



THE OPEN UNIVERSITY OF SRI LANKA

VACANCY

POST OF LIBRARIAN

Applications will be received by me up to 23.03.2020 from suitably qualified persons for the above Post. Applications should be made in the prescribed form obtainable from the Open University.

I. QUALIFICATIONS :

1. (i) A First or a Second Class (Upper Division) in a Special Degree ; **or**
- (ii) A Second Class (Lower Division) in a Special Degree or a First or a Second Class (Upper Division) in a General Degree ; **or**
- (iii) A pass in a Degree Examination and a Postgraduate Degree of at least 02 academic years duration in the field of Library and Information Sciences with a research component by way of thesis/dissertation;

And

2. A Master's Degree in Library & Information Science obtained after a full-time course of study of at least two academic years duration (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree

And

3. Publications in the field of Library and Information Sciences

And

4. At least fifteen (15) years' experience after obtaining a first degree or at least ten (10) years after obtaining the qualification at (2) above in one or both of the following :

- (i) Experience in Librarianship in a recognized Library
- (ii) Research in Library and Information Sciences

And

5. At least the minimum marks laid in the Marking Scheme for the post of Librarian

Note 1 : No credit will be given under (2) above to a postgraduate degree recognized under (1)(iii) above for appointment as Assistant Librarian.

Preference areas : Experience in the Online learner Support/Outreach Strategies in ODL Librarianship, ODL related academic activities & experience in managing library Network.

* Please refer UGC Circular No. 921 and OUSL Web Site for more details. (www.ou.ac.lk)

II. REMUNERATION AND OTHER BENEFITS :

SALARY SCALE : U-AC 5(II) - Rs.117350-13x2700-152450/-p.m.

In addition to the above salary,

1. The following allowances will be paid in the percentage of the basic salary .

- i. Academic allowance - 162%
- ii. Additional monthly allowance – 20% of the basic
- iii. Research allowance – 35% (based on the research activity)

2. Cost of living allowance of Rs. 7800/-

STATUTORY BENEFITS :

- i. Sabbatical leave entitlement
- ii. Membership in Universities Provident Fund and Pension Scheme in the University system.
- iii. Gratuity payments
- iv. Employees's Trust Fund benefits
- v. Free Medical Services

SABBATICAL LEAVE :

The holders of Post of Librarian is eligible for one year sabbatical leave with pay or two years without pay on completion of seven years of service. Those proceeding abroad on sabbatical leave are eligible to receive full passage for self and spouse.

III. METHOD OF APPLICATION :

An application for recruitment should be accompanied by ;

- a) the Curriculum Vitae of the Applicant
- b) a self-assessment of his/her whole career specifying the contribution to:
 - * Librarianship and Academic Development
 - * Research and Creative Work
 - * Dissemination of knowledge and contributions to University and National Development as given in the Marking Scheme for the Post of Librarian
- c) three copies of the publications, research papers and other relevant documents by the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d) Titles of five (5) outstanding research papers/publications by the candidate.

IV. METHOD OF RECRUITMENT :

By evaluation of self assessment and interview.

V. APPLICATION FORMS AND DETAILS IN GENERAL :

Application form Scheme of Recruitment and other details may be obtained from the Office of the Senior Assistant Registrar/Establishments, The Open University of Sri Lanka, Nawala, Nugegoda either by sending a self addressed stamped envelope of 23X10 c.m. size to reach the University on or before 16.03.2020 or by personally calling over at the Office of the Senior Assistant Registrar / Establishments. Applications and other details can also be downloaded from University Website.

Applicants from the University System/Government Departments/Corporations and Statutory Board should channel their applications through the Head of respective Institutions, but may send an advance copy in the first instance. However, no such applicant will be considered for interview, if the application channelled through the Head of the Department is not received.

VI. CLOSING DATE :

Duly filled applications on prescribed form together with all supportive documents including certified copies of certificates should send under registered cover to reach to the Office of the Vice-Chancellor or handover on or before 23.03.2020.

Illegible & incomplete applications, applications without supportive documents received by the University after the closing date will be rejected without intimation.

Note : The University reserves the right to short-list the applicants and such applicants will be called for an interview.

Registrar
The Open University of Sri Lanka,
Nawala, Nugegoda.

University Web Site : www.ou.ac.lk



UNIVERSITY GRANTS COMMISSION

Commission Circular No. 92 I

20, Ward Place

Colombo 07

April 23, 2010

Vice Chancellors of Universities

Directors of Institutes

Rectors of Campuses

SCHEMES OF RECRUITMENT FOR LIBRARY STAFF

The Commission at its 801st meeting held on 07.04.2010 having considered the proposals submitted by the Standing Committee on Libraries & Information Sciences and the recommendation of the UGC Sub Committee approved the following Schemes of Recruitment for Library staff.

Post of Librarian	- U-AC 5(II)	- By open advertisement
Post of Deputy Librarian	- U-AC 4	- By merit promotion
Senior Assistant Librarian, Grade I	- U-AC 3(I)	- By normal promotion
Senior Assistant Librarian, Grade I	- U-AC 3(I)	- By open advertisement
Senior Assistant Librarian, Grade II	- U-AC 3(II)	- By normal promotion
Senior Assistant Librarian, Grade II	- U-AC 3(II)	- By open advertisement
Assistant Librarian	- U-AC 3(III)	- Transitional Provision
Assistant Librarian	- U-AC 3(IV)	- By open advertisement

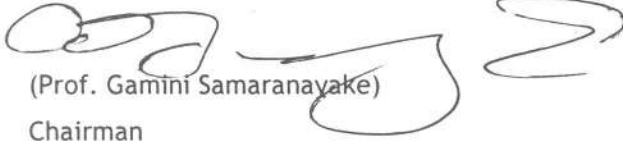
The Commission has also approved new Marking Scheme for the posts of Librarian & Deputy Librarian along with new Schemes of Recruitment for the above posts. The details of those Schemes are annexed herewith. However, if any Higher Educational Institution has already finalized the selection of candidates who applied in response to advertisement published for any of the above posts, such appointment may be made subject to approval of the Council. Yet, the confirmation in the post and promotion of such appointees have to be done in terms of the provisions of new Schemes of Recruitment.

No action should be taken to interview candidates who responded to advertisements published earlier after the effective date of this Circular and action may be taken to fill all vacancies in the above posts in terms of the provisions of new Schemes of Recruitment.

Contd...,

The new Schemes of Recruitment along with the Marking Scheme is effective from 3rd May 2010 and Commission Circular No.653 of 14.11.1995 is rescinded with effect from 03rd May 2010.

Please take action accordingly.


(Prof. Gamini Samaranyake)
Chairman

Copies to :

1. Chairman's Office/UGC
2. Vice Chairman/UGC
3. Members of the UGC
4. Secretary/UGC
5. Deans of Faculties
6. Registrars of Universities
7. Financial Controller/UGC
8. Bursars of Universities
9. Librarians /SAL/AL of the HEII
10. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
11. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
12. Chief Internal Auditor/UGC
13. Govt. Audit Superintendents of Universities
14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEII
15. Secretaries of Trade Unions
16. Auditor-General

File No. UGC/HR/02/03/85

1). Post & Salary Code

Assistant Librarian

U-AC 3(IV) {B-04}

Method of Recruitment

By Open Advertisement

Qualifications

1. A First or a Second Class (Upper Division) in a Special Degree; or
2. A Second Class (Lower Division) in a Special Degree or a First or a Second Class (Upper Division) in a General Degree; or
3. A pass in a Degree Examination and a Postgraduate Degree of at least 02 academic years duration in the field of Library and Information Sciences with a research component by way of thesis/dissertation;

Notes :

- a) An applicant who is eligible under (3) above could be considered for appointment only if no applicant/s qualified under (1) or (2) above is available.
- b) An applicant who is eligible under (2) above could be considered for appointment only if no applicant/s qualified under (1) above is available.
- c) An advertisement for a post of Assistant Librarian may also specify that applicants with the requisite postgraduate qualifications and experience may be considered for appointment to the grade of Senior Assistant Librarian, as the case may be.

2). Post & Salary Code

Assistant Librarian (Transitional provision)

U-AC 3(III) {B-04(a)}

Method of Recruitment

The provision is applicable for confirmation of Assistant Librarians in the post and for placement on U-AC 3(III) salary scale.

Qualifications

An Assistant Librarian who has obtained the relevant postgraduate qualifications for promotion to Senior Assistant Librarian Grade II as specified under post(04) in this document and who has completed 03 years but less than 05 years of satisfactory service in the post, shall be confirmed and placed on U-AC 3(III) salary scale.

Note: An Assistant Librarian shall remain on the U-AC 3(III) salary scale until fulfilling all requirements for promotion to Senior Assistant Librarian Grade II as specified under posts (04) in this document.

3). Post & Salary Code

Senior Assistant Librarian, Grade II

U-AC 3(II) {B-03}

Method of Recruitment

By open advertisement

Qualifications

1. Candidates shall possess the academic qualifications required for Assistant Librarian by open advertisement as stipulated under post (1) in this document.

And

2. A Master's Degree in Library & Information Sciences obtained after a full-time course of study of at least two academic years duration (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree.

And

3. At least six(6) years experience in one or more of the following including the time devoted to acquire the qualifications at (2) above
 - i. Experience in Librarianship in a recognized Library
 - ii. Professional and academic competence & quality of service within the library
 - iii. Research in Library & Information Sciences or any other related field in a recognized Institution

4). Post & Salary Code

Senior Assistant Librarian, Grade II

U-AC 3(II) {B-03}

Method of Recruitment

By normal promotion

Qualifications

A confirmed Assistant Librarian may be considered for promotion if he/she possesses the qualifications as specified below.

1. Candidates shall possess the academic qualifications required for Assistant Librarian by open advertisement as stipulated under post (1) in this document.

And

2. A Master's Degree in Library & Information Sciences obtained after a full-time course of study of at least two academic years duration (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree.

And

3. At least 05 years experience as Assistant Librarian including the time devoted to acquire the qualifications specified at (2) above.

5). Post & Salary Code

Senior Assistant Librarian, Grade I

Salary Code : U-AC 3(I) {B-03 (a)}

Method of Recruitment

By open advertisement

Qualifications

1. Candidates shall possess the academic qualifications required for Assistant Librarian by open advertisement as stipulated under post (1) in this document.

And

2. A Master's Degree in Library & Information Sciences obtained after a full-time course of study of at least two academic years duration (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree.

And

3. At least twelve(12) years of experience (of which not less than six(6) years should have been after obtaining qualifications stipulated in (2) above) in one or more of the following;
 - i. Experience in Librarianship in a recognized Library
 - ii. Professional and academic competence & quality of service within the library
 - iii. Research in Library & Information Sciences or any other related field in a recognized Institution

Note: Evidence of continuing active participation in research or professional experience will also be an important factor in the Selection.

6). Post & Salary Code

Senior Assistant Librarian, Grade I

U-AC 3(I) {B-03 (a)}

Method of Recruitment

By normal promotion

Qualifications

A Senior Assistant Librarian, Grade II who has completed one year on the maximum of the salary scale or has served six (6) years in the post of Senior Assistant Librarian, Grade II may be considered for promotion.

Procedure

The applicant must submit a self assessment setting out the contribution he/she has made since he/she became a Senior Assistant Librarian, Grade II in the following fields.

- Teaching, Research, Dissemination of knowledge, and other University activities

Note: Evidence of active participation in various aspects of University life will also be an important factor for promotion.

A panel appointed by the Senate shall evaluate the above self assessment and make a recommendation. The panel shall consist of the Dean of a Faculty, the Librarian, and two members of the Senate, one of whom with a knowledge in Library and Information Sciences or a related discipline.

7). Post & Salary Code

Deputy Librarian

U-AC 4 {B-02}

Method of Recruitment

Application for merit promotion (Internal) and interview

Qualifications

A Senior Assistant Librarian, Grade II/I may be considered for promotion to the post of Deputy Librarian if he/she has obtained at least the required minimum marks as specified in the Marking Scheme for the post of Deputy Librarian.

Method of Application

An application for a merit promotion should be accompanied by:

- a) the Curriculum Vitae of the applicant
- b) a self-assessment of his/her whole career specifying the contribution to:
 - Librarianship and Academic Development
 - Research and Creative Work
 - Dissemination of Knowledge and contribution to University and National Development

as given in the attached marking scheme.

- c) three copies of the publications, research papers and other relevant documents of the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d) titles of three (03) outstanding research papers/publications of the candidate.

These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the promotion.

Method of Evaluation

- i. The Senate shall appoint two(02) experts in the field of Library & Information Sciences from outside the Higher Educational Institution concerned to evaluate applicant's contribution to:
 - Research, Scholarship and Creative works (Section 2 of the Marking Scheme)
 - Dissemination of knowledge (Section 3.1 of the Marking Scheme)

The experts should not be teachers/supervisors of the candidate at postgraduate level.

ii. Evaluation of the contribution to:

Librarianship, Scholarship and academic development (Section 1.0 of the Marking Scheme), Award (Section 3.2 of the Marking Scheme) and contribution to University, National and International development (Section 3.3 of the Marking Scheme) will be carried out by a panel which is appointed by the Senate as specified in the Marking Scheme. The Panel shall consist of the following;

- The Librarian of the University
- A Librarian of another University
- A Dean of a Faculty nominated by the Senate

The Librarian of the University shall chair the panel.

Note: Where the Acting Librarian is a candidate, the Senate will appoint another suitable person in place of Acting Librarian.

Method of Selection

- i. The final selection will be made by the Selection Committee as per the Marking Scheme based on the evaluation reports specified in (1), (2) and (3) of the Marking Scheme and in conformity with the Procedure of Appointment.

The composition of the Selection Committee is given below.

- The Principal Executive Officer, who shall be the Chairman;
 - Dean of a Faculty nominated by the Senate of the University;
 - The Librarian of the University;
 - Two other Librarians nominated by the Senate of the University;
 - Two members nominated by the governing authority from among the members appointed by the Commission;
 - Two Professors nominated by the University Grants Commission
- ii. Appointments on merit promotion are made on 'personal-to-the-holder' basis and do not necessarily reflect cadre positions.
- iii. A candidate whose application is rejected by the Selection Committee could apply again for Merit Promotion only after the expiry of 02 years from the date of his/her earlier application.

8). Post & Salary Code

Librarian

U-AC 5(II) {B-01}

Method of Recruitment

Application by open advertisement(Internal/external) and Interview

Qualifications

1. (i) A First or a Second Class (Upper Division) in a Special Degree; or
 - (ii) A Second Class (Lower Division) in a Special Degree or a First or a Second Class (Upper Division) in a General Degree; or
 - (iii) A pass in a Degree Examination and a Postgraduate Degree of at least 02 academic years duration in the field of Library and Information Sciences with a research component by way of thesis/dissertation;

And

2. A Master's Degree in Library & Information Science obtained after a full-time course of study of at least two academic years duration(or an equivalent part- time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree

And

3. Publications in the field of Library and Information Sciences

And

4. At least fifteen (15) years' experience after obtaining a first degree or at least ten (10) years after obtaining the qualification at (2) above in one or both of the following :
 - (i) experience in Librarianship in a recognized Library
 - (ii) research in Library and Information Sciences

And

5. At least the minimum marks laid in the Marking Scheme for the post of Librarian

Note : No credit will be given under (2) above to a postgraduate degree recognized under (1)(iii) above for appointment as Assistant Librarian.

Method of Application

An application for recruitment should be accompanied by;

- a) the Curriculum Vitae of the applicant
- b) a self-assessment of his/her whole career specifying the contribution to:
 - Librarianship and Academic Development
 - Research and Creative Work
 - Dissemination of Knowledge and contribution to University and National Development
- c) three copies of the publications, research papers and other relevant documents of the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d) titles of five (05) outstanding research papers/publications of the candidate.

These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the promotion.

Method of Evaluation

Exactly the same as for Deputy Librarian except that the outside expert will have five(05) papers instead of three(03) to address as defined in Section(d) under Method of Application.

Method of Selection

Exactly as specified for the post of Deputy Librarian except that the required threshold makes are deferent as given in the table at the end.

The composition of the Selection Committee for the post of Librarian is as follows:

- (a). The Principal Executive Officer who shall be Chairman
- (b). Two nominees appointed by the Commission
- (c). Two nominees of the University Council who were appointed to the Council by the Commission
- (d). The Dean of a Faculty nominated by the Senate
- (e). Another Librarian of a University nominated by the Senate
- (f). Two Senior Professors/Professors appointed by the Senate from among its members with knowledge of the subject.

POST AND SALARY CODE:

DEPUTY LIBRARIAN B-02/ U-AC 4

Method of Promotion

Application for merit promotion (Internal) and Interview

Qualifications

Internal Applicants - A Senior Assistant Librarian (Grade I/II)

At least the minimum marks laid in the Marking Scheme for Deputy Librarian.

Method of Application

An application for a merit promotion should be accompanied by:

- a). the Curriculum Vitae of the applicant
- b). a self-assessment of his/her whole career specifying the contribution to:
 - Librarianship and Academic Development
 - Research and Creative Work
 - Dissemination of Knowledge and contributions to University and National Developmentas given in the attached marking scheme.
- c). three copies of the publications, research papers and other relevant documents by the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d). titles of three (03) outstanding research papers/publications by the candidate.

These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the promotion.

Method of Evaluation

The Senate shall appoint two (02) experts in the field of Library and Information Sciences from outside the Higher Educational Institution concerned to evaluate the applicant's contributions to Research and Creative Work (Sections 2 and 3.1 of the marking Scheme) . Both the experts shall be Librarians of Universities in Sri Lanka or a recognized University abroad or an expert who has held professorial rank at a recognized University or a professional of equivalent outstanding eminence from outside the University System.

The outside subject experts should not have been teachers/supervisors of the candidate at postgraduate level. Nor should they have been co-authors of papers or books with the candidate or previously at the university concerned in any capacity such as teacher or other staff member, or visiting staff.

The experts should assess the research and creative work of the applicant based on the papers, and other documents submitted by the candidate and they should allocate independent marks based on the Marking Scheme. The experts should be specifically requested to comment on the quality, impact of research on the discipline, profession, industry and wider community based on the papers, publications, reports and other documents submitted by the applicant, with special reference to the three (3) outstanding papers as claimed by the applicant. The same panel and experts shall serve for all applicants whenever possible.

The Senate shall appoint a Panel consisting of the Librarian of the University and a Librarian of another University and a Dean of a Faculty nominated by the Senate to evaluate the Educational Activities and Dissemination of Knowledge & Contribution to University and National Development (Sections 1, 3.2 and 3.3 of the Marking Scheme). The Librarian of the University shall chair the Panel. However, if the Acting Librarian is the applicant, an additional Librarian of another university shall be appointed to the panel and a suitable Chairman shall be elected in his place by the members of the panel. The Senate appointed Panel while allocating marks should submit a report to the Selection Committee regarding the applicant's professional ability, service to the University, profession, industry, national development, community etc., and leadership qualities. The Panel shall request the applicant to make a presentation on a topic chosen by the applicant to assess the professional and overall communication abilities of the candidate.

Method of Selection

Candidates with the required qualifications shall be requested to appear before a Selection Committee. The Selection Committee shall consist of as stipulated in Commission Circular No. 917 of 12th November, 2009.

- The Principal Executive Officer who shall be Chairman;
- Dean of a Faculty nominated by the Senate of the University;
- The Librarian of the University;
- Two other Librarians nominated by the Senate of the University;
- Two members nominated by the governing authority from among the members appointed by the Commission;
- Two Professors nominated by University Grants Commission;

Where the Acting Librarian is a candidate, the Senate will appoint another suitable person in place of Acting Librarian.

Every applicant shall appear before the Selection Committee and make a presentation on his/her main area of research or creative work. Audio visual, multimedia facilities etc, may be provided for the presentation. This may be followed by a discussion with the Selection Committee. The Selection Committee shall arrive at a score on a scale of 10 for a candidate's presentation skills.

The Establishments Division of the University shall handle the processing of applications. Where one of the two outside subject experts gives marks above the minimum threshold to a candidate and the other does not according to the table given in Section 4.0 of this Circular, the Registrar or other official from the Establishments Division processing applications shall arrange for a discussion (in person or electronic) between the two subject experts with a view to reaching a consensus. Failing a consensus being arrived at, a third subject expert shall be appointed by the Senate. Whether a candidate is above or below the threshold shall be decided by whether the third subject expert gave marks above or below the threshold as in the table in Section 4.0 of this Circular. The final marks of a candidate shall be the average of the total and component marks given by the two Subject Experts and Panel or, where a third Subject Expert had to be appointed, of the third Subject Expert and that Subject Expert of the first two Subject Experts who assigned the highest total marks to the candidate, and the Panel.

Where there are more than one candidate obtaining the minimum threshold marks as defined in the table at the end, the final selection will be made by the Selection Committee from among those reaching that minimum threshold. This shall be done based on the final marks from the

marks submitted by outside subject experts and the Senate appointed Panel, and on the presentations made by the applicant, with 90% weight for the combined marks from the subject expert and panel assessments (90 being assigned to the candidate with the highest marks as assessed by the subject experts and panel and the other candidates' marks being scaled accordingly) and 10% for the assessment of presentation skills by the Selection Committee.

Appointment on merit promotion will be made on 'personal-to-the-holder' basis.

A candidate whose application is rejected by the Selection Committee could apply again for merit promotion only after the expiry of two (2) years from the date of his/her earlier application.

POST AND SALARY CODE:

LIBRARIAN B-01 / U-AC 5(II)

Method of Recruitment

Applications for Advertised Post (Internal and External) and Interview

Qualifications

1. (i) A First or a Second Class (Upper Division) in a Special Degree or
(ii) A Second Class (Lower Division) in a Special Degree or a First or a Second Class (Upper Division) in a General Degree; or
(iii) A pass in a Degree Examination and A Postgraduate Degree of at least 02 academic years duration in the field of Library and Information Sciences with a research component by way of thesis/dissertation;
And
2. A Master's Degree in Library & Information Science obtained after a full-time course of study of at least two academic years duration (or an equivalent part-time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree;
And
3. Publications in the field of Library and Information Sciences.
And
4. At least fifteen (15) years' experience after obtaining a first degree or at least ten (10) years after obtaining the qualification at (2) above in one or both of the following :
 - (i) experience in Librarianship in a recognized Library;
 - (ii) research in Library and Information SciencesAnd
5. At least the minimum marks laid in the Marking Scheme for the post of Librarian

Note : No credit will be given under (2) above to a postgraduate degree recognized under (1)(iii) above.

Method of Application

An application for recruitment should be accompanied by -

- a) the Curriculum Vitae of the Applicant
- b) a self -assessment of his/her whole career specifying the contribution to
 - Librarianship and Academic Development
 - Research and Creative Work
 - Dissemination of Knowledge and contributions to University and National Developmentas given in the attached marking scheme.
- c) three copies of the publications, research papers and other relevant documents by the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d) titles of five(5) outstanding research papers/publications by the candidate.

These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the position.

Method of Evaluation

Exactly the same as for Deputy Librarian except that the outside subject experts will evaluate 5 papers instead of 3 to address as defined in subsection (d) under Method of Application.

Note : Where the assessment cannot be completed within the year and a half limit of Commission Circular No.846 of 14 July 2004 for advertised positions, steps shall be taken immediately upon the expiry of the period to re-advertise the post. Assessments made under previous advertisements may be continued but the final selection cannot be made until all applicants, both past and new, have been assessed.

Method of Selection

Exactly as specified for the post of Deputy Librarian, except that the required threshold marks are different as given in the table at the end. The Selection Committee for the post of Librarian shall consist of the following members.

- The Principal Executive Officer who shall be Chairman;
- Two nominees appointed by the Commission;
- Two nominees of the University Council who were appointed to the Council by the Commission;
- The Dean of a Faculty nominated by the Senate;
- Another Librarian of a University nominated by the Senate;

Two Senior Professors/Professors appointed by the Senate from among its members with knowledge of the subject.

**MARKING SCHEME FOR APPOINTMENT/PROMOTION TO THE POSTS OF
DEPUTY LIBRARIAN/LIBRARIAN**

Note: In using the term “up to” in the sections that follow, what is implied is that the best possible item in a category in terms of quality and relevance get the highest limit. Experts ought not to assign the highest marks routinely to every item.

1.0 LIBRARIANSHIP, SCHOLARSHIP AND ACADEMIC DEVELOPMENT

1.1 Academic/Professional Preparation Maximum

Service after being promoted as a Senior Assistant Librarian, Grade II or service in equivalent Library position or relevant professional experience in other organizations recognized by the University

1 point/year 16

1.2 Qualifications for Librarianship

1.2.1 Doctorate or equivalent higher degree 04

1.2.2 Fellowship of a Professional Body 02

1.2.3 Masters degree in Library and Information Sciences (M.Phil/M.L.S/M.S.Sc etc.) of two years duration with a research component (dissertation or thesis) 02

1.3 Extra Academic/Professional Workload

1.3.1 Outside the main responsibilities assigned to the Applicant

For example:

Teaching, Library and Information Sciences (LIS) in Universities and/or professional organizations:

Postgraduate Teaching -min. 10 hrs/year

Undergraduate and professional courses - min. 15 hrs/year

0.5 point/year 04

1.3.2 Excess Workload

Carrying a professional workload of more than 25% above the norm on the basis of the approved cadre

0.5 point/year 04

1.4 Postgraduate Supervision (Max. For Section 1.4 is 12 points)

Supervision of Ph.D., M.Phil, or other postgraduate thesis and dissertations(Only for each candidate who has successfully completed the degree)

1.4.1 Ph.D. 4 points/thesis No Limit

1.4.2 M.Phil. (Two-year full-time research degree) 2 points/thesis 08

1.4.3 Two year full-time postgraduate degree (M.L.S., M.S.Sc., M.A. etc.) 1 point/dissertation 04

1.4.4 M.L.S., M.A. or other postgraduate degrees of less than 2 years' duration (postgraduate reports to be excluded) 0.5 point /dissertation 04

Note: For joint supervision in section 1.4, the marks should be appropriately apportioned.

			Maximum
1.5 Participation in Continuing Professional Development (CPD) Programmes/Extension Courses/Short Courses			
As a resource person in Seminars/Workshops/Staff Development Programmes/CPD Programmes/Extension Courses/Short Courses			
	1 point/Activity		10
1.6 Institutional Development			
<ul style="list-style-type: none"> • Introduction of new services/new user education & orientation programmes • Curriculum planning and development • Library building planning and development • Inter-faculty teaching & supporting research capacity in the faculties etc. • Any fund raising activity 			
<p style="margin-left: 40px;">Note : A detailed report prepared by the applicant should be submitted for evaluation by the Panel of the Senate along with the observations by the Vice Chancellor, Librarian or Head of Department in the case of outside applicants</p>			20
1.7 Transitioning to improve the use of Library Information Services			
Preparation and use of audio, video and multimedia material and Computer-Aided Instructional Software for library orientation and library service promotion programmes.			
	Up to 1 point/item		08
1.8 Involvement in Staff Training			
1.8.1	In-house	0.5/year	02
1.8.2	Outside the Library	0.5/Activity	04
2.0 RESEARCH, SCHOLARSHIP AND CREATIVE WORK			
<p>Note 1: In the case of papers/publications with joint authorship, applicants should indicate their actual contribution to the work published and marks should be allocated accordingly.</p>			
<p>Note 2: In evaluating and assigning marks to papers, the Selection Committee and Outside Experts should bear in mind and strictly enforce the following well, widely and long understood definitions:</p>			
<p>i). A Journal Paper: A fully scripted essay of academic significance in a serial publication in numbered volumes to which articles may be submitted at any time and are published only if they pass peer review.</p>			
<p>ii). A Conference Paper: A fully scripted essay reported in the bound report of the proceedings or transactions of a meeting of academic significance, which is circulated at or after the meeting. Such meetings may also be known by other names such as Conference, Seminar, Colloquium, Forum, Workshop, Congress, and Sessions.</p>			
<p>iii). Book: A publicly available bound text with ISBN Number.</p>			

	Maximum
2.1 Peer reviewed publications (including invited editorials in indexed journals)	
2.1.1 Research publications in refereed journals (full paper published)	No limit
I. Up to 3 points/paper in a journal that publishes at least two issues per year	
II. Up to 2 points/paper in a journal that publishes less than two issues per year	
III. Add 2 points/paper if the paper is published in a recognized indexed journal	
Note 1: Recognized Index journals listed at following databases: At http://www.isinet.com/journals under:	
i. Science Citation Indexed Expanded (™) (Web of Science)	
ii. Social Sciences Citation Index® (Web of Science)	
iii. Arts and humanities citation index® (Web of Science), etc. and At http://www.csa.com/ under	
iv. Library and Information Science Abstracts (LISA) At http://www.ebscohost.com/customerSuccess/default.php?id=7 under	
v. Library, Information Science and Technology Abstracts (LISTA) and At http://www.ei.org/compendex under	
vi. Engineering Index	
Note 2: The candidate must produce evidence that the journals claimed under 2.1.1 are published at least twice a year and are indexed	
2.1.2 Peer reviewed Presentations at National/International Conferences/Symposia	
a). Published as full papers - up to 1 point/paper	15
b). Published in abstract form - up to 0.75 point/abstract	05
c). Presented with evidence - up to 0.5 point/presentation	05
2.1.3 Citation of the applicant's work by others in books and refereed journals - 0.5 point per citation subject to a maximum of 10 points for repeated citations of the same work	No limit

2.2 Scholarly Work

2.2.1 Chapters and Books of Scholarly Work (other than Textbooks) published in the relevant field.		
a). Recognized publisher up to 3 points/chapter or up to 6 points/book, whichever is less		No limit
b). Other publishers up to 1 point/chapter or up to 2 points/book, whichever is less		25
2.2.2 Editing of Collections of Essays and Books	up to 3 points/book	09
2.2.3 Editing of Classical Work/Book Reviews	up to 4 points/book	08
2.2.4 (a) Translation and publication of Books of Scholarly Work	up to 2 points/book	04
(b) Bonus for publication with recognized publishers	up to 4 points/book	04

	Maximum
2.2.5 Editor-in-Chief of journals published at least twice a year up to 1 point/ journal/year	04
2.2.6 Reviewer/Editorial Board Member of journals published at least twice a year up to 0.5 point/journal/year	02
2.2.7 Bibliographic Tools compiled (Bibliographies, Indexes etc.) up to 01 point/publication	04
2.3 Creative Work	
Creative work in literature, culture, theater, music, dancing, arts and design in the academic discipline of Library & Information Sciences and design of Information Systems (up to 5 points/work)	15
2.4 Patents in the relevant field	
National patents - up to 2 points per patent	No limit
International patents - up to 4 points per patent	No limit
2.5 Research and/or consultation assignments	
2.5.1 Research and/or consultation at national level 02 points/project	10
2.5.2 Research and/or consultation at international level 02 points/project	10
3.0 CONTRIBUTIONS TO UNIVERSITY AND NATIONAL/INTERNATIONAL DEVELOPMENT	
<p>Note : In the case of books/awards/reports with joint authorship, applicants should indicate their actual contribution and marks should be allocated accordingly. A book is as specified in Note 2(iii) to Section 2.</p>	
3.1 Dissemination of knowledge	
3.1.1 Textbooks for University Students published in the relevant field a). Recognized Publisher - up to 6 points/book b). Other publisher - up to 3 points/book	18
3.1.2 Scientific and Literary Communications (Feature articles in Newsletters and Scientific Magazines) up to 1 point/article	04
3.1.3 Published Orations and Presidential Addresses at National, Academic and Professional Bodies. A Published Oration in this context is an invited ceremonial presentation of distinctive academic or scientific significance under the auspices of a recognized academic or professional body where, a). it is the only presentation, b). there is no discussion at the end and, c). the speech is printed and made available publicly. up to 2 points/oration or address	04
3.1.4 Commissioned Reports for National/International Bodies - up to 1.5 points/Report	03

3.2 Awards

Special Academic/Professional Awards or recognized Academic/Professional Distinctions in research or teaching	up to 2 points/award	10
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3.3 University, National and International Development Activities

3.3.1 Vice-Chancellor	up to 2 points/year	10
3.3.2 Deputy Vice-Chancellor/Rector/Dean of a Faculty/Director of a University Institute/Librarian(Acting) [Note-3 below]	up to 1.5 points/year	06
3.3.3 Head of a Department of a University or equivalent position in any other Institution	up to 1 point/year	03
3.3.4 Director/Co-ordinator of a Centre/Unit or Equivalent recognized by the Senate of the relevant University and approved by the UGC	up to 1 point/year	03
3.3.5 Co-ordinators for Postgraduate Programmes, University level Projects	up to 1 point/year	03
3.3.6 Chief Student Counsellor/Warden of a Residential Hall/Proctor/ Director, Career Guidance Unit/Director, Staff Development Unit	up to 1 point/year	03
3.3.7 Student Counsellor/Career Guidance Counsellor/Academic Counsellor at least at faculty level	up to 1 point/year	03
3.3.8 President/Secretary/Treasurer of an approved Society in the University	up to 1 point/year	03
3.3.9 President/Secretary/Treasurer in University Teacher Union/ University Librarians' Association/University Alumni Associations at National level	up to 1 point/year	03
3.3.10 Membership of Councils, Boards of Management/Boards of Study in other Universities/Higher Educational Institutes, which are not ex-officio posts	up to 1 point/year	03
3.3.11 President of a Professional/Academic Association at National/International level	up to 2 points/year	04
3.3.12 Secretary/Treasurer of a Professional/Academic Association at National/International level	up to 1 point/year	03
3.3.13 Chairman, Secretary, Member of National/International Committees, Task Forces or Statutory Bodies	up to 1 point/year	03
3.3.14 Other appropriate contributions at National/International level	up to 1 point/assignment	03

Note 1: For each of the 14 items under 3.3, evidence of participation, attendance and contributions needs to be produced as appropriate.

Note 2: An applicant from outside the university system can be allocated similar marks for 3.3 on the basis of holding equivalent positions.

Note 3: Librarian(Acting) means performing the functions of the Librarian when the post is vacant

4.0 MINIMUM MARKS/STANDARDS

To qualify for a Librarian position, a candidate should earn at least 12 marks from Sections 2.1 and 2.2

In addition, the minimum marks for each component of evaluation (1,2 and 3 as specified below) and the minimum total marks that an applicant should obtain in order to qualify for the relevant appointment are given below.

	Deputy Librarian	Librarian
1. Contribution to Librarianship and Academic Development	15	35
2. Research & Creative Work	20	35
3. Dissemination of Knowledge & contribution to University & National Development	10	25
Minimum Required Total Mark	70	115

Note : An internal candidate is an applicant already in the University system applying for a promotion. An external candidate is an applicant from outside the University system who has worked extensively outside Universities and other Higher Educational Institutions.