



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
(A CENTRAL UNIVERSITY)
HYDERABAD – 500 007

APPLICATION FORM FOR POST OF LIBRARIAN
UNDER DIRECT RECRUITMENT [OR] DEPUTATION ON TENURE BASIS

Employment Notification No. II/ 2025, dated 26.05.2025

PART- A

I. Name of the Post applied for:

1. Name of the applicant: Mr./Ms./Dr.....
(IN BLOCK LETTERS)

2. Date of Birth: Day MonthYear
(As per SSC/ 10th Class/ Matriculation or equivalent certificate, which has to be enclosed with the application form)

3. Academic record (attach additional sheet, if required)

UGC/ CSIR NET	Date and Year of Qualification: _____	
UGC JRF	Date and Year of Qualification: _____	
SLET/ SET	i) Name of the test: SLET/SET (Tick appropriate one) ii) Date and Year of Qualification: _____ iii) Name of the State that conducted SET/ SLET _____	

4. Present Position

Designation	Name of the Employer	Nature of Appointment Regular/ Temporary/ Adhoc/Contract/ Tenure / Deputation	Length of experience		Sl. No. of proof enclosed
			Years	Months	

5. Present scale of pay/ Level of pay and other details:

Scale of pay/ Level of Pay	Present Basic Pay	Other allowances such as D.A., HRA., Interim Relief, Other allowances, etc.,	Date of next increment Years Months	Sl. No. of proof enclosed

6. Any other academic exposure/ professional qualification/ training etc.

Sl.No	Post/ Assignment	Organisation/ University	Area of Assignment	Duration			Sl. No. of proof enclosed
				From	To	In years & months	

7. Details of Proficiency in using Computer (Enclose Certificate)

	Sl. No. of proof enclosed

8. Contribution in relevant areas of higher education

Particulars	Organisation	Area of specialisation	Sl. No. of proof enclosed
Resource Person			
Others (specify)			

9. Total Period of experience:

Name of the University/ Institution	Designation	Nature of post Temporary /Permanent	Details of emoluments			Length of experience		Sl. No. of proof enclosed
			Scale of pay for (Regular/ Adhoc service)		Gross salary for tenure/ contractual service	Years	Months	
			Pay Band	GP				

10. Administrative/ Statutory positions held (from latest to the oldest):

Name of the University / Institution	Designation	Nature of Post and duties Temporary /Permanent/ interim arrangement	Details of emoluments			Length of experience		Sl. No. of proof enclosed
			Scale of pay for (Regular/ Adhoc service)		Gross salary for tenure/ contractual service	Years	Months	
			Pay Band	GP				

11. Post-Doctoral Research and other experience:

Name of the University/ Institution	Title of the Project	Agency from where the PDF was awarded	Total value of the award	Period of PDF From- To-	Sl. No. of proof enclosed

12. Academic Distinctions: (Fellowships, Awards, Honours, etc.,) if any:

Name of the Course / Programme	Academic Distinction/s Obtained	Year	Sl. No. of proof enclosed

(Attach copies of supporting documents)

13. Research publications:

Sl. No.	Title of paper	Name of Journal with ISSN No.	Volume, Issue No, Year, Page Nos.	Whether the applicant is the main author Yes/ No	Peer-reviewed/ UGC listed Journal/ Indexed Journals/ Impact factor as per Thomson Reuters list	Sl. No. of proof enclosed
TOTAL						

14. Books Authored – International/ National:

Sl. No	Title of the book	Authored/ Co-authored	Name of the publisher. Indicate National or International	ISBN No. and year of publication	Sl. No. of proof enclosed

15. Chapter/s in Edited Books:

Sl. No	Title of the chapter	Title of the book	ISBN No. and year of publication	Sl. No. of proof enclosed

16. Research Guidance: M.Phils or Ph.Ds awarded or in progress:

	Awarded (No. of candidate/s)	Sl.No. of proof enclosed	Under Supervision (No. of candidate/s)	Sl. No. of proof enclosed
M.Phil. / Equivalent				
Ph.D.				

17. Research Project/s carried out:

Title of the Project	Name of the Funding Agency	Duration			Sl. No. of proof enclosed
		From	To	No. of years / months / days	

18. Presentation in Academic programmes (Seminars, Workshops, Symposia, Conferences: (important presentations made in the last 5 years, provide only the number below)

(i) National:

(ii) International:

Details can be presented in the statement below:

Sl.No	Date	Title of the Programme and Institution	Title of the presentation	Mode of Presentation	Sl. No. of proof enclosed

19. Consulting experience (in the last 5 years):

Sl.No		Name of the organization	Nature of Assignment	Duration of Assignment



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PART- B

Note:

- (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment.
- (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion.
- (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.]

ITEM - 1: REGULARITY OF ATTENDING LIBRARY

- 1. A) Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)**

Grading Criteria:

<i>90% and above</i>	<i>- Good</i>
<i>Below 90% but 80% and above</i>	<i>- Satisfactory</i>
<i>Less than 80%</i>	<i>- Not satisfactory</i>

Sl No	Year	Total number of days he/she is expected to attend	Actual number of days attended	Percentage of days attended	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

- B) Library Resource and Organization and maintenance of books, journals and reports:**

Grading Criteria:

<i>90% and above</i>	<i>- Good</i>
<i>Below 90% but 80% and above</i>	<i>- Satisfactory</i>
<i>Less than 80%</i>	<i>- Not satisfactory</i>

Sl No	Year	Total number of hours expected to spend on Library Resource and Organization and maintenance of books, journals and reports	Actual number of hours spent on Library Resource and Organization and maintenance of books, journals and reports	Percentage of hours devoted to the activity	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

C) Provision of Library reader services such as literature retrieval services to researchers and analysis of report:

Grading Criteria:

90% and above - *Good*

Below 90% but 80% and above - *Satisfactory*

Less than 80% - *Not satisfactory*

Sl No	Year	Total number of hours expected to spend on provision of Library reader services such as literature retrieval services to researchers and analysis of report	Actual number of hours spent on provision of Library reader services such as literature retrieval services to researchers and analysis of report	Percentage of hours devoted to the activity	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of Supporting document

D) Assistance towards updating institutional website:

Grading Criteria:

90% and above - *Good*

Below 90% but 80% and above - *Satisfactory*

Less than 80% - *Not satisfactory*

Sl No	Year	Total number of hours expected to spend on Assistance towards updating institutional website	Actual number of hours spent on Assistance towards updating institutional website	Percentage of hours devoted to the activity	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of Supporting document

ITEM - 2: CONDUCT OF SEMINARS/WORKSHOPS

2. Conduct of seminars/workshops related to library activity or on specific books or genre of books:

Grading Criteria:

Good - 1 National level seminar / Workshop + 1 State / Institution level workshop /Seminar

Satisfactory - 1 National level seminar / workshop or 1 state level seminar / workshop + 1 institution level seminar / workshop or 4 institution seminar / workshop

Not satisfactory- Not falling in above two categories

Sl No	Year	Details of seminars and workshops related to library activity or on specific books or genre of books	Dates/ sponsoring agencies/ number of participants	Level of the seminar/ workshop (National/ State /Institutional) Or Not falling in any of the categories above	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of Supporting document

ITEM - 3: COMPUTERIZED DATABASE

3. Database:

a) In case the library has a computerized database:

Grading Criteria:

Good - 100% of physical books and journals in computerized database.

Satisfactory - At least 99% of physical books and journals in computerized database.

Not satisfactory - Not falling under good or satisfactory.

Sl No	Year	% of physical books and journals in computerized database	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

OR

b) In case the library does not have a computerized database:

Grading Criteria:

Good - 100% catalogue database made up to date.

Satisfactory - 90% catalogue database made up to date

Not satisfactory - Catalogue database not upto mark.

Sl No	Year	% of Catalogue database made up to date	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

ITEM - 4: CHECKING INVENTORY AND EXTENT OF MISSING BOOKS

4. Checking inventory and extent of missing books:

Grading Criteria:

Good - Checked inventory and missing book less than 0.5%

Satisfactory - Checked inventory and missing book less than 1%

Not satisfactory - Did not check inventory

Or

Checked inventory and missing books 1% or more.

Sl No	Year	% of checked inventory and missing book	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

ITEM - 5: DIGITISATION OF BOOKS, PROMOTION OF LIBRARY NETWORK, ASSISTANCE IN COLLEGE ADMINISTRATION, DESIGN AND OFFER SHORT-TERM COURSES, PUBLICATIONS

5. Activities related to:

(i) Digitisation of books database in institution having no computerized database:

Grading Criteria:

Good - *Involved in any two activities*

Satisfactory - *At least one activity*

Not Satisfactory - *Not involved/undertaken any of the activities*

Sl No	Year	Digitisation of books database in institution having no computerized database.	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

(ii) Promotion of library network:

Grading Criteria:

Good : *Involved in any two activities*

Satisfactory : *At least one activity*

Not Satisfactory : *Not involved/ undertaken any of the activities*

Sl No	Year	Promotion of library network	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

(iii) Systems in place for dissemination of information relating to books and other resources:

Grading Criteria:

Good : *Involved in any two activities*

Satisfactory : *At least one activity*

Not Satisfactory : *Not involved/ undertaken any of the activities*

Sl No	Year	Systems in place for dissemination of information relating to books and other resources	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

(iv) Assistance in University administration and governance-related work including work done during admissions, examinations and extracurricular activities:

Grading Criteria:

Good : *Involved in any two activities*

Satisfactory : *At least one activity*

Not Satisfactory : *Not involved/ undertaken any of the activities*

Sl No	Year	Assistance in University administration and governance-related work	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

(v) Design and offer of short-term courses for users:

Grading Criteria:

Good : *Involved in any two activities*

Satisfactory : *At least one activity*

Not Satisfactory : *Not involved/ undertaken any of the activities*

Sl No	Year	Details of Design and offer of short-term courses for users	Grades Claimed	Grades verified (for office use only)	Remarks	Sl. No. of supporting document

(vi) Publication of at least one research paper in UGC approved journals:

Grading Criteria:

Good : Involved in any two activities

Satisfactory : At least one activity

Not Satisfactory : Not involved/ undertaken any of the activities

Sl. No.	Title of Paper	Name of Journal, Volume, Issue No, ISSN No.	Year, with Page Nos.	Whether the applicant is the main author Yes/ No	Peer-reviewed/ UGC listed Journal/ Indexed Journals/ Scopus indexed	Grades Claimed	Grades verified (for office use only)	Sl. No. of supporting document

Consolidated Statement of Grades claimed by the Applicant

Overall Grading:

Good : Good in Item 1 and satisfactory/good in any two other items including Item 4.

Satisfactory : Satisfactory in Item 1 and satisfactory / good in any other two items including Item 4.

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

Year	To be filled by the applicant					Assessment by the Committee	Remarks
	Item 1	Item 2	Item 3	Item 4	Item 5		

Item 1 Regularity of attending library

Item 2 Conduct of seminars/workshops

Item 3 Computerized database

Item 4 Checking inventory and extent of missing books

Item 5 Digitisation of books, Promotion of library network, Assistance in college administration,
Design and offer short-term courses, Publications

28. Additional Information, if any, which has not been covered above:

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29. Whether the candidate is receiving any pensionary benefits? If so, the amount of pension equivalent of gratuity must be indicated:

30. Whether the candidate would be entitled to any pensionary benefits on his premature retirement from his present post at his work place, if selected for appointment in this University, and, if so, the amount of pension and the pension benefits may be indicated:

31. State whether the candidate has been at any time

(a) dismissed, removed, terminated or debarred from service as punitive/ penal action. (Please tick **YES / NO**). Enclose a copy of it;

(b) convicted by a Criminal Court. (Please tick **YES / NO**);

(c) criminal case or FIR is filed against the candidate in any police station. (Please tick **YES / NO**).

32. **Present basic pay and allowances (state separately)**

Scale: Rs.

Allowance: Rs.

Basic Pay: Rs.

Dearness Allowance Rs.

City Compensatory Rs.

House Rent Allowance Rs.

Any other Allowance Rs.

Total emoluments: (per month) Rs.

(a) Date of next increment:

(b) Age of retirement in the present post:

33. Knowledge of languages:

	Speak	Read	Write
English			
Hindi			
Telugu			
Foreign language/s			

34. If appointed, how much time is required for joining the University?

35. Whether applied for any post in this University before? If so, post applied for:

36. Any other relevant information which is not covered above:

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37. **Referees:** Give below the names of three referees. The referees should be persons holding responsible positions and should not be relatives. Where the candidate has been in employment, one of the referees should be his/her present or recent employer.

Names and addresses of the Referees:

1. Name:
Designation:
Address:
Mobile No.
Email:

2. Name:
Designation:
Address:
Mobile No.
Email:

3. Name:
Designation:
Address:
Mobile No.
Email:

DECLARATION

State whether the candidate has been at any time (a) dismissed, removed or debarred from Service or (b) convicted by Criminal Court (c) a criminal case or an FIR filed against the candidate in any police station. Please tick **YES** ☐ or **NO** ☐

I declare that all entries made in this application and the documents enclosed in support of my claims made in the application form are true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete, misleading, suppressed or incorrect, my candidature/ appointment is liable to be cancelled/ terminated without notice or compensation and I may be subjected to the legal/ disciplinary proceedings.

Place:

Date:

Signature of the applicant

Details of Enclosures (to be filled in by the candidate):

Description of the Certificate/ Testimonial/ Attachment etc.,			
1.		8.	
2.		9.	
3.		10.	
4.		11.	
5.		12.	
6.		13.	
7.		14.	