



# BIRLA INSTITUTE OF TECHNOLOGY MESRA

(Deemed University under section 3 of UGC ACT, 1956)

MESRA, RANCHI - 835215

## APPLICATION FOR THE POST OF LIBRARIAN

To  
Registrar,  
Birla Institute of Technology Mesra  
Ranchi – 835215, Jharkhand

Photograph

1.	Name in full (in Capital letter, Please underline Surname)		
2.	Name of Father / Husband		
3.	a. Marital Status	b. Male / Female:	
4.	a. Permanent address	b. Address for correspondence	
	Phone No. (with STD code)	E-mail ID	
5.	Details of the post applied		
	for: a) Post applied for		
	b) Advertisement No. and Date	GO/Rectt/2021-22/10968, Dated 08/03/2022	
6.	Date of birth (please attach true copy of certificate)		
7.	Are you a citizen of India by birth or by domicile?		
8.	Please state your category (SC/ST/OBC/General) (Please attach true copy of certificate in case of SC/ST/OBC)		
9.	If the appointment is offered, how much time would you need before joining the post?		

10. **Details of educational qualifications:** Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving Examination (10<sup>th</sup> standard / Matriculation). Please attach duly attested true copies of certificates and mark sheets.

Sl. No.	School / College / Institute	Date of entry	Date of leaving	Name of the Board / University / Institution	Examination / Degree / Diploma passed	Distinction/ Class / Division	Subjects (Please mention field of specialization, honours, etc, where applicable)	Percentage of marks or C.P.I.	Year of passing

11. **Employment Details:** Please give particulars of your present and past employments in chronological order, starting with the present one (Please attach duly attested true copies)

Sl. No.	Organisation / Institute	Position held	Nature of duties / work	Date of joining	Date of leaving	Last Pay & Scale of pay	Additional remarks about experience, if any.*

12.	<b>Disciplinary /Vigilance / Criminal proceedings pending, if any? Yes /No</b>  If yes, provide details	
13.	<b>Additional Remarks/information, if any:</b>  (Applicants may mention here any special qualifications or experience, e.g. in organisations which have not been included under the heads given above. Please use separate sheet if required)	
14.	<b>Name, Designation and Address (along with phone no/ email) of two referees who are acquainted with your work.</b>	1.    2.
15.	<b>Details of enclosures sent with the application</b>	
16.	<b>Details of Application Fee</b>	D.D.No.: _____ Date _____  Amount _____ / Name of issuing _____  Bank _____  Branch Name: _____

### UNDERTAKING

I hereby give my undertaking that I have read and accept all the points mentioned under General Terms and Condition of Advertisement (**Advt. No. GO/Rectt/2021-22/10968 dated 08/03/2022**) uploaded on the website i.e. **www.bitmesra.ac.in**.

In case of concealment/suppression of fact(s) detected at any stage in future, my appointment is liable to be cancelled/terminated, as the case may be, without notice.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Candidate** \_\_\_\_\_

**ACADEMIC PERFORMANCE INDICATORS (APIs)  
FOR DIRECT APPOINTMENT OF LIBRARIAN IN THE UNIVERSITY**

**CATEGORY- I PROCUREMENT, ORGANIZATION, AND DELIVERY OF KNOWLEDGE AND INFORMATION THROUGH LIBRARY SERVICES**

<b>SI. NO.</b>	<b>NATURE OF ACTIVITY</b>	<b>MAX SCORE</b>	<b>To be filled by the Candidates</b>
<b>I. A</b>	Library resources organization and maintenance of books, journals, reports, Provision of library reader-services, literature retrieval services to researchers and analysis of report; 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	
<b>I. B</b>	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), intranet management .	30	
<b>I. C</b>	Development, organization and management of e-resources including their accessibility over Intranet/internet, digitization of library resources, e-delivery of information etc.	25	
<b>I. D</b>	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 resource etc.	20	
<b>I. E</b>	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsides through external membership norms.	10	
<b>Total Score</b>		125	
<b>Minimum API score required</b>		75	

**CATEGORY- II CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

SI. NO.	NATURE OF ACTIVITY	MAX SCORE	To be filled by the Candidates
<b>II. A</b>	Students 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	
<b>II. B</b>	Contribution to corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities.	15	
<b>II. C</b>	Professional Development activities (such as participation in seminars, conferences, short term, training e-library training courses, workshop and events talks, lectures, memberships of associations, dissemination and general articles, not covered in Category I above.	15	
<b>Minimum API score required</b>		15	

**CATEGORY- III RESEARCH AND ACADEMIC CONTRIBUTION**

<b>III. A</b>	Refereed Journals.*	15/ publication	
Research Paper 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	
	Text or Reference Books Published by international Publishers with an established peer review system.	50/ sole author; 10/ chapter in an edited book	
Research Publications (books, chapters in books, other than refereed journal articles)	Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN/ISSN numbers.	25/ sole author; and 5/ chapter in edited books	
	Subject Books by other local publishers 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	
	Chapters in knowledge-based volume by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories.	5/ chapter	

<b>III. C</b> Sponsored Projects carried out/ ongoing	(a) Major Projects amount mobilized with grants above 30.00 lakhs.	20/ each project	
	(b) Major Projects amount mobilized with grants above 5.00 lakhs up to 30.00 lakhs.	15/ each project	
	(c) Minor Projects (Amount mobilized with grants above Rs. 50,000 up to Rs. 5.00 lakhs).	10/ each project	
<b>III. D</b> Consultancy Projects carried out/ ongoing	Amount mobilized with minimum of Rs. 10.00 lakh.	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs, respectively	
<b>III. E</b> Completed Projects: Quality Evaluation	Completed project Report (Acceptance from funding agency).	20/ each major project and 10/ each minor project	
<b>III. F</b> Projects Outcome/ outputs	Patent/ Technology transfer/ Product/ Process.	30/ each national level output or patent/ 50/ each for international level	
<b>III. G</b> M.Phil.	Degree Awarded only	3/ each candidate	
<b>III H</b> Ph.D.	Degree Awarded	10/ each candidate	
	Thesis submitted	7/ each candidate	
<b>III. I</b> Refresher courses, Methodology Workshops, Training, Teaching Learning - Evaluation Technologies Programmes, Faculty Development Programmes (Max: 30 points)	(a) Not less than two weeks duration	20/ each	
	(b) One-week duration	10/ each	

<b>III. J</b> Papers in Conferences/ Seminars/ Workshops etc. **	Participation and presentation of research papers (oral/poster) in (a) International conference	10 each	
	(b) National	7.5 each	
	(c) Regional/ State Level	5 each	
	(d) Local University/ College level	3 each	
<b>III. K</b> Invited lectures or presentations for conferences/ symposia	(a) International	10 each	
	(b) 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 **(III J)**.

**Notes:**

- 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.