**MINIMUM SERVICE REQUIREMENTS AND ACADEMIC PERFORMANCE FOR PROMOTION UNDER CAS FOR LIBRARIANS IN THE UNIVERSITY**

| **S.No** | **Post** | **Service requirement** | **Minimum Academic Performance Requirements and Screening/Selection Criteria** | **Promotion criteria** |
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| 1 | University Assistant Librarian (Academic Level 10) to University Assistant Librarian (Senior Scale/Academic Level 11) | An Assistant Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years’ of Service, having at least a M.Phil degree, or six years of service for those without a M.Phil or a Ph.D degree | 1. He/she has attended at least one Orientation course of 21 days’ duration; and 2. Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days | 1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be and; 2. The promotion is recommended by a screening-cum-evaluation committee |
| 2 | University Assistant Librarian (Senior Scale/Academic Level 11) to University Assistant Librarian (Selection Grade /Academic Level 12) | He/she has completed five years of service as Assistant Librarian (Senior Scale/Academic Level 11) | He/she has done any two of the following in the last five years:   1. Training/Seminar/Workshop/ Course on automation and digitalisation, 2. Maintenance and other activities of at least two weeks (ten days) duration (or completed two courses of at least one-week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), 3. Taken/developed one MOOCs course in the relevant subject (with e-certification), 4. Library up-gradation course | 1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, and; 2. The promotion is recommended by a screening-cum-evaluation committee |
| 3 | University Assistant Librarian (Selection Grade / Academic Level 12) to University Deputy Librarian (Academic Level 13A) | i. He/she has completed three years of service as Assistant Librarian (Selection Grade / Academic Level 12) | He/she has done any one of the following in the last three years:   1. Training/Seminar/Workshop/ Course on automation and digitalization, 2. Maintenance and related activities of at least two weeks’ (ten days) duration, 3. Completed two courses of at least one-week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), 4. Taken/developed one MOOCs course in the relevant subject (with e-certification), 5. Library up-gradation course. | 1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, and; 2. The promotion is recommended by a selection committee constituted in accordance with these Rules |
| 4 | University Deputy Librarian (Academic Level 13A) to University Deputy Librarian (Academic Level 14) | 1. He/she has completed three years of service as Deputy Librarian (Academic Level 13A) 2. A Ph.D Degree in Library Science / Information Science / Documentation /archives and Manuscript- Keeping | 1. He/she has done any one of the following in the last three years:    1. Training / Seminar / Workshop / Course on automation and digitalization,    2. Maintenance and related activities of at least two weeks’ (ten days) duration,    3. Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration,    4. Taken/developed one MOOCs course in the relevant subject (with e-certification),    5. Library up-gradation course. 2. Evidence of innovative library services, including the integration of ICT in a library | 1. He/she gets a ‘satisfactory‘ or ‘good‘ grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, and; 2. The promotion is recommended by a selection committee constituted in accordance with these Rules |

**ASSESSMENT CRITERIA AND METHODOLOGY FOR LIBRARIANS IN THE UNIVERSITY**

| **S.No.** | **Activity** | **Grading Criteria** |
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| 1. | Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)  While attending in the library, the individual is expected to undertake, inter alia, following items of work:   * Library Resource and Organization and maintenance of books, journals and reports. * Provision of Library reader services such as literature retrieval services to researchers and analysis of report. * Assistance towards updating institutional website | **Good -** 90% and above  **Satisfactory -** Below 90% but 80% and above  **Not satisfactory -**Less than 80% |
| 2. | Conduct of seminars/workshops related to library activity or on specific books or genre of books. | **Good** – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar  **Satisfactory** - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar /workshop  **Unsatisfactory** – Not falling in above two categories |
| 3. | If library has a computerized database then  **OR**  If library does not have a computerized database | **Good** – 100% of physical books and journals in computerized database.  **Satisfactory** – At least 99% of physical books and journals in computerized database.  **Unsatisfactory** – Not falling under good or satisfactory.  **OR**  **Good** – 100% Catalogue database made up to date  **Satisfactory-** 90% catalogue database made up to date  **Unsatisfactory -** Catalogue database not up to mark.  (To be verified in random by the CAS Promotion Committee) |
| 4. | Checking inventory and extent of missing books | **Good:** Checked inventory and missing book less than 0.5%  **Satisfactory** - Checked inventory and missing book less than 1%  **Unsatisfactory** - Did not check inventory Or  Checked inventory and missing books 1% or more. |
| 5. | 1. Digitisation of books database in institution having no computerized database. 2. Promotion of library network. 3. Systems in place for dissemination of information relating to books and other resources. 4. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. 5. Design and offer short-term courses for users. 6. Publications of at least one research paper in UGC approved journals. | **Good:** Involved in any two activities **Satisfactory**: At least one activity  **Not Satisfactory**: Not involved/ undertaken any of the activities. |
| **Overall Grading** | **Good:** Good in Item 1 and satisfactory/good in any two other items including Item 4.  **Satisfactory:** Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4.  **Not satisfactory:** If neither good nor satisfactory in overall grading. | |
| **Note:**   1. It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. 2. The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. 3. The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee. | | |

**PROMOTION CRITERIA FOR LIBRARIANS UNDER CAS IN THE UNIVERSITY**

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| **S.No.** | **Criteria** | **University Assistant Librarian (Academic Level 10 to Academic Level 11)** | **University Assistant Librarian (Academic Level 11 to Academic Level 12)** | **University Assistant Librarian to University Deputy Librarian (Academic Level 12 to Academic Level 13A)** | **University Deputy Librarian**  **(Academic Level 13A) to University Deputy Librarian**  **(Academic Level 14)** |
| 1 | Assessment (Activity and Grading criteria) (Minimum Requirement) | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be. | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least four of the last five years of the assessment period. | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period. | ‘Satisfactory‘ or ‘Good‘ grade in the annual performance assessment reports of at least two of the last three years of the assessment period. |
| 2 | Academic / Research Score (Minimum Requirement) | -- | -- | -- | -- |
| 3 | Expert assessment system | Screening and Evaluation Committee | Screening and Evaluation Committee | Selection Committee | Selection Committee |

**ASSESSMENT FOR THE PROMOTION OF LIBRARIANS UNDER CAREER ADVANCEMENT SCHEME (CAS)   
IN THE UNIVERSITY**

**(for Academic Level 13A and 14)**

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| **Assessment Criteria and Methodology** | | |
| **Activities** | **Promotion to Academic level**  **13A** | **Promotion to Academic level**  **14** |
| Assessment  (Grading criteria) | ‘Satisfactory‘ or  ‘Good‘ grade | ‘Satisfactory‘ or  ‘Good‘ grade |

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| --- | --- | --- |
| **Assessment** | **Promotion to Academic level**  **13A** | **Promotion to Academic level**  **14** |
| Interview | Interview |
| **Marks** | 20 | 20 |