

**SELECTION CRITERIA AND PROCEDURE FOR THE POSTS OF LIBRARIAN/ DEPUTY
LIBRARIAN/ASSISTANT LIBRARIAN**

Step-I: On the basis of minimum eligibility conditions (*as mentioned in advertisement*) the applications will be scrutinized to check their eligibility and score as per screening criteria for academic & research experience. The list of provisionally eligible candidates with scores obtained in screening criteria will be displayed on the university website. Subsequently, the grievances (if any) received from candidates through e-mail within five days, will be considered.

Step-II: After calculating score as per Screening Criteria, Top twenty candidates, will be called for interview against one post. If the number of post is more than one, five candidates for each additional post will be called (e.g. for two posts, top twenty five candidates will called) for interview. In case of tie of marks in scores of screening criteria, candidate(s) securing the score equivalent to the last candidate called for interview, will also be called. Following criteria will be used to prepare merit list:-

Minimum norms/Criteria	Assistant Librarian	Deputy Librarian	Librarian
Selection Committee criteria/weightages (Total weightage= 100)	a) Teaching/computer and communication skills by a Lecture demonstration (50%) b) Record of Library management skills (20%) c) Interview performance (30%)	a) Library related Research/ Theme papers (3 Nos) Evaluation: (50%) b) Library automation skills and Organizational Plans (20%) c) Interview performance (30%)	a) Library Research papers (Five) evaluation (60%) b) Organization track record or innovation library services and vision plan (20%) c) Interview performance (20%)

NOTE:

1. Interview will be conducted only if minimum ratio shall not be less than 1:3.

**Screening Criteria for Academic record and research performance
Librarian/Deputy Librarian/Assistant Librarian**

	Criteria	Assistant Librarian	Deputy Librarian	Librarian
	Qualification	Minimum qualification as per UGC 2010 regulations and amendments		
	Minimum API score		Consolidated API score of 300 points from Category II & III of APIs (cumulative)	Consolidated API score of 400 points from Category II & III of APIs (cumulative)
A	Academic record	Marks	Marks	Marks
1.	First Division UG	1	1	1
2.	PG Maximum Marks	4	4	4
	a. First Division PG	1	1	1
	b. If above 70% in PG	2	2	2
	c. If above 80% in PG	3	3	3
	d. University Topper in PG	+1	+1	+1
3.	Ph.D with course work/Ph. D with M.Phil/Ph.D. with M.Tech/Ph.D. with Pharm/Ph.D. with NET or Equivalent	10	10	10
4.	UGC/CSIR/ICAR/GPAT/GATE/ICMR/Equivalent at national level	3	3	3
	a. NET-LS	1	1	1
	b. NET-JRF/Equivalent	+2	+2	+2
5.	Medal State/National level Maximum Marks	2	2	2
	a. State level	1/medal	0.5/medal	0.5/medal
	b. National Level	2/medal	1/medal	1/medal
	Total Marks - A	20	20	20
B	Experience and Research Performance	Marks	Marks	Marks
6.	Teaching/research Experience after Ph.D.	7	3 Above min. eligibility	3 Above min. eligibility
	a. Post-Graduation teaching Experience reflecting research	1/Year	1/Year	1/Year
	b. Research experience after Ph.D.	0.75/Year	-----	-----
	c. UG teaching Experience	0.5/Year	-----	-----
	d. PDF abroad/D.S. Kothari/Inspire/ Equivalent after Ph.D. fellowship of Govt./Reputed Agency	1.5/year	-----	-----
7.	Research Publications	7	7 (Beyond 5 Publication)	7 (Beyond 10 Publication)
	a. Paper International Journal indexed in Thomson Reutor	1/paper	1/paper	1/paper
	b. Paper/Book Chapter National Journal indexed and peer reviewed with ISSN/ISBN No.	0.5/paper	0.5/paper	0.5/paper
	c. Books published with ISSN/ISBN No.	2/Book	2/Book	2/Book
8.	Research Projects	4	8	8
	a. Major-Above 5 lakh	4/project	4/project	2/project
	b. Minor- Minor below 5 lakh	1/project	1/project	0.5/project
9.	Patents	2	2 (1 marks/patent)	2 (0.5 marks/patent)
10.	Research Guidance	4	8	8
	a. Ph.D. guidance	2/student	2/student	1/student
	b. M. Phil./M. Pharma/M. Tech./equivalent Guidance as guide/supervisor	1/student	1/student	-----
11.	Research Quality	6	8	8
	a. h-index	2marks/1h-index (Max. marks-4)	1mark/1h-index (Above 3 h-index) (Max. marks-4)	1mark/1h-index (Above 6 h-index) (Max. marks-4)
	b. Citations Unit 10 citations will form 1 unit (excluding self citations)	1marks/1unit (Max. marks-3)	0.5 marks /1unit (Above 100 citations) (Max. marks-4)	0.5 marks/1unit (Above 200 citations) (Max. marks-4)
12.	Seminar/conference/symposia/workshop/ training programme etc. organized		Max. marks-2 1 for 1 day programme and 2 for more than 1 day	Max. marks-2 0.5 for 1 day programme and 1 for more than 1 day
13.	Peer recognition (Fellowship of National/international organizations, editor of national/International journals/ Significant contribution in work place developmental Activities		Max. 2 marks (2 for each)	Max. 2 marks (1 each)
	Total Marks - B	30	40	40
	Grand Total – A+B	50	60	60

*Academic record, ** Research performance, PG-Post Graduation, UG-Under Graduation

No. of candidates to be called- 20 for 1 post and additional 5 for each subsequent post

**SELECTION CRITERIA AND PROCEDURE FOR NON-TEACHING POSTS
HAVING GRADE PAY OF Rs. 4600 AND ABOVE**

(Except posts having Grade Pay of Rs. 10,000/- and posts of Librarian, Deputy Librarian and Assistant Librarian)

Step-I: On the basis of minimum eligibility conditions (as mentioned in advertisement), the applications will be scrutinized to check their eligibility. The list of provisionally eligible candidates will be displayed on the university website. Subsequently, the grievances (if any) received from candidates through e-mail within five days, will be considered.

Step-II: After considering the grievance, the list of eligible candidates for Skill Test (wherever applicable or wherever university feels it is required) will be notified on the university website. **The Skill Test will help to judge special knowledge, capability of handling sophisticated equipment, communication skills, real-time problem solving and analytical skills of the candidate in desired and associated fields. It will comprise of job related hands-on practices, technical knowledge and tools/techniques related to job profile.** To pass this test, candidates must have to obtain minimum **60% marks**. The Skill Test will be of qualifying nature only. Candidates, who qualify the skill test, will only be eligible for further process of recruitment.

Step-III: After the Skill Test (if applicable), the list of provisionally eligible candidates for Written Test will be notified on the university website. The Written Test will comprise of 75 Multiple Choice type Question (MCQ) as per the following details:

S. No.	Subject	No. of Multiple Choice Questions	Maximum Marks	Duration
1	Language proficiency in English, General Knowledge, Analytical Ability University System, Central Universities Act, 2009, Statutes and Ordinances Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	30	30	1 Hour and 30 Minutes
2	Questions relevant to subject / post	45	45	
TOTAL		75	75	

Language of the paper will be English only. Each correct answer will carry one mark and there will be no negative marking for wrong answer.

Step-IV: Top twenty candidates of the written test, will be called for interview against one post. If the number of post is more than one, five candidates for each additional post will be called (e.g. for two posts, top twenty five candidates will called) for interview. In case of tie of marks in written test, candidate(s) securing the marks equivalent to the last candidate called for interview, will also be called. Selection of the candidates will be made on the basis of written test (75 Marks) and Interview (25 Marks) as depicted below:

Final Criteria for Selection	Marks (Max.)
Marks Secured by the Candidate in Written Test	75
Marks Secured by the Candidate in Interview	25
Total	100

NOTE:

1. Interview will be conducted only if minimum ratio shall not be less than 1:3.
2. In case of tie in final marks, merit will be prepared in following order:
 - a) Senior in age.
 - b) Marks secured in Written Test.

SELECTION CRITERIA AND PROCEDURE FOR NON-TEACHING POSTS HAVING GRADE PAY BELOW Rs. 4600

Step-I: On the basis of minimum eligibility conditions (as mentioned in advertisement), the applications will be scrutinized to check their eligibility. The list of provisionally eligible candidates will be displayed on the university website. Subsequently, the grievances (if any) received from candidates through e-mail within five days, will be considered.

Step-II: After considering the grievance, the list of eligible candidates for Skill Test (wherever applicable or wherever university feels it to be required) will be notified on the university website. **The Skill Test will help to judge special knowledge, capability of handling sophisticated equipment, communication skills, real-time problem solving and analytical skills of the candidate in desired and associated fields. It will comprise of job related hands-on practices, technical knowledge and tools/techniques related to job profile.** To pass this test, candidates must have to obtain minimum **60% marks**. The Skill Test will be of qualifying nature only. Candidates, who qualify the Skill Test, will only be eligible for further process of recruitment.

Step-III: After the Skill Test (if applicable), the list of eligible candidates for Written Test will be notified on the university website. The Written Test will comprise of 100 Multiple Choice type Question (MCQ) as per the following details:

S. No.	Subject	No. of Multiple Choice Questions	Maximum Marks	Duration
1	Language proficiency in English, General Knowledge, Analytical Ability University System, Central Universities Act, 2009, Statutes and Ordinances Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1 Hour and 30 Minutes
2	Questions relevant to subject / post	50	50	
TOTAL		100	100	

Language of the paper will be English (for Group 'B' posts) and Hindi & English (for Group 'C' posts) only. Each correct answer will carry one mark and there will be no negative marking for wrong answer.

Step-IV: Preparation of Merit for Selection: Selection of the candidates will be made on the basis of marks secured in written test only.

NOTE:

1. In case of tie in Written Test marks, merit will be prepared in following order:
 - a) Senior in age.
 - b) Marks secured in qualifying degree examination.