



Till Hill & River Vanish

Maharaja Lakshman Sen Memorial College

(Estd. in 1976, NAAC Accredited "B" Grade, Affiliated to Sardar Patel University, Mandi, H.P.)

Sundernagar (H.P.) – 175018

Application Form for the Post of Librarian

Note: In case the space provided against any of the entries is found inadequate, please attach separate sheets, quoting the serial number. Attach NOC from the current employer and self-attested copies of all documents. Each applicant must fill out and submit the Academic/Research score according to the **UGC 2018 guidelines (Appendix II Table 2 and Table 3B)**.

1. Name in full Dr./Mr./Ms: _____
(in block letters)

Father's Name : Sh. _____

Present Age: Years _____ Months _____ Days _____

Date of Birth: _____ Gender (Male/Female/Other) : _____

Nationality: _____ Marital Status _____

Affix recent
passport size
photograph

2. (i) Present Designation & Official Address: _____
(in block letters)

(ii) Present Pay Scale & Basic Pay: _____

(iii) Present Address (for Correspondence): _____
(in block letters)

(iv) Telephone No. : (O) _____ (R) _____

(M) _____ (E-mail) _____

3. Educational Qualifications:

Examination	Uni. /Board	Main Subject	Year of Passing	Percentage	Class / Div./ Grade	Merit/ Prizes/ Medals Won if any
Matric						
Plus Two						
B.A./B.Sc./B.Com.						
M.A./M.Sc./M.Com.						
M. Phil.						
Ph.D.						
NET/SLET						
Any others Exam						

4. Employment Experience (Details in chronological order, starting with first job).

Nature of Experience (Teaching / Administrative)	Name & Address of College/ Institution	Designation	Whether Permanent or Temporary	Time period		Scale of pay	Reasons for leaving
				From	To		

5. Seminar/Conferences/Workshops/Refresher Courses/Orientation Courses Organized/Participated and Sessions Presided over; if any (Give year-wise details):-
-

6. Participation and contribution to the Committee Work (As added member to the faculties, member of Board of Studies etc.) in the various University/College bodies; if any (Give year-wise detail):
-

7. Membership of Professional Societies, if any:
-

8. National and/or International Awards, if any:
-

9. Any other relevant information.
-

10. Academic/Research Score Table as per UGC 2018 guidelines [Appendix II, Table 2]

11. List of Enclosures (including testimonials and Table of Academic and Research Score according to UGC 2018 guidelines [Appendix II, Table 2 & Table 3B]

12. List of Enclosures (including testimonials):

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

13. Declaration:

I solemnly declare that:

- (i) The information furnished herein is true, complete, and correct to the best of my knowledge and belief.
- (ii) I have never been convicted by any court of law for any offence, nor have I ever been subjected to any other legal penalty in respect of any offence.
- (iii) I have attached NOC from the current employer (applicable if applicant is working)

I understand that if any information supplied by me in the Application Form is found to be incorrect/false at any stage, my Candidature /Selection will not be considered.

Place:

Date:

Signature of Applicant



Maharaja Lakshman Sen Memorial College Sundernagar, Distt. Mandi (H.P.) 175018

Guidelines for the Selection of the Posts of Librarian

1. Educational Qualification

S. No.	Post	Minimum Qualification
1.	Librarian	Essential qualifications, experience and other eligibility conditions shall be as per the norms prescribed by the UGC Regulations, 2018 adopted by Sardar Patel University Mandi & Himachal Pradesh University, Shimla. The service conditions and other allowances shall be applicable as per rules & regulations of Sardar Patel University Mandi, Himachal Pradesh University, Shimla and H.P. Govt.

2. Mode of Application:-

Application forms can be downloaded from the college website www.mlsmc.ac.in.

3. Application Processing Fees:-

- Application processing fee : Rs.2000/-
- Payment should be made through Demand Draft drawn in favour of “**The Principal MLSM College Sundernagar**” payable at Sundernagar.
- Fees once paid will not be refunded under any circumstances.

4. Age Limit: The age of the candidate should not be more than 45 years as on 01-01-2026

5. Parameters for Screening/ Selection:

All applications shall be screened by duly constituted Screening/Selection Committee for determining eligibility of each candidate. Incomplete applications shall be rejected. No correspondence in this regard shall be entertained.

S. No.	Post	Screening/Selection
1.	Librarian	The Academic/Research score component as specified in Appendix II, Table 2 & Table 3B of the UGC Regulations, 2018 for the post of Librarian shall be applicable.

Appendix II, Table 2

Methodology for University and College Librarian for calculating Academic/Research Score

S. No.	Academic/Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines	Score Claimed	To be used by the screening Committee (UGC Regulation 2018)
1.	Research Papers in Peer-Reviewed or UGC listed Journal	08 per paper	10 per paper		
2.	Publications (other than Research papers)				
	(a) Books authored which are published by ;				
	International publishers	12	12		
	National Publishers	10	10		
	Chapter in Edited Book	05	05		
	Editor of Book by International Publisher	10	10		
	Editor of Book by National Publisher	08	08		
	(b) Translation works in Indian and Foreign Languages by qualified faculties				
	Chapter or Research paper	03	03		
	Book	08	08		
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a) Development of Innovative pedagogy	05	05		
	(b) Design of new curricula and courses	02 per curricula/ course	02 per curricula/course		
	(c) MOOCs				
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/ credit)	20	20		
	MOOCs (developed in 4 quadrant) per module/lecture	05	05		

Appendix II, Table 2

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02		
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08		
	(d) E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12		
	e-Content (developed in 4 quadrants) per module	05	05		
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02		
	Editor of e-content for complete course/ paper /e-book	10	10		
4.	(a) Research guidance				
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted		
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded		
	(b) Research Projects Completed				
	More than 10 lakhs	10	10		
	Less than 10 lakhs	05	05		
	(c) Research Projects Ongoing				
	More than 10 lakhs	05	05		
	Less than 10 lakhs	02	02		
	(d) Consultancy	03	03		
5.	(a) Patents				
	International	10	10		
	National	07	07		
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government				

Appendix II, Table 2

	International	10	10		
	National	07	07		
	State	04	04		
	(c) Awards/Fellowship				
	International	07	07		
	National	05	05		
6.	*Invited lectures/Resource Person/paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07	07		
	International (within country)	05	05		
	National	03	03		
	State/University	02	02		
Total Score					

The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- | | | |
|------|--|-----------|
| I. | Paper in refereed journals without impact factor | 5 Points |
| II. | Paper with impact factor less than 1 | 10 Points |
| III. | Paper with impact factor between 1 and 2 | 15 Points |
| IV. | Paper with impact factor between 2 and 5 | 20 Points |
| V. | Paper with impact factor between 5 and 10 | 25 Points |
| VI. | Paper with impact factor >10 | 30 Points |

Two authors: 70% of total value of publication for each author.

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

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 the 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.
- The research score shall be from the minimum of three categories out of six categories.

Appendix II, Table 3B

Criteria for Short listing of candidates for Interview for the Post of Librarian in Colleges

S. No.	Academic Record	Score				Score claimed	To be used by the Screening Committee
1.	Graduation	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% =16	45% to less than 55% =10		
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% to less than 60% = 20			
3.	M.Phil.	60% & above = 07		55% to less than 60% = 05			
4.	Ph.D.	25					
5.	NET with JRF	10					
	NET	08					
	SLET/SET	05					
6.	Research Publications (2 marks for each Research publications published in Peer-Reviewed or UGC-listed Journals	06					
7.	Teaching / Post - Doctoral Experience (2 marks for one year each)#	10					
	Awards						
8.	International/ National Level (Awards given by International Organisations /Government of India /Government of India recognised National Level Bodies)	03					
9.	State- Level (Awards given by State Government)	02					
Total Score							

Appendix II, Table 3B

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A)	i) M.Phil + Ph.D	Maximum	25 marks
	ii) JRF/NET/SET	Maximum	10 Marks
	iii) In awards category	Maximum	03 marks

(B) Number of candidates to be called for an interview shall be decided by the college.

(C)	Academic Score	84
	Research Publications	06
	Teaching Experience	10

Total	100
-------	-----

(D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges /Institutions only.