

Application fee of Rs. 2000/- for General  
and Rs.1000/- for Reserved Category

Sr. No.

Paste  
PASSPORT  
SIZE  
PHOTO  
(Do not staple)

## SANT GADGE BABA AMRAVATI UNIVERSITY

### APPLICATION FORM FOR THE POST OF DIRECTOR, KNOWLEDGE RESOURCE CENTER

(Read carefully the complete advertisement, particulars, instructions and application form before filling it)

1) Name in Full

:

\_\_\_\_\_

(Surname first) (in Capital Letters)

2) Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Phone No.: (Residence): \_\_\_\_\_ (Office) \_\_\_\_\_ (Mob.) \_\_\_\_\_

E-mail: \_\_\_\_\_

3) Permanent Address: \_\_\_\_\_

4) Nationality: \_\_\_\_\_ State of Domicile \_\_\_\_\_

5) (a) Date of Birth : \_\_\_\_\_

(b) Present Age: Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_  
(Attach true copy of S.S.C. Board Certificate OR School Leaving Certificate)

6) Whether member of SC/ST/ VJ/NT/SBC/OBC? YES / NO

If yes, specify – CATEGORY: \_\_\_\_\_ CASTE: \_\_\_\_\_

(Attach true copy of the Caste Certificate & certificate of validity issued from the competent authority as designated by the Govt .of Maharashtra)

7) Educational Qualifications (Please attach Mark Sheets/ Degree Certificates in chronological order)

Exams/ Degrees	Name of Examination	University/ Board	Division	Attempts	Year of Passing	% of marks obtained	Major subjects offered (specialization, if any)	Merit/ Prizes/ Medals conferred
Ph.D. (Relevant)								
M.Phil. (Relevant)								
P.G. (Relevant)								
U.G.								
H.S.S.C.								
S.S.C.								
Others								



**DECLARATION**

I, \_\_\_\_\_ hereby declare that all the information given above is true to the best of my knowledge and belief. I accept that in the event of any information is being found false, incomplete or incorrect, my candidature/appointment for the post is liable to be cancelled/terminated at any stage. I am not aware of any circumstance, which may impair my eligibility for employment in Sant Gadge Baba Amravati University. I have never been disqualified / debarred from appearing in any University Examination / University Work. I have never been dismissed from University / College / Government Service. I have read all instructions carefully given in the Employment Notice with all related Directions on the website of the University.

Place:

Date:

\_\_\_\_\_  
Signature of Applicant

-----  
(To be furnished by the candidate who is already in service)

**NO OBJECTION CERTIFICATE**

Certified that Dr./Shri./Smt./Ku. \_\_\_\_\_ is working as \_\_\_\_\_ in the subject \_\_\_\_\_ in the Deptt. of \_\_\_\_\_ w.e.f. \_\_\_\_\_ in the pay scale / pay band of Rs. \_\_\_\_\_ with Academic Grade Pay of Rs. \_\_\_\_\_ drawing the basic pay of Rs. \_\_\_\_\_ (Pay in Pay Band + A.G.P./Acad. Level) This Office has no objection if he/she is selected for the post of \_\_\_\_\_ in the Sant Gadge Baba Amravati University and will be relieved within the stipulated period.

Place:

Date:

\_\_\_\_\_  
Signature of employer/Competent Authority with designation & Seal

-----  
**DECLARATION**

**FORM – A**

**(See Rule 4 of the Maharashtra Civil Services (Declaration of Small Family) Rules, 2005)**

I, Shri / Smt. / Kum. \_\_\_\_\_ son / daughter /wife of Shri \_\_\_\_\_, aged \_\_\_\_\_ years resident of \_\_\_\_\_ do hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_
2. I have \_\_\_\_\_ (Number) living children as on today. Out of which No. of children born after Dt.28.3.2005 is \_\_\_\_\_ (mention with dates of birth, if any).
3. I am aware that, if any total number of living children is more than two due to the children born after dt.28.3.2005, I am liable to be disqualified for the same post.

Signature of Applicant

**IMPORTANT INSTRUCTIONS FOR FILLING UP OF AN APPLICATION FORM FOR THE TEACHING / OTHER POSTS OF THE UNIVERSITY.**

1. Please read carefully University Direction Nos. 8/2019, 14/2019 & 17/2019.
2. This form is to be submitted in 5 similar copies. (One in original & 4 photocopies (Good Quality)) . All the papers, enclosures and Form of Application in uniform Legal size would be preferred.
3. Submit duly filled in Proforma-A supplied along with the application form. Failure to submit Proforma-A would make the application liable for rejection.
4. The attested True copies of Mark Sheets, Experience Certificates, Caste Certificate, No Objection Certificate & other relevant testimonials shall be attached to all copies of APPLICATION FORM.
5. Candidates applying through proper channel should obtain No Objection Certificate from the present employer provided in application form.
6. These forms should be punched centrally by **punching machine** and tied using a Tag or Lace only; spiral binding, stapling, binding in a Book Form should be avoided.
7. Passport size Photograph is to be pasted on Main Application Form only. **Do not staple.**
8. Person sending Advance Copy of the Application Form should send only one copy complete in all respect. Five Copies are not expected, in such cases.
9. Incomplete application in any respect will be liable to be rejected.
10. LIST OF ENCLOSURES: Please list and attach copies of certificates, Caste Validity, Experience Certificates, etc. related to the information given in the Application Form serially as per sequential column Nos.

**SANT GADGE BABA AMRAVATI UNIVERSITY**

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : I**

**Director, Knowledge Resource Center (LIBRARIAN)  
PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND  
INFORMATION THROUGH LIBRARY SERVICES**

**Regularity of attending library:**

Sr. No.	Total No. of Working Days	No. of days attended	Work done	Percentage of attendance	Grading	Proof Document**
1						
2						
3						

90% and above – **Good**; Below 90 % but 80 % and above – **Satisfactory**; Less than 80%- **Not satisfactory**

.\*\*As per table under the document Annexure I (A)

<b>Overall Grading ( Category : I ) :-</b>	
--------------------------------------------	--

\_\_\_\_\_  
**Signature of Teacher**

**PART B : ACADEMIC PERFORMANCE INDICATORS**

**CATEGORY : II**

**INVOLVEMENT IN ADMINISTRATIVE, EXAMINATION, CO-CURRICULAR, EXTENSION AND  
PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.**

**II.a. Conduct of Seminar/ Workshops pertaining to Library:**

Sr. No.	Name of Seminar/ Workshop organized	Duration	Target Group	Grading	Proof Document**
1.					
2.					
3.					

**Grading Criteria: Good** – One National level seminar/ workshop and one State/ institution level workshop/Seminar  
**Satisfactory-** One National level seminar/ workshop or one State level seminar/ workshop and one institution level seminar/ workshop or four institution seminar / workshop; **Unsatisfactory**– Not falling in above two categories

**II.b. Library Automation.:**

Sr. No.	Activity undertaken for Automation	Completed/ Ongoing	Grading	Proof Document**
1.				
2.				
3.				

**Grading Criteria: 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 ).

**II.c. Checking inventory:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				
<b>Grading Criteria: Good :</b> Checked inventory and missing book less than 0.5% <b>Satisfactory-</b> Checked inventory and missing book less than 1% <b>Unsatisfactory-</b> Did not check inventory <p style="text-align: center;"><b>Or</b></p> Checked inventory and missing books 1% or more.				

**II.d. i. Digitization Work:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. ii. Promotion of Library Networks:**

Sr. No.	Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iii. Dissemination of information:**

Sr. No.	Indicator/ Activity	Nature of activity	Grading	Proof Document**
1.				
2.				
3.				

**II.d. iv. Administrative and Governance related activities:**

Sr. No.	Name of Indicator/ Activity	Nature of Work	Grading	Proof Document**
1.				
2.				
3.				

**II.d. v. Short term course:**

Sr. No.	Name of Short term course organized	Duration	Target Group	Grading	Proof Document* *
1.					
2.					
3.					

**II d.vi. Research paper Published:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Grading	Proof Document**
1									
<b>Total</b>									

**Note:- Grading for II. d. I to vi shall be Good :** Involved in any two activities; **Satisfactory :** At least one activity; **Not Satisfactory :**Not involved/ undertaken any of the activities.

**Note:-**

**Overall Grading Criteria for category I and II**

**Good:** Good in Item 1 and satisfactory/good in any other items.

**Satisfactory:** Satisfactory in Item 1 and satisfactory/ good in any other two items.

**Not Satisfactory:** If neither good nor satisfactory in overall grading.

**\*\*As per table under the document Annexure II (A)**

<b>Overall Grading ( Category : II ) :-</b>	
---------------------------------------------	--

**Signature of Teacher**

**PART B : ACADEMIC PERFORMANCE INDICATORS**  
**CATEGORY : III**  
**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

**III A. Research Papers publication:**

Sr. No.	Title with page nos.	Journal	ISSN / ISBN No.	Whether peer reviewed Impact Factor, if any	No. of co-authors	Whether you are the main author	Whether Refereed / other Journal as notified by the UGC#	Augmented API Score	Proof Document**
1									
<b>Total</b>									

**III B. Publications other than journal articles (books, chapters in books):**

Sr. No.	Title with page nos./ Chapter with page no.	Book Title, editor & publisher	Publication International / National/ Local	ISSN/ ISBN No.	Whether approved by University	No. of co-authors	Whether you are the main author	API Score	Proof Document**
1									
<b>Total</b>									

**III C. CREATION OF ICT MEDIATED PEDAGOGY AND CONTENT AND DEVELOPMENT OF NEW AND INNOVATIVE COURSES AND CURRICULA**

Sr. No.	Innovative Pedagogy/ New Curricula/ Courses/ MOOCs/ E-Content	Name of Activity	Authority Concern	Publisher	Course Credit/ Module	API Score	Proof Document**
1							
<b>Total</b>							

**III D.a RESEARCH GUIDANCE:**

Sr. No.	Number Enrolled	Thesis Submitted	Degree awarded	API Score	Proof Document**
M. Phil.					
Ph. D.					
P.G. Dissertation					
<b>Total</b>					

**III D.b RESEARCH PROJECTS COMPLETED:**

**III D. b (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document**
1							
<b>Total</b>							

**III D.b (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	Policy Document Generated	API Score	Proof Document**
1							
<b>Total</b>							

**III D.c ONGOING RESEARCH PROJECTS:**

**III D.c (i). Sponsored Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III D. c (ii). Consultancy Projects:**

Sr. No.	Title	Agency	Period	Grant / Amount Mobilized (Rs lakh)	API Score	Proof Document**
1						
<b>Total</b>						

**III E.a Patents Awards:**

Sr. No.	Title of Patents	Award conferring Organization	National/ International	Patent Number	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. b Policy Document:**

Sr. No.	Title of Document	Policy Document Submitted to	International/ National/ State Government/ Central Government	Publisher	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III E. c. Fellowships and Awards:**

Sr. No.	Fellowship/ Award	Award conferring Organization	Event Organized by	Whether international / national / state / regional / college or university level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**III F. Invited lectures / Paper delivered in conferences / seminars:**

Sr. No.	Invited Talk/ Paper presented	Title of Conference / Seminar	Event Organized by	Whether International (Abroad) / International (Within Country) National / State / Regional / College or University level	API Score	Proof Document**
1						
2						
3						
<b>Total</b>						

**Note:**

- ❖ Paper presented if part of edited book or proceeding then it can be claimed only once.
- ❖ For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- ❖ \*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

**\*\*As per table under the document Annexure III (A)**

<b>Total Score ( Category : III ) :-</b>	
------------------------------------------	--

\_\_\_\_\_  
**Signature of Teacher**

**IV. SUMMARY OF GRADES/ API SCORES**

<b>Category</b>	<b>Criteria</b>	<b>Last Academic.</b>	<b>GRADES / API</b>	<b>Annual API Score for Category III Only</b>
<b>I</b>	<b>Assessment Criterion for Teaching, Learning and Evaluation Related Activities</b>			
<b>II</b>	<b>Involvement in Administrative, Examination, Co-curricular, Extension and Professional Development Related Activities</b>			
<b>III</b>	<b>Research and Academic Contribution</b>			

\_\_\_\_\_  
**Signature of Teacher**

**PART C : OTHER RELEVANT INFORMATION**

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

<b>Sr.No.</b>	<b>Details (Mention Year, value etc. where relevant)</b>
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

\*Annexure-IV

LIST OF ENCLOSURES: *(Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)*

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the University / College and / or documents enclosed along with the duly filled PBAS profonna.

-----  
**Signature of Candidate**