (e) M.C.A/M.Tech.(Computer Sc.) | NIL 03 04 05 07 | 10 |
| 3. Experience: Experience of Relevant field of Univ./ Govt./Board/Corporation. | 02 Marks per year | 10 |
| 4. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF SUPERVISOR YOUTH WELFARE

Total Marks: 50

Qualifications:

(i) Post Graduate in any discipline

(ii) Diploma in translation

(iii) Knowledge of Computer, preferably with some formal hands on training in Computer.

Desirable: Diversified experience of atleast five years with various social organizations.

Pay Scale : 9300-34800 + 3200 G.P.

| Particulars | Marks | Maximum Marks |
|---|--|----------------------|
| 1. Academic Record: Basic qualifications below 60% 60% and above | NIL 05 | 05 |
| 2. Additional Higher Qualification: (i) Any Professional Diploma relating to Art & Culture/Adventure activities (ii) Computer Diploma | 03 03 | 06 |
| 3(A). Experience as Organizer of Event (i) In University/College (ii) NGO and other (iii) Participation in adventurous activities/Youth Leadership Training Camp/Personality Development Camp (B) (i) Experience in cultural activities as self performer upto Inter Zone level (ii) Experience in cultural activities as self performer upto North Zone Level (iii) Experience in cultural activities as self performer upto National level | 05 03 02 02 05 10 | 10 10 |
| 4. Co-curricular Activities: i) Blood Donation ii) NCC: a) C b) B iii) NSS | 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 5. Sports Gradation Certificate issued by Haryana Sports Department: A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 6. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF CARE-TAKER

Total Marks: 50

Qualifications:

A graduate with general awareness some office experience and record of extra curricular activities.

Pay Scale : 5200-20200 + 2400 G.P.

| Particulars | Marks | Maximum Marks |
|--|--|----------------------|
| 1. Academic Record: Basic qualifications 50% to below 60% Marks 60% to 70% 71% and above | NIL 03 05 10 | 10 |
| 2. Additional Qualification: (i) Diploma Course in Human Resources Management. (ii) Master Degree in any subject with 50% marks. | 02 04 | 06 |
| 3. Experience: Experience in the relevant field in Univ./Govt./Board/Corporation. | 02 Marks per year | 10 |
| 4. Co-curricular Activities: i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 5. Computer Knowledge : (i) Diploma/Degree in Computer from any Univ./Govt. | 05 | 05 |
| 6. Sports Gradation Certificate issued by Haryana Sports Department: A-1 A-2 B-1 B-2 C-1 C-2 | 3.0 2.5 2.0 1.5 1.0 0.5 | 03 |
| 7. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF ATHLETIC COACH
Total Marks: 50

Qualifications:

Essential:

NIS trained (Regular Course/Condensed Course) in the relevant game.

Desirable

a) M.P.Ed/M.A./M.Sc. with Diploma in Physical Education

b) Applicant having experience of working in reputed Institutions/Universities will be preferred.

Pay Scale : 9300-34800 + 3300 G.P.

| Particulars | Marks | Maximum Marks |
|---|--|---------------|
| 1. Academic Record: Basic qualifications Graduation | NIL 03 | 03 |
| 2. Additional Higher Qualification: a)M.A./MSc. with Diploma in Phy. Edu./NIS Athletics with 'A' Grade b.)M.P.Ed | 05 10 | 10 |
| 3. Experience: Experience as athletic coach working in reputed Institution recognized by Govt./University | 02 Marks per year | 10 |
| 4. Sports Gradation Certificate issued by Haryana Sports Department: A-1 A-2 B-1 B-2 Note: Gradation in the field of athletics only will be considered. | 10 08 06 04 | 10 |
| 5.Co-curricular Activities: i) Uni./Youth festival (Zonal / Inter Zonal position) Recommended (1 st position)/ Commended (Second position) ii) Debates iii) Blood Donation iv) NCC: a) C b) B v) NSS | 01 01 02 (at least twice with authentic proof) 04 02 01 | 06 |
| 6. Computer Knowledge : One Year computer Diploma/Certificate from any Univ./Govt. | 01 | 01 |
| 7. Interview: | 10 | 10 |
| | | Total = 50 |

SELECTION CRITERIA FOR THE POST OF LAB ATTENDENT

QUALIFICATION :

10 + 2 with Science with 50% marks

Selection Criteria

| Particulars | Marks | Maximum Marks |
|---|---|---------------|
| Basic Qualification (10+2 with Science) | | |
| 50-59% | Nil | 10 |
| 60-69% | 05 | |
| 70% - above | 10 | |
| Higher Qualification B.Sc./ B.Tech/ BE/M.Sc. | 10 | 10 |
| Diploma in Computer | 05 | 05 |
| Experience from a Govt./Aided college or Govt. Science Laboratory in regular Pay scale or having experience in technical trades of the Indian Armed Forces | 03 marks per year subject to Maximum of 15 marks. | 15 |
| Interview | 10 | 10 |

If the number of applications against a particular post exceeds five times than the number of vacant post the University will conduct a screening test for each such post. The syllabus of the test will be of the standard of basic qualifications laid down for the post. The test will be of MCQ type of 100 marks. The breakup of marks will be as follows :

| | |
|------------------------|-----------------|
| General English | 20 Marks |
| Mathematics | 20 Marks |
| Science Subject | 60 Marks |

The qualifying marks of the test will be 50%. However, the candidates three times to the number of a post will be called for interview form the merit list of the test.

Annexure-II

Qualifications for the post of Clerk-cum-Jr.Data Entry Operator (Direct Recruitment)

Senior Secondary Examination i.e. 10+2 or equivalent thereof from any University/State or Central Education Board with atleast 60% marks or Graduate from a recognized University.

- a) General Aptitude Test = 30 marks**
b) Computer Typing/Data Entry Test = 35 marks
c) Academic Qualifications = 20 marks

- i) Minimum essential qualification = 00 Marks**
(10+2 with 1st Division OR Graduate)
Having less than 50% marks
- ii) B.A./B.Sc. with 51-60% Marks = 04 Marks**
- iii) B.A./ B.Sc. with more than 60% = 06 Marks**
- iv) B.Com./BCA/B.Sc. (Comp.Sc.) = 06 Marks**
with 51-60% Marks
- v) B.Com./BCA/B.Sc. (Comp.Sc.) = 08 Marks**
More than 60%
- vi) M.A./M.Sc./M.Com./MBA/ = 12 Marks**
equivalent with 50-60% Marks
- vii) M.A./M.Sc./M.Com./MBA/ = 15 Marks**
equivalent more than 60%
- viii) B.Tech with 50-60% Marks = 10 Marks**
- ix) B.Tech more than 60% = 13 Marks**
- x) M.Tech/MCA with 50-60% Marks = 18 Marks**
- xi) M.Tech/MCA more than 60% = 20 Marks**

Note: 1. If the % age of marks in any degree is less than 50 the candidate will be considered to have been placed in the next lower category.
2. 1 extra mark for PGDCA/equivalent Diploma.
3. Marks with 0.5 or above shall be next rounded off.

- d) Interview = 15 Marks**

The syllabi for General Aptitude (Test 'A') and Computer Typing(Practical)(Test 'B') are enclosed.

Annexure-I

Syllabus and other Instructions for General Aptitude Test - A

General Instructions

- i) Max. Marks : 100 Marks
- ii) Time : 90 Minutes
- iii) Marks for questions are indicated against each. There will be 1/4 negative marks for each wrong answer.
- iv) Maximum 100 marks will be reduced proportionately to 30.
- v) Medium English as well as Hindi
- vii) Question paper will be of Objective Type (Multiple four alternative).
- viii) There will be six Sections of the Question Paper. Each Section will carry 15 marks, however, Section –F shall be of 25 marks.

Syllabus

Section- A (General Knowledge)

General knowledge about all aspects of India (History & Civilization, Economy, Science & Technology, Geography, Society, Politics & Government, Defence etc.) and some common aspects about other countries (Capitals, Prime Ministers, Presidents, Geographic location etc.)

Section- B (Computer Knowledge)

Historical Development of Computers, Generations of Computers, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, Mouse etc.), Output devices (all type of Printers, Media- Floppy Diskettes, Pen Drives, CD-ROMs, etc.), Types of Software (Operating Systems, Compilers and Interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Data Transmission Media, Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts.

Section-C (English)

Comprehension (Para based objective items), Common Errors, Tenses, Synonyms, Antonyms, Word meanings, Spellings and Fill in the Blanks .

Section-D (Hindi)

x| vk/kkfjr oLrqxr en (O;kid / lekos“k), lkekU; =qfV;ka, dky, lekukFkZd “kCn, foifjrkFkZd “kCn, “kCn - vFkZ, o.kZfu;kZstu (LiSfyax) o fjDrLFkku A

Section-E (Arithmetics and Reasoning)

Arithmetics :- Syllabus upto 10th standard as approved by Haryana Board School Education. Reasoning : Verbal and Non Verbal.

Section-F (M.S. Office)

MS-Word.

Introduction to word, Editing Text, Formatting Text and paragraph, Finding and Replacing Text, Mail Merge, Enhancing a Document, Working with Tables, Exploring Printing Features, Headers and Footers, Templates, Miscellaneous Features of Word

(9 Marks)

MS-Excel

Introduction to Excel and worksheet, Editing Cells, Formulas and Functions, Moving copying, inserting and Deleting Rows and Columns, Formatting a Worksheet, sorting and Filtering Data, Exploring Print Options, Generating and Formatting Charts, Miscellaneous Command, Functions Features of Excel.

(8 Marks).

MS-Power Point

Introduction to Power Point, Creating and viewing the Presentation, editing Text and Organizing the Presentation, working with outline View, customizing and delivering the Presentation, miscellaneous and Additional features of Power Point.

(8 Marks)

Cutt off for Computer Typing (Practical) Test will be within group i.e. 90th Percentile and upword in General Aptitude Test..

Syllabus and other Details for Computer Typing(Practical) Test- B.

Total Marks = 35

Time : 10 Minutes.

1. Text for computer typing to be copied shall be presented on the Monitor only (no hard copy) of 350 words.

Note: Correct words copied with penalties of 1/10th for every missing, wrong and left words shall be scored..

2. The Test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.).
3. Three times the number of positions within each category shall be called for interview on the basis of their scoring in Computer Typing (Practical) Test-B.

APPENDIX – III: TABLE – VIII (c)

MINIMUM APIS AND OTHER NORMS FOR THE DIRECT RECRUITMENT OF LIBRARIAN POSITIONS IN UNIVERSITY DEPARTMENTS/COLLEGES

(TO BE CONSIDERED ALONG WITH OTHER SPECIFIED ELIGIBILITY QUALIFICATIONS STIPULATED IN THIS UGC REGULATION)

| Sr. No. of category | Minimum Norm/Criteria | Librarian (University only) (Stage 5) |
|----------------------------|---|---|
| 1. | API score (Research and Academic Contribution-Category III) | Consolidated API score requirement of 400 points |
| 2. | Selection Committee criteria/weightages(Total weightage =100) | a) Library Research paper (Five) evaluation(60%) b) organizational track record of innovation library service and vision plan (20%) c) interview performance(20%) |

Note: For Universities for which Sixth PRC Awards (vide Appendix 2) are applicable, stages 1, 4, 5 and 5 correspond to scales as given and AGP of Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

ATTENTION

"Candidates applying for the post of Librarian as per UGC qualifications are required to send seven copies of filled Performance Based Appraisal System (PBAS) proforma (enclosed) as well as to submit five duly-bound sets of reprints of their five major publications, alongwith their applications. In the case of Librarian, two out of five such publications could be books or research reports."

APPENDIX – III: TABLE – VII

ACADEMIC PERFORMANCE INDICATORS(APIs) AND PROPOSED SCORES DEVELOPED BY UGC FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR DIRECT APPOINTMENT/CARRIER ADVANCEMENT SCHEME (CAS) PROMOTION APPLICABLE TO LIBRARIAN, (UNIVERSITY) DEPUTY LIBRARIAN AND ASSTT. LIBRARIAN / COLLEGE LIBRARIAN.

Category – 1 : Procurement, organization, and delivery of knowledge and information through Library services

| Sr. No. | Nature of Activity | Maximum Score |
|----------------|--|----------------------|
| 1. | Library resources organization and maintenance of books, journals, reports; Provision of Library reader – services, literature retrieval services to researchers and analysis of reports; Provision of assistance to the departments of University/College with the required inputs for preparing reports, manuals and related documents; Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters. etc. | 40 |
| 2. | ICT and other new technologies application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology based methods such as RFID, CCTV), development of library management tools (software), Internet management. | 30 |
| 3. | Development organization and management of e-resources including their accessibility over Internet /Internet, digitization of library resources, e-delivery of information, etc. | 25 |
| 4. | User awareness and instruction programmes(Orientation lectures, users' training in the use of library services as e-resources, OPAC; knowledge resources user promotion programmes like organizing book exhibitions, other interactive latest learning resources, etc. | 20 |
| 5. | Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms. | 10 |
| | Total Score | 125 |
| | Minimum API score required | 75 |

Category –II – CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

| Sr. No. | Name of Activity | Maximum Score |
|----------------|---|----------------------|
| 1. | Student related co-curricular, extension and field based activities (such cultural exchange and Library service Programmes (various level of extramural and intramural programmes); extension, library-literary work through different channels. | 20 |
| 2. | Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities. | 15 |
| 3. | Professional Development activities (such as participation in seminars, conferences, short term e-library training courses, workshops and events, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) | 15 |
| | Minimum API Score Required | 15 |

Category –III Research and academic contributions

| Sr. No. | APIs | Activity | Maximum Point |
|----------------|--|---|---|
| 1. | Research Papers published in: | Refereed Journals | 15 / publication |
| | | Non –refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers. | 10 / Publication |
| | | Conference proceedings as full papers, etc. (Abstracts not to be included) | 10 / Publication |
| IIIA | | | |
| IIIB | Research Publications (books, chapters in books, other than refereed journal articles) | Text or Reference Books Published by internal Publishers with an established peer review system | 50 /sole author 10 / chapter in an edited book |
| | | Subjects Books by National level publishers/State and Central Govt. Publications with ISBN/ISSN | 25 /sole author and 5/chapter in edited books |
| | | Subject Books by Other local publisher with ISBN/ISSN numbers | 15 / sole author and 3 / chapter in edited books |
| | | Chapters contributed to edited knowledge based volumes published by International Publishers | 10 / Chapter |

| | | | |
|--------------------|---|--|---|
| | | Chapter in knowledge based volumes by Indian/National level publishers with ISBN/ISSN numbers and with numbers of national and international directories | 5 / Chapter |
| III(C) | | | |
| III(C)(i) | Sponsored Projects carried out/ongoing | (d) Major Projects amount mobilized with grants above 30.00 lakhs | 20 / each Project |
| | | (e) Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs | 15 / each Project |
| | | (f) Minor Project (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakh) | 10 / each Project |
| III(C)(ii) | Consultancy Project | Amount mobilized with minimum of Rs. 10.00 lakhs | 10 per every Rs. 10,0 lakhs and Rs. 2.0 lakhs, respectively |
| III(c)(iii) | Completed Projects Quality Evaluation | Completed project Report (Acceptance from funding agency) | 20 /each major project and 10 / each minor project |
| III(c)(iv) | Project Outcome / Outputs | Patent / Technology transfer / Product / Process | 30 / each national level output or patent / 50 / each for International level |
| III(D) | | | |
| III(D)(i) | M. Phil. | Degree awarded only | 3 / each candidate |
| III(D)(ii) | Ph.D | Degree awarded | 10 / each candidate |
| | | Thesis submitted | 7 / each candidate |
| III(E) | | | |
| III(E)(i) | Refresher courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skill development Programmes, Faculty Development Programmes(Max: 30 points) | Not less than two weeks <u>duration</u> One week duration | 20 / each 10 / each |

| | | | |
|-------------------------|--|--|--|
| III(E) (ii) | Papers in Conferences / Seminars / workshops etc.* | Participation and Presentation of research papers (oral / poster) in | |
| III(E) (iii) | | <u>International conference</u> b) <u>National</u> c) <u>Regional / State level</u> Local –University / College level | <u>Each / each</u> <u>/ each</u> <u>3 / each</u> |
| III(E) (iv) | Invited lectures or presentations for conference /symposia | International | 10 / each |
| | | National | 5 |

* If a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III) (a) and not under presentation (III) (e) (ii).

Notes.

1, The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author /supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.