



UNIVERSITY GRANTS COMMISSION

Commission Circular No. 921

20, Ward Place

Colombo 07

April 23, 2010

Vice Chancellors of Universities

Directors of Institutes

Rectors of Campuses

SCHEMES OF RECRUITMENT FOR LIBRARY STAFF

The Commission at its 801st meeting held on 07.04.2010 having considered the proposals submitted by the Standing Committee on Libraries & Information Sciences and the recommendation of the UGC Sub Committee approved the following Schemes of Recruitment for Library staff.

Post of Librarian	- U-AC 5(II)	- By open advertisement
Post of Deputy Librarian	- U-AC 4	- By merit promotion
Senior Assistant Librarian, Grade I	- U-AC 3(I)	- By normal promotion
Senior Assistant Librarian, Grade I	- U-AC 3(I)	- By open advertisement
Senior Assistant Librarian, Grade II	- U-AC 3(II)	- By normal promotion
Senior Assistant Librarian, Grade II	- U-AC 3(II)	- By open advertisement
Assistant Librarian	- U-AC 3(III)	- Transitional Provision
Assistant Librarian	- U-AC 3(IV)	- By open advertisement

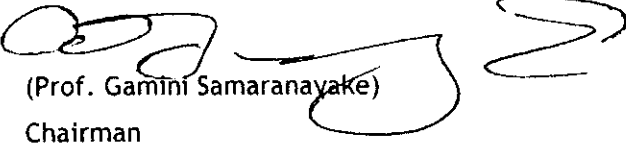
The Commission has also approved new Marking Scheme for the posts of Librarian & Deputy Librarian along with new Schemes of Recruitment for the above posts. The details of those Schemes are annexed herewith. However, if any Higher Educational Institution has already finalized the selection of candidates who applied in response to advertisement published for any of the above posts, such appointment may be made subject to approval of the Council. Yet, the confirmation in the post and promotion of such appointees have to be done in terms of the provisions of new Schemes of Recruitment.

No action should be taken to interview candidates who responded to advertisements published earlier after the effective date of this Circular and action may be taken to fill all vacancies in the above posts in terms of the provisions of new Schemes of Recruitment.

Contd...,

The new Schemes of Recruitment along with the Marking Scheme is effective from 3rd May 2010 and Commission Circular No.653 of 14.11.1995 is rescinded with effect from 03rd May 2010.

Please take action accordingly.


(Prof. Gamini Samaranayake)
Chairman

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2. Vice Chairman/UGC
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6. Registrars of Universities
7. Financial Controller/UGC
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15. Secretaries of Trade Unions
16. Auditor-General

File No. UGC/HR/02/03/85

8). Post & Salary Code

Librarian

U-AC 5(II) {B-01}

Method of Recruitment

Application by open advertisement(Internal/external) and Interview

Qualifications

1. (i) A First or a Second Class (Upper Division) in a Special Degree; or
(ii) A Second Class (Lower Division) in a Special Degree or a First or a Second Class (Upper Division) in a General Degree; or
(iii) A pass in a Degree Examination and a Postgraduate Degree of at least 02 academic years duration in the field of Library and Information Sciences with a research component by way of thesis/dissertation;

And

2. A Master's Degree in Library & Information Science obtained after a full-time course of study of at least two academic years duration(or an equivalent part- time course of study) with a research component by way of thesis/dissertation or a Doctoral Degree

And

3. Publications in the field of Library and Information Sciences

And

4. At least fifteen (15) years' experience after obtaining a first degree or at least ten (10) years after obtaining the qualification at (2) above in one or both of the following :
 - (i) experience in Librarianship in a recognized Library
 - (ii) research in Library and Information Sciences

And

5. At least the minimum marks laid in the Marking Scheme for the post of Librarian

Note : No credit will be given under (2) above to a postgraduate degree recognized under (1)(iii) above for appointment as Assistant Librarian.

Method of Application

An application for recruitment should be accompanied by;

- a) the Curriculum Vitae of the applicant
- b) a self-assessment of his/her whole career specifying the contribution to:
 - Librarianship and Academic Development
 - Research and Creative Work
 - Dissemination of Knowledge and contribution to University and National Development
- c) three copies of the publications, research papers and other relevant documents of the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- d) titles of five (05) outstanding research papers/publications of the candidate.

These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the promotion.

Method of Evaluation

Exactly the same as for Deputy Librarian except that the outside expert will have five(05) papers instead of three(03) to address as defined in Section(d) under Method of Application.

Method of Selection

Exactly as specified for the post of Deputy Librarian except that the required threshold makes are deferent as given in the table at the end.

The composition of the Selection Committee for the post of Librarian is as follows:

- (a). The Principal Executive Officer who shall be Chairman
- (b). Two nominees appointed by the Commission
- (c). Two nominees of the University Council who were appointed to the Council by the Commission
- (d). The Dean of a Faculty nominated by the Senate
- (e). Another Librarian of a University nominated by the Senate
- (f). Two Senior Professors/Professors appointed by the Senate from among its members with knowledge of the subject.

MARKING SCHEME FOR APPOINTMENT/PROMOTION TO THE POSTS OF DEPUTY LIBRARIAN/LIBRARIAN

Note: In using the term “up to” in the sections that follow, what is implied is that the best possible item in a category in terms of quality and relevance get the highest limit. Experts ought not to assign the highest marks routinely to every item.

1.0 LIBRARIANSHIP, SCHOLARSHIP AND ACADEMIC DEVELOPMENT

1.1 Academic/Professional Preparation

Maximum

Service after being promoted as a Senior Assistant Librarian, Grade II or service in equivalent Library position or relevant professional experience in other organizations recognized by the University

1 point/year

16

1.2 Qualifications for Librarianship

1.2.1 Doctorate or equivalent higher degree

04

1.2.2 Fellowship of a Professional Body

02

1.2.3 Masters degree in Library and Information Sciences (M.Phil/M.L.S/M.S.Sc etc.) of two years duration with a research component (dissertation or thesis)

02

1.3 Extra Academic/Professional Workload

1.3.1 Outside the main responsibilities assigned to the Applicant

For example:

Teaching, Library and Information Sciences (LIS) in Universities and/or professional organizations:

Postgraduate Teaching -min. 10 hrs/year

Undergraduate and professional courses - min. 15 hrs/year

0.5 point/year

04

1.3.2 Excess Workload

Carrying a professional workload of more than 25% above the norm on the basis of the approved cadre

0.5 point/year

04

1.4 Postgraduate Supervision (Max. For Section 1.4 is 12 points)

Supervision of Ph.D., M.Phil, or other postgraduate thesis and dissertations(Only for each candidate who has successfully completed the degree)

1.4.1 Ph.D.

4 points/thesis

No Limit

1.4.2 M.Phil. (Two-year full-time research degree) 2 points/thesis

08

1.4.3 Two year full-time postgraduate degree (M.L.S., M.S.Sc., M.A. etc.)

1 point/dissertation

04

1.4.4 M.L.S., M.A. or other postgraduate degrees of less than 2 years' duration (postgraduate reports to be excluded)

0.5 point /dissertation

04

Note: For joint supervision in section 1.4, the marks should be appropriately apportioned.

	Maximum
1.5 Participation in Continuing Professional Development (CPD) Programmes/Extension Courses/Short Courses	
As a resource person in Seminars/Workshops/Staff Development Programmes/CPD Programmes/Extension Courses/Short Courses	
1 point/Activity	10

1.6 Institutional Development

- Introduction of new services/new user education & orientation programmes
- Curriculum planning and development
- Library building planning and development
- Inter-faculty teaching & supporting research capacity in the faculties etc.
- Any fund raising activity

Note : A detailed report prepared by the applicant should be submitted for evaluation by the Panel of the Senate along with the observations by the Vice Chancellor, Librarian or Head of Department in the case of outside applicants

20

1.7 Transitioning to improve the use of Library Information Services

Preparation and use of audio, video and multimedia material and Computer-Aided Instructional Software for library orientation and library service promotion programmes.

Up to 1 point/item

08

1.8 Involvement in Staff Training

1.8.1 In-house	0.5/year	02
1.8.2 Outside the Library	0.5/Activity	04

2.0 RESEARCH, SCHOLARSHIP AND CREATIVE WORK

Note 1: In the case of papers/publications with joint authorship, applicants should indicate their actual contribution to the work published and marks should be allocated accordingly.

Note 2: In evaluating and assigning marks to papers, the Selection Committee and Outside Experts should bear in mind and strictly enforce the following well, widely and long understood definitions:

i). A Journal Paper:

A fully scripted essay of academic significance in a serial publication in numbered volumes to which articles may be submitted at any time and are published only if they pass peer review.

ii). A Conference Paper:

A fully scripted essay reported in the bound report of the proceedings or transactions of a meeting of academic significance, which is circulated at or after the meeting. Such meetings may also be known by other names such as Conference, Seminar, Colloquium, Forum, Workshop, Congress, and Sessions.

iii). Book: A publicly available bound text with ISBN Number.

	Maximum
2.1 Peer reviewed publications (including invited editorials in indexed journals)	
2.1.1 Research publications in refereed journals (full paper published)	No limit
I. Up to 3 points/paper in a journal that publishes at least two issues per year	
II. Up to 2 points/paper in a journal that publishes less than two issues per year	
III. Add 2 points/paper if the paper is published in a recognized indexed journal	
Note 1: Recognized Index journals listed at following databases: At http://www.isinet.com/journals under:	
i. Science Citation Indexed Expanded (™) (Web of Science)	
ii. Social Sciences Citation Index® (Web of Science)	
iii. Arts and humanities citation index® (Web of Science), etc. and At http://www.csa.com/ under	
iv. Library and Information Science Abstracts (LISA) At http://www.ebscohost.com/customerSuccess/default.php?id=7 under	
v. Library, Information Science and Technology Abstracts (LISTA) and At http://www.ei.org/compendex under	
vi. Engineering Index	
Note 2: The candidate must produce evidence that the journals claimed under 2.1.1 are published at least twice a year and are indexed	
2.1.2 Peer reviewed Presentations at National/International Conferences/Symposia	
a). Published as full papers - up to 1 point/paper	15
b). Published in abstract form - up to 0.75 point/abstract	05
c). Presented with evidence - up to 0.5 point/presentation	05
2.1.3 Citation of the applicant's work by others in books and refereed journals	
- 0.5 point per citation subject to a maximum of 10 points for repeated citations of the same work	No limit
2.2 Scholarly Work	
2.2.1 Chapters and Books of Scholarly Work (other than Textbooks) published in the relevant field.	
a). Recognized publisher up to 3 points/chapter or up to 6 points/book, whichever is less	No limit
b). Other publishers up to 1 point/chapter or up to 2 points/book, whichever is less	25
2.2.2 Editing of Collections of Essays and Books	
up to 3 points/book	09
2.2.3 Editing of Classical Work/Book Reviews	
up to 4 points/book	08
2.2.4 (a) Translation and publication of Books of Scholarly Work	
up to 2 points/book	04
(b) Bonus for publication with recognized publishers up to 4 points/book	04

	Maximum
2.2.5 Editor-in-Chief of journals published at least twice a year up to 1 point/ journal/year	04
2.2.6 Reviewer/Editorial Board Member of journals published at least twice a year up to 0.5 point/journal/year	02
2.2.7 Bibliographic Tools compiled (Bibliographies, Indexes etc.) up to 01 point/publication	04

2.3 Creative Work

Creative work in literature, culture, theater, music, dancing, arts and design in the academic discipline of Library & Information Sciences and design of Information Systems (up to 5 points/work)	15
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2.4 Patents in the relevant field

National patents - up to 2 points per patent	No limit
International patents - up to 4 points per patent	No limit

2.5 Research and/or consultation assignments

2.5.1 Research and/or consultation at national level 02 points/project	10
2.5.2 Research and/or consultation at international level 02 points/project	10

3.0 CONTRIBUTIONS TO UNIVERSITY AND NATIONAL/INTERNATIONAL DEVELOPMENT

Note : In the case of books/awards/reports with joint authorship, applicants should indicate their actual contribution and marks should be allocated accordingly. A book is as specified in Note 2(iii) to **Section 2**.

3.1 Dissemination of knowledge

3.1.1 Textbooks for University Students published in the relevant field a). Recognized Publisher - up to 6 points/book b). Other publisher - up to 3 points/book	18
3.1.2 Scientific and Literary Communications (Feature articles in Newsletters and Scientific Magazines) up to 1 point/article	04
3.1.3 Published Orations and Presidential Addresses at National, Academic and Professional Bodies. A Published Oration in this context is an invited ceremonial presentation of distinctive academic or scientific significance under the auspices of a recognized academic or professional body where, a). it is the only presentation, b). there is no discussion at the end and, c). the speech is printed and made available publicly. up to 2 points/oration or address	04
3.1.4 Commissioned Reports for National/International Bodies - up to 1.5 points/Report	03

		Maximum
3.2 Awards		
Special Academic/Professional Awards or recognized Academic/Professional Distinctions in research or teaching	up to 2 points/award	10
3.3 University, National and International Development Activities		
3.3.1 Vice-Chancellor	up to 2 points/year	10
3.3.2 Deputy Vice-Chancellor/Rector/Dean of a Faculty/Director of a University Institute/Librarian(Acting) [Note-3 below]	up to 1.5 points/year	06
3.3.3 Head of a Department of a University or equivalent position in any other Institution	up to 1 point/year	03
3.3.4 Director/Co-ordinator of a Centre/Unit or Equivalent recognized by the Senate of the relevant University and approved by the UGC	up to 1 point/year	03
3.3.5 Co-ordinators for Postgraduate Programmes, University level Projects	up to 1 point/year	03
3.3.6 Chief Student Counsellor/Warden of a Residential Hall/Proctor/ Director, Career Guidance Unit/Director, Staff Development Unit	up to 1 point/year	03
3.3.7 Student Counsellor/Career Guidance Counsellor/Academic Counsellor at least at faculty level	up to 1 point/year	03
3.3.8 President/Secretary/Treasurer of an approved Society in the University	up to 1 point/year	03
3.3.9 President/Secretary/Treasurer in University Teacher Union/ University Librarians' Association/University Alumni Associations at National level	up to 1 point/year	03
3.3.10 Membership of Councils, Boards of Management/Boards of Study in other Universities/Higher Educational Institutes, which are not ex-officio posts	up to 1 point/year	03
3.3.11 President of a Professional/Academic Association at National/International level	up to 2 points/year	04
3.3.12 Secretary/Treasurer of a Professional/Academic Association at National/International level	up to 1 point/year	03
3.3.13 Chairman, Secretary, Member of National/International Committees, Task Forces or Statutory Bodies	up to 1 point/year	03
3.3.14 Other appropriate contributions at National/International level	up to 1 point/assignment	03

Note 1: For each of the 14 items under 3.3, evidence of participation, attendance and contributions needs to be produced as appropriate.

Note 2: An applicant from outside the university system can be allocated similar marks for 3.3 on the basis of holding equivalent positions.

Note 3: Librarian(Acting) means performing the functions of the Librarian when the post is vacant

4.0 MINIMUM MARKS/STANDARDS

To qualify for a Librarian position, a candidate should earn at least 12 marks from Sections 2.1 and 2.2

In addition, the minimum marks for each component of evaluation (1,2 and 3 as specified below) and the minimum total marks that an applicant should obtain in order to qualify for the relevant appointment are given below.

	Deputy Librarian	Librarian
1. Contribution to Librarianship and Academic Development	15	35
2. Research & Creative Work	20	35
3. Dissemination of Knowledge & contribution to University & National Development	10	25
Minimum Required Total Mark	70	115

Note : An internal candidate is an applicant already in the University system applying for a promotion. An external candidate is an applicant from outside the University system who has worked extensively outside Universities and other Higher Educational Institutions.