

SANT GADGE BABA  **AMRAVATI UNIVERSITY**

EMPLOYMENT NOTICE

No.SGBAU/1/103/1-149/2024

Date : 21/2 / 2024

Applications are invited for the post of **Registrar and Director, Knowledge Resource Center of the University**, on or before 27th March, 2024(upto 5.00 P.M.)

Particulars of qualifications, pay-matrix, experience and other terms & conditions are available on the university website www.sgbau.ac.in in Advertisement section.

Registrar
Sant Gadge Baba Amravati University

SANT GADGE BABA AMRAVATI UNIVERSITY

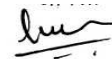
Particulars of qualifications, experience, other terms & conditions with regard to the post of Director, Knowledge Resource Center of Sant Gadge Baba Amravati University approved by the State Government advertised vide Employment Notice No.SGBAU/1/103/1-149/2024, Dt.21.2.2024.

ADVT. NO	Name of Post, Department & Pay Matrix With Academic Level	Minimum qualifications/experience
1	2	3
2/2024	Director, Knowledge, Resource Center Rs.1,44,200-2,18,200/- with A.L.-14	i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed. ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian. iii) Evidence of innovative library services, including the integration of ICT in a library. iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

Terms & Conditions

- (1) Prescribed Application Form with details of qualifications experience & other conditions etc. can be had on Non Refundable payment of Rs. 2000 /- [Rs. 1000 /- in case of B.C. candidates] by cash / Demand Draft in favour of President, Sant Gadge Baba Amravati University Employees' Credit Co-operative Society, Amravati Ltd. from the counter of Sant Gadge Baba Amravati University Employees' Credit Co-operative Society, near Main Administrative Building, University Campus, Amravati during office hours. The application forms duly filled in should reach the undersigned on or before **27th March, 2024 (upto 5 PM)** during working days.
- (2) The application form can also be downloaded from our website www.sgbau.ac.in. In this case, the application should be submitted with Demand Draft of Rs.2000/- (Rs.1000/- in case of BC candidates) (**non refundable**) of Nationalized Bank drawn in favor of **Finance & Accounts Officer**, Sant Gadge Baba Amravati University, Amravati so as to reach us **on or before the LAST DATE (upto 5 PM)**.
- (3) The candidates will require to submit Application along with true copies of testimonials, certificates, degrees, diplomas and complete list of published research papers to his/her credit if any, in **ELEVEN** sets should reach the University Office **on or before the LAST DATE**. Original documents will have to be produced at the time of interview.
- (4) Original Copy of application form should be filled in by the candidate in his/ her own handwriting or neatly typewritten on computer containing all columns. Remaining TEN sets of Xerox copies of good quality will be considered.
- (5) Applicants are advised to read University Direction Nos. **8/2019, 14/2019 & 17/2019** thoroughly before filling the Application Form & API Score formats. (Available on University Website.)
- (6) Qualifications & Pay matrix are as per UGC and State Government rules, applicable from time to time . Qualifications and age shall be considered as on the closing date.
- (7) The candidates shall have to submit and sign a declaration in Form 'A' as per rules prescribed by the Govt. of Maharashtra in respect of small family.
- (8) Attested copies of papers and documents or reprints submitted with application will not be returned.
- (9) Every such application which is not in prescribed form, late or incomplete will be rejected and no intimation in this regard will be sent to the candidate.
- (10) No correspondence will be entertained in respect of advertisement, interview, selection & appointment etc.
- (11) No TA/DA will be paid either for attending the interview or for joining the post.
- (12) A candidate furnishing incorrect or false information shall stand disqualified.
- (13) The right is reserved with the University either to fill or not to fill the post or to modify/alter/cancel the advertisement.
- (14) Canvassing in any form will be a disqualification.
- (15) Usual allowances and benefits as admissible under rules in force from time to time, however, pay and allowances will be paid after approval from the Joint Director/Director, Higher Education to the appointment.
- (16) Knowledge of Marathi language is desirable.

- (17) The age of retirement, recruitment, DCPS/NPS and all other conditions, as the case may be, shall be as prescribed by the State Government from time to time.
- (18) Applicants are advised to submit the applications to the University well in advance without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.
- (19) **The candidates who is already in service, should submit their application along with API Formats and supporting documents for the claimed score, through proper channel otherwise their previous services could not be considered for promotion, placement, protection of increments & previous service and other consequential benefits.**
- (20) Candidates belonging to reserved categories should submit caste certificate and certificate of validity issued by the competent authority in prescribed form, otherwise the application form will be rejected. Candidates belonging to the reserved category who are domiciled outside the Maharashtra State will be treated as Open Category candidates, as per G.R.No.CBC-1084/54577(1813)BCW-5, dt.1/11/1985 & Circular No. CBC-1688/(2829)/MAVAK-5, dt.29/7/1988.
- (21) **The candidates who are in service and changes the job after applying for the above post, must submit NOC of the present employer at the time of interview, otherwise protection of pay and previous service will not be considered.** They should furnish all the relevant information regarding their present service, legal proceeding or complaint, court cases, criminal cases, disciplinary actions, if any, pending in respect of his/her existing appointment/services. The candidate furnishing incorrect or false information shall stand disqualified. Any change in this information as and when occurred after the submission of online application till the completion of recruitment process should be brought to the notice of the University, failing which the University reserves the right to cancel the candidature and to debar him/her from selection.
- (22) **Applicants are advised to visit University website & check their emails for future communication in this regard regularly. A schedule of interview programme will also be uploaded on University website.**



Registrar,
Sant Gadge Baba Amravati University

Copy forwarded for information to :

- 1) The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi-110011.
- 2) The Principle Secretary, Department of Higher and Technical Education, Government of Maharashtra, Mantralaya, Mumbai-400 032.
- 3) Director, Higher Education, Government of Maharashtra,, Pune.
- 4) Jt.Director (H.E.) Amravati Division, Amravati.

Copy by email to :-

- 1) Registrar of All Universities in India.
- 2) Principals of all affiliated colleges, Sant Gadge Baba Amravati University.
- 3) Heads/Coordinators of all P. G. Teaching Departments, Sant Gadge Baba Amravati University.
- 4) All Administrative Officers, Sant Gadge Baba Amravati University.
- 5) In-Charge, University Employment & Guidance Bureau, Sant Gadge Baba Amravati University.

They are requested to give wide publicity to the above advertisement.

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

Employment Notice No. SGBAU/1/103/1-149/2024, dt.21.02.2024

Last Date of receipt of application - **Dt. 27.03.2024.**

(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) SUB CATEGORY/ PARALLEL RESERVATION _____

8) 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								

9) Details of having passed NET/SET/GATE/SLET or Equivalent Examination- (Information required for the post of Assistant Professor only)

NET / SET/GATE	Subject	Score, if any	Year of Passing	Test conducting Agency

10) Particulars of Teaching Experience in University/College, and/or experience in research at the University/National level institutions/Accredited Research Institution/industry, if any. The span of time taken by candidates to acquire M.Phil. and /or Ph.D. Degree shall not be considered as teaching experience: (Attach true copies of Certificates of the employer mentioning details as below.)

Name of the Institution/ Industry	Post-held with pay scale / pay band + AGP or Pay Matrix + Level	Teaching/Research/Industrial Experience			
		Under Graduate		Post Graduate	
		From	To	From	To

i) Under-Graduate _____ Years ii) Post Graduate _____ Years

Consolidated Experience (taken together) _____ Years

11) Particulars of Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process:

12) Administrative Experience, if any, in chronological order.(Attach certificate/s)

Post Held & Name of Department / Institution	Pay Scale / Pay Band + AGP or Pay Matrix+ Level	From	To	Total Period	Reasons For leaving

13) Period required for joining, if appointed : _____

14) A) Minimum pay, if the initial pay is not acceptable. : _____

B) Whether demand of enhanced pay is a request or condition? : _____

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 11 similar copies. (One in original & 10 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. Eleven 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)**

Overall Grading (Category : I) :-	
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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.				
Grading Criteria: Good : Checked inventory and missing book less than 0.5% Satisfactory- Checked inventory and missing book less than 1% Unsatisfactory- Did not check inventory <p style="text-align: center;">Or</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									
Total									

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)**

Overall Grading (Category : II) :-	
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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									
Total									

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									
Total									

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							
Total							

III D.a RESEARCH GUIDANCE:

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

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							
Total							

III D.b (ii). Consultancy Projects:

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

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						
Total						

III D. c (ii). Consultancy Projects:

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

III E.a Patents Awards:

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

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						
Total						

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						
Total						

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						
Total						

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)**

Total Score (Category : III) :-	
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Signature of Teacher

IV. SUMMARY OF GRADES/ API SCORES

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

Signature of Teacher

PART C : OTHER RELEVANT INFORMATION

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

Sr.No.	Details (Mention Year, value etc. where relevant)
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

SANT GADGE BABA AMRAVATI UNIVERSITY

Statement showing particulars of applicant for the post of Director, Knowledge Resource Center

Category _____

Advt.No. KRC-1/2024

Name & Correspondence Address of the Applicant with Contact No. & E-mail ID	Age/Date of Birth	Category (Caste)	Academic Attainments				Experience (Yr./ Month/ Days)			Publication, if any	API Score (if applicable)	Any other Information, if any
			Degree Awarded	Year of Passing	%/ CGPA	Div./ Grade	Teaching	Research	Admin.			
										International :		
										Own:-		
										Joint :-		
										Total :-		
										National :		
										Own:-		
										Joint :-		
										Total :-		

I hereby declare that all the entries made by me are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature for the Post of _____ may be cancelled without assigning any reason thereof.

Date : _____

Signature of Applicant : _____

Place : _____

Name of Applicant : _____