



# The West Bengal College Service Commission

ADVERTISEMENT NUMBER - 1/2019

APPLICATION FOR THE POST OF LIBRARIAN IN

GOVT.-AIDED COLLEGES OF WEST BENGAL

## IMPORANT DATES

**Commencement of On-line Application .....8<sup>th</sup> February, 2019**

**Last date of On-line Application.....28<sup>th</sup> February, 2019**

**Last date of Banking Transaction.....6<sup>th</sup> March, 2019**

Candidates should apply **only online** through **[www.wbcsconline.in](http://www.wbcsconline.in)**



# The West Bengal College Service Commission

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Applications are invited from Indian Citizens (and such other nationals as are declared eligible by Govt. of India) for recruitment to the following post:

**1. Post:** Librarians in different Government-aided Colleges (General Degree Colleges, Teachers' Training Colleges and Physical Education Colleges) in West Bengal (except the colleges administered by religious and linguistic minorities).

**2. Vacancy:** The vacancy calculation shall be done in accordance with the terms laid down in the *West Bengal College Service Commission (Manner of Selection of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians and Re-recommendation of Assistant Professor) Regulations, 2012*. The vacancy cut-off date and the exact number of all vacancies (Category-wise and College-wise) will be notified before publication of the merit panel. The Commission will not be responsible for absence of vacancy under any category for non-receipt of requisition from any Govt.-aided college.

**Eligibility:** *The minimum eligibility conditions contained in this advertisement are governed by the provisions of the West Bengal Government Notification No.1448-Edn (CS)/8R-01/10 dated 19.12.2018. The Commission, however, can introduce additional parameters in order to select candidates of higher merit. Therefore, mere possession of eligibility does not confer any right to an applicant to be selected or empanelled.*

**Selection & Recommendation:** The eligible candidates will be called for interview for selection. However, the Commission may, at its discretion, call for interview of short-listed applicants after preliminary selection on the basis of qualifications (MP or Equivalent, HS or Equivalent, UG, P.G., Ph.D., NET/SET).

Recommendation shall be done on the basis of a merit-cum-preference system of counselling, (please refer to point number 2 in the **Information** and **Instruction** section). For the purpose of counselling, merit refers to the rank in the provisional merit panel. Empanelment will not confer any right to a candidate to be recommended.

**3. Pay scale:** Pay Band – Rs.15,600 - 39,100/- plus Academic Grade Pay of Rs. 6000/-.

**4. Qualifications:** a) A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade or grade point wherever grading system is followed) from a recognized University/ Institute and exemption thereof (as given in the Note (i)) with knowledge of computerization of library.

b) Qualifying in Library Science at the National Eligibility Test conducted by the UGC or any other test like SET/SLET accredited by the UGC for the purpose of recruitment in West Bengal and exemption thereof (as given in the Note (ii)) and such other conditions as may be prescribed by UGC/ any such affiliating body/ State Government.

**Note:**

**(i) Relaxation of marks:**

- A relaxation of 5% marks as admissible at the Master's Degree Level for the Scheduled Castes/ Scheduled Tribes/ Differently-abled (physically and visually 40% and above)/ Other Backward Classes (OBC) (Non-Creamy Layer) categories for the purpose of eligibility.
- The minimum qualifying marks of 55% is relaxable by 5% (from 55% to 50%) for the PhD Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.
- The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% marks to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.
- All the essential qualifications must be obtained from a recognized University/ Institute. By a recognized University/ Institute is meant a University/ Institute recognized by UGC/ other Statutory or apex bodies or recognized by the State or Central Government as a centre of higher learning. In case of a foreign university, the Degree concerned should be recognized as equivalent to its Indian counterpart by the Association of Indian Universities.

**(ii) NET/ SLET/SET Exemption**

- The candidates who have been awarded PhD Degree in the same or in a relevant subject in accordance with the University Grants Commission (Minimum Standards and Procedure for award of PhD Degree) Regulations, 2009 are exempted from qualifying in the Eligibility Test (NET/SLET/SET).
- Candidates registered for PhD programme prior to July 11, 2009 shall be exempted from qualifying in the Eligibility Test (NET/SLET/SET) as given below:-

The award of Degree to candidates registered for the PhD programme prior to July 11, 2009 shall be governed by the provisions of the then existing Ordinances/ Bylaws/ Regulations of the institutions awarding the Degree and the candidates with PhD degree in the same or relevant subject shall be exempted from the requirement of NET/SLET/SET, subject to fulfilment of the following conditions:-

- (a) PhD degree of the candidate awarded in regular mode only;
- (b) Evaluation of the PhD thesis by at least two external examiners;

- (c) Open PhD viva voce of the candidate had been conducted;
- (d) Candidate has published two research papers from his PhD work, out of which at least one must be in a referred journal;
- (e) Candidate has made at least two presentations in conferences/ seminars, based on his/ her PhD work.

***(a) to (e) above are to be certified by the Vice- Chancellor/ Pro- Vice- Chancellor/ Dean (Academic Affairs)/ Dean (University Instructions).***

**(iii) Reservation:** As per the extant rules regarding reservation of posts issued by the State Government from time to time.

[Followed by the concerned College authorities in authentication of the Register of Appointment by the appropriate Govt. Dept. and forwarded to WBCSC in the form of requisition].

A candidate claiming to be S.C., S.T., O.B.C.(Non-creamy layer) or a person with disability (40% and above) must have a certificate in support of his / her claim from a competent authority as specified below:

#### **For S.C., S.T. & O.B.C. Candidates**

[Vide the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 and SC & TW Department Order No.261-TW/EC/MR-103/94 dtd 06.04.1995.]

- i) In the district, the Sub-Divisional Officer of the Sub-Division concerned, and
- ii) In Kolkata, the District Magistrate, South 24-Parganas or such Additional District Magistrate, South 24-Parganas, as may be authorized by the District Magistrate, South 24-Parganas, in this respect or such competent authority as designated by Backward Classes Welfare Department, Government of West Bengal. **Category A or B must be mentioned in the OBC certificate.**

#### **For Differently-abled Persons**

[Vide Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995 and West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999]

A Medical Board constituted at Government Medical College Hospitals, District Hospitals, Sub-divisional Hospitals and Block Level Hospitals.

#### **(iv) Age:**

- (a) The upper age limit is 37 years as on the 1st day of January, 2019, relaxable by 5 years for SC/ST candidates, 3 years for OBC (A and B) (Non-Creamy layer) candidates, and 10 years for Differently-abled (physically/visually) candidates. PhD degree holders are also entitled to 5 years of relaxation in age.

- (b) Exceptionally qualified over aged candidates may be called for interview at the discretion of the College Service Commission only in the rarest cases. But their recruitment will depend on the condonation of their overage by the Government on case-to-case basis, purely on merit, normally not exceeding one percent of the total size of the concerned panel rounded off to the next whole number.

(v) **Language requirement:** Proficiency, spoken & written in the medium of instruction in the concerned institution (as received by the WBCSC in the requisition) where to be recruited.

### **5. Application Fee and Mode of Payment:**

General and OBC candidates shall pay **Fees ₹1500/-**. **SC/ST/Differently-abled Candidates need not pay any fees.** The candidates may pay the application fee either by credit card/ debit card/ internet banking or through e-challan generated during the online submission of the application form. In case of e-challan, the payment should be made at any Branch of the United Bank of India in India (Bank Charges ₹48/- incl. GST). In case the application fee is paid through credit card/debit card/internet banking the additional processing charges as following will also be debited from the credit card /debit card/bank account of the candidate.

**Credit card:** 1.20% of application fee plus the service tax as applicable.

**Debit Card:** Nil

**Internet Banking:** ₹ 10/- per transaction plus the service tax as applicable.

Fees once paid will not be refunded under any circumstances.

### **INFORMATION AND INSTRUCTION**

1) Applicants with grade/grade points should write the percentage equivalent according to the formula used by their Boards/Universities. As grade/grade points are typically associated with an interval of marks, the exact midpoint of the relevant interval should be considered for the purpose, wherever applicable. See the 'FAQ' section for guidance. It is the responsibility of the applicants to obtain the necessary certification from their Boards/Universities in support of their claims. They will be required to justify the 'percentage equivalent' claimed by them at the time of interview and failure to do so may even lead to the cancellation of their candidature or calculation of the percentage equivalent by the Commission itself by whatever method it considers reasonable, including the methodology suggested in this regard by the University Grants Commission in its "Regulations on Minimum Qualification of Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010". No complaints in that regard will be entertained at any later stage.

2) The recommendation procedure will be based on a simple merit-cum-preference system of counselling. For further details regarding the recommendation process, the **West Bengal**

*College Service Commission (Manner of Selection and Recommendation of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians and Re-recommendation of Persons for Appointment to the post of Assistant Professor) Regulations, 2012 as amended from time to time* may be consulted from the Commission website.

3) The cut-off dates for all items of qualification and experience, including publication, shall be **28<sup>th</sup> February, 2019**. Age of the candidate, however, as mentioned in Note (iv) above, shall be calculated on **1st January, 2019**.

4) The competent authority of judging the equivalence of all degrees obtained from foreign Universities is **Association of Indian Universities (AIU)**. Candidates are advised to have their foreign degrees authenticated as equivalent to their Indian counterparts from AIU. The selection committee may not recognize a degree as a valid one in the absence of such an equivalence certificate.

5) For the purpose of judging whether a PhD Degree has been obtained in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree) Regulations, 2009 and University Grants Commission (Minimum qualification for appointment of teaching and other academic staff in Universities and Colleges and measures for the maintenance of standards in higher education) (4th Amendment), Regulations 2016, the awarding University's reasoned certification to that effect may be called for. The selection committee may not recognize a PhD degree as one obtained in compliance with the said UGC Regulations in the absence of such a certificate.

6) The benefits of reservation of vacancies, and age/ marks concession for SC, ST and OBC (Non-Creamy layer) candidates are admissible only to SC, ST and OBC candidates of West Bengal. Benefits for candidates with disabilities will be available only to candidates with disability of 40% and above only.

7) SC, ST and OBC candidates of West Bengal must furnish along with the print-out of the application a self-attested photocopy of certificate in support of their claim from a competent authority of West Bengal as laid down in the West Bengal Scheduled Castes & Scheduled Tribes (Identification) Act, 1994 & SC & TW Department Order No.261-TW/EC/MR-103/94 dtd 06.04.1995. **SC, ST and OBC candidates of other States will be treated as general candidates.** Differently-abled persons must submit along with the print-out of the application a self-attested photocopy of certificate in support of his/her claim from a competent authority as prescribed in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and W.B. Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1999.

**8) Particulars and Certificates required (Only self-attested photocopies):**

(a) A candidate claiming to be S.C., S.T., O.B.C., or Differently-able must have a certificate in support of his/her claim from a Competent Authority as specified.

(b) Age-proof certificate.

(c) All qualification related certificates.

(d) Experience-related certificate from competent authorities.

(e) For 'other' Nationals declared eligible by the Government of India for recruitment, a certificate to that effect from the competent authority.

(f) Certificate(s) from University/ Board etc. regarding 'percentage equivalence' [where only grades are awarded but no equivalence is stated in the mark sheet(s)] and certificate from University regarding compliance with UGC 2009 Regulations.

9) **Candidates must show the certificates in original during the interview.** If at any stage, even after issue of a letter of recommendation, a candidate is found ineligible in terms of the advertisement, his/her candidature will be cancelled without further reference to him/her.

10) The Provisional Merit Panel will be prepared on the basis of the Academic records, Research and Publications, Experience as Librarian, Interview and Demonstration, if any.

11) In the event of a tie between two or more candidates in the same merit panel, the tie shall be broken on the basis of age of the candidates, the person with the higher age getting precedence over the person with the lesser age.

12) All applications must be made online. Candidates are advised to **create a mail ID of their own** so that information can be sent to them from time to time in a paperless mode.

13) Applicants may pay the fee either by credit card/debit card/internet Banking or through e-challan generated after successful registration (with their name and registration number pre-printed). In case of e-challan, the payment should be made at any branch of UBI in India and the candidate must retain the receipt of the bank challan. Please note that there will be a **lag of at least two banking days** between generation of challan and **UBI's acceptance of the application fees**. Candidate will be able to see payment status only after a lag of at least two banking days after depositing the fees.

14) The printout of the on-line submitted application form, along with self-attested photocopies of all relevant documents and a photocopy of the candidate's part of the Challan (showing payment details) are **to be submitted on the date of the interview**.

15) **Special Instruction:** Applicants should write the marks/ percentage equivalent obtained at the B.LIS & M.LIS /equivalent examinations as well as Graduation/ Post Graduation marks/ percentage equivalent in any other discipline or subject under Block 1 of 'Qualifications'.

16) *While an effort has been made to create an objective basis for awarding marks under the head 'Research & Publication', such evaluation will ultimately depend on professional scrutiny by experts. The judgment of experts about the quality of some publication will be final and binding on everybody.*

17) *For any further query regarding application, selection and recommendation procedures, please refer to **West Bengal College Service Commission (Manner of Selection of Persons for Appointment to the posts of Assistant Professors, Principals and Librarians and Re-recommendation of Assistant Professor) Regulations, 2012 as amended from time to time** posted in our website [www.wbcsconline.in](http://www.wbcsconline.in). Also refer to the 'How To Apply' and 'FAQ' sections in **this website**.*

18) Applicants are advised to go through the entire text of the advertisement (including **Information and Instruction**), **'How to Apply'** and the **'FAQ'** sections thoroughly before they go for online submission of their application. They must completely satisfy themselves about their eligibility in accordance with the 'Eligibility Checklist' given below.

### 19) Eligibility Checklist

Candidates are requested to satisfy themselves that they fulfil the basic eligibility conditions regarding the following items:

- **Citizenship** as specified at the very beginning of the advertisement
- **Age** as specified under Clause 4 Note (iv)
- **Qualification** as specified under Clause 4 with all relevant Notes at (i) and (ii)
- **Language Requirement** as specified in Clause 4 Note (v).

Certain relaxations are available in respect of both age and qualification (**but not language requirement**) for certain categories of candidate. Please check carefully whether you are entitled to any relaxation, and after taking that into account, if any, satisfy yourself that you can say '**Yes**' to every item of the Eligibility checklist mentioned above.

Place: Kolkata

Dated 4<sup>th</sup> February, 2019

**By order**

**Secretary**



## ADVERTISEMENT NUMBER - 1/2019

### HOW TO APPLY

Candidates should apply **only online** through **www.wbcsconline.in**  
(Hard Copy of application will not be received)

**1.** Before applying, please be ready with scanned images of your photograph and signature (**see the instruction on photo/signature upload**).

**2.** A valid e-mail ID and Mobile Number are mandatory for registration and email ID should be kept active for further communication at least till the counselling process is over. You are advised to read “**Advertisement**” and “**How to Apply**” carefully and then fill the online application form with utmost care as **no correspondence regarding changes/modifications will be entertained later.**

You are first required to visit the above-mentioned website where following information are available:

- i. Advertisement
- ii. How to Apply
- iii. Important dates
- iv. Guide to Online Registration
- v. FAQ

After going through above information, please click on “**Apply Online**” tab.

**3.** The “**Guide to Online Registration**” shows each step to be followed. Perform the steps one by one to complete your online registration process. It’s a sequential process where the next step will only get activated after successful completion of the previous step. Therefore, please complete each step carefully and validate your candidature.

**4.** Please enter your details in the correct place and while entering data please follow the sequence (**Exam Details > Personal Details > Academic Details > Experience Details > Upload Documents**) of the registration form to get better output. Once each of the tabs in the form is filled up, and Upload Photograph & Signature, then, please save your details by clicking “**Submit**” (To upload your photograph and signature, please follow the instructions and procedure given below). After submitting you will be able to preview the details of what you’ve entered so far. Please verify the correctness/quality of images and tick out declaration and go to the main page and click on “**Preview**”. If the details entered by you are correct, click on “**Apply**”.

**5.** Otherwise close the “**Tab**” and Click on “**Save**” to modify your details and perform the action as mentioned in point 4.

**6.** Once you click on “**Submit**” (this submission explicitly indicates that no further changes/modification will be allowed), the system will ask you to preview your application form and apply for final submission. You will get a Registration Number and a Password for you. Please note the same for future references. The system will also send an email indicating your password. (**So, be careful while entering your email id during filling up online application form**).

**7.** You are now a registered candidate. The system will immediately show you three options – “**PAY NOW**”, “**DOWNLOAD CHALLAN**” and “**PAY LATER & EXIT**”. In case you wish to pay later, please visit the website **www.wbcsconline.in** again and login with your registration Number and password to follow the instruction step wise.

**Step 1: Pay Now / Download Challan.**

**Step 2: Check Payment Status.**

**Step 3: Download Complete Application for Future Reference.**

**Mode of Fee Payment:**

There are **two modes of payment of fees – Online and Offline**. A candidate who may wish to pay **Online** shall click on “PAY NOW”, while a candidate wishing to pay **Offline** shall click on “DOWNLOAD CHALLAN”.

- I. **Online Mode:** There would be three options in online payment mode which are Credit Card, Debit Card and Internet Banking. Applicant will be redirected to third party payment gateway or respective bank with the requisite amount to pay. After completion of payment it will be again redirected to **www.wbcsconline.in** with a transaction id and transaction status. If transaction status is successful, applicant may login into the website again to check the updated payment status. If amount is debited from the bank account/card and transaction is not successful, applicant needs to wait three banking days to verify payment status again in the website.
- II. **Off Line Mode:** A copy of the payment Challan will be displayed. Take a print-out of the Challan and pay in cash in United Bank of India. However, **you will have to wait for at least two banking days (after generation of challan) before the Bank accepts your payment.** Payment will be accepted in any branch of **United Bank of India** in India only after a lag of at least two banking days.

Collect the candidate's copy of the fee payment Challan from the Branch. Please check that the Challan is properly signed and the necessary details like Branch Name, Transaction Number and deposit date have been noted in the challan by the Branch authorities.

The payment status of a candidate will be updated after two banking days of making the payment. Please visit your page (using your Registration number and Password again) to see the payment status.

**8. The online application process becomes complete only after the payment status shows that the requisite fees have been paid.** If, even after five days of making the payment, your page shows a “**Pending**” status, get in touch with us at the following mail id ***query@wbcsconline.in***

**9. After completing the online application, candidates should take a print out of the application form. The printout, along with self-attested photocopies of all relevant documents pertaining to the eligibility, qualification, experience, research & publication and the receipt of the Bank challan (if fees paid in offline mode) etc. are to be produced on the date of the interview at the Commission's office (under no circumstances such documents will be received after the date of the interview).**

**10. The certificates/documents will be verified during the interview. All original certificates/documents etc. in support of claim(s) made by the candidates, as per Notification, should be produced during the interview and even at other times, as and when required by the Commission, failing which the candidature may be rejected.**

**Note:**

- Candidates are advised at their own interest to apply on-line well in before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of link-related problems. The WBCSC does not bear any responsibility for the candidates not being able

to submit their applications within the last date on account of the aforesaid reason or for any other reason beyond the control of the WBCSC.

- **In case a candidate does not have a valid personal e-mail ID, they should create a new one before applying on-line.**
- Since certain fields are firm, fixed and cannot be edited, candidates are requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. A 'preview' option has been provided which should be carefully utilized before one finally 'submits' the application.

**11.** For any clarification/queries regarding technology-related issues, eligibility, qualification etc. send e-mail to [query@wbcsconline.in](mailto:query@wbcsconline.in) Kindly note, that it may take 2/3 days to answer the query.

### **Instruction on Photo/Signature Upload**

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

#### **I. Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be within 30kb.
- Size of file should be more than 5kb.

#### **II. Signature Image:**

- The applicant has to sign on white paper with Black Ink/Ballpoint pen.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be within 30kb.
- Size of file should be more than 5kb.

### **Scanning the photograph & signature:**

A. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

B. Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 30 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 20 kb (photograph) & 10KB (signature) by using crop and then resize option (Please see point (I) & (II) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.

C. If the file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

### **Procedure for Uploading the Photograph and Signature:**

There will be two separate browse buttons for uploading Photograph and Signature. Click on the respective buttons "Upload Photograph / Signature". Browse and Select the location where the Scanned Photograph / Signature file has been saved.

Select the file by clicking on it.

- Click the 'Upload Files' button.
- Check whether the correct photo and signature have been uploaded. If 'yes', then click on 'Close' button. If 'not', please select your correct photo and signature.
- After the photo and signature are successfully uploaded, go back to the Main page.

**PLEASE GO THROUGH THE ADVERTISEMENT, THE FAQ AND THIS SECTION THOROUGHLY BEFORE APPLYING ONLINE. MAKE SURE YOU FULFILL THE REQUIRED ELIGIBILITY CONDITIONS. PLEASE FOLLOW THE ELIGIBILITY CHECKLIST GIVEN AT THE END OF THE 'INFORMATION & INSTRUCTIONS' SECTION OF THE ADVERTISEMENT.**

- PLEASE TAKE CARE TO ENTER YOUR DETAILS OF M.Phil., Ph.D., NET and SET ONLY IN BLOCK 2.
- YOU NEED NOT USE BLOCK 3 OF QUALIFICATION UNLESS YOU HAVE ANY THING RELEVANT TO ENTER. Also see instructions in this regard.
- YOU NEED NOT USE THE "EXPERIENCE" AND "RESEARCH & PUBLICATIONS" OPTIONS IF YOU DO NOT HAVE ANYTHING RELEVANT TO ENTER.
- SOME CANDIDATES MAY FACE PROBLEMS CONVERTING THEIR CGPA SCORES. PLEASE MAIL US to [query@wbcsconline.in](mailto:query@wbcsconline.in)
- FOR ASSISTANCE IN THIS REGARD. KINDLY NOTE THAT IT MAY TAKE 2/3 DAYS TO ANSWER THE QUERY.
- IF ANY UBI BRANCH REFUSES TO ACCEPT YOUR PAYMENT EVEN ON THE 3RD DAY AFTER YOU HAVE PRINTED YOUR CHALLAN, IMMEDIATELY MAIL US WITH THE BRANCH NAME AND YOUR REGISTRATION NUMBER.

## ADVERTISEMENT NUMBER - 1/2019

### FAQ (FREQUENTLY ASKED QUESTIONS)

- 1. I have obtained only a grade from my University but not any specific marks. How will I write the percentage equivalent?**

**Ans** - Generally the Universities specify a conversion formula. In some cases, the exact percentage equivalent may be specified; while in some case only an **interval of marks** is given. For example, the formula may stipulate, say, “the grade B means 55-64 percent of marks”. In such cases, take the exact midpoint, which is  $(55+64)/2 = 59.5$ , as your percentage equivalent.

If the grade is awarded in a CGPA pattern, the University may specify something like “**3.49 – 3.99**” implies a percentage equivalent of “55 – 64”. So, if a candidate secures 3.80 (say), his/her percentage equivalent may be calculated as follows:

$$\text{Step 1 : } \frac{3.80-3.49}{3.99-3.49} = \frac{0.31}{0.50} = 0.62$$

$$\text{Step 2: } \quad 0.62 \times (64 - 55) = 5.58$$

$$\text{Step 3 : } \quad 55 + 5.58 = 60.58 \text{ rounded off to } 60.6$$

- 2. I have entered a grade in the appropriate box under Block 1 of ‘Qualification’. Now, I want to write the ‘Percentage Equivalent’. But that box is disabled and I am not able to write anything there. What will I do?**

**Ans** - After writing the grade, **press the ‘Tab’ button** and wait for a few seconds. The box will be automatically enabled. Else, simply place the cursor in that box, and left click. The box will be enabled after a few seconds. You can even proceed to the next item (box) and left click. The box **‘Percentage Equivalent’** will be enabled.

- 3. How should the School level marks be entered? Will it be inclusive of the marks obtained in the Additional subject? Should the marks for all the subjects be considered?**

**Ans** – For the Secondary level, consider the total of all compulsory papers but **not that of** any **‘Additional’ or ‘Optional’** subject. For the Higher Secondary level, consider the marks of **top four subjects** including Language, Additional and Optional; excluding compulsory Environmental Studies/Science. Under ‘full marks’, enter the full marks for only the subjects you have taken.

- 4. I have passed my graduation examination in ‘General’ subjects (without Honours). How will I enter my Graduation marks?**

**Ans** – Suppose you are an applicant for the post of Assistant Professor in Political Science. You have done your graduation (B.A. General) with Political Science, Sociology and Education and secured 720 marks out of 1200. You need to enter only 720 and 1200 in the appropriate boxes and then press the 'Tab' button. The computer will automatically calculate your percentage (60 %). After observing that the same has been correctly done, proceed to the next item (in this case, PG level examination).

An applicant with Honours in Political Science will enter only his/her Honours marks. Suppose he/she has scored 480 out of 800 in Political Science (ignoring the marks obtained in the 'pass' subjects). This candidate will also enter 480 and 800 in the respective fields, the computer will calculate the percentage (60%) and proceed in the same manner as stated above.

**5. I am a whole time Librarian drawing UGC Scale of pay in a Private Institution recognized by UGC. Will I be awarded credit for my experience?**

**Ans-** Yes. You will be awarded credit for your experience.

**6. I am a whole time Librarian in a school. Will i be awarded credit for my experience?**

**Ans-** No, the credit for experience will be awarded only for College/ University level.

**7. I entered some data on my publications. Our publication does not have an ISSN/ISBN number. When I tried to save my entire data, it was shown as an incomplete entry, and the computer is asking me to write the ISSN/ISBN number.**

**Ans-** You should write **NA** in the relevant box. Don't leave it blank.

**8. Is there a maximum number of publications which I can submit? Shall I be awarded only on the basis of the publications that I am allowed to submit?**

**Ans** – Yes, you can submit the details of only 5 of your publications online. However, you are at liberty to bring all your publications before the interview board for the perusal of experts. The experts will assess the quality and quantity of your entire research effort and award marks to you.

**9. From when will the payment be accepted by the UBI?**

**Ans** – All branches of United Bank of India will accept payment through e-challan after a lag of at least two working days after successful registration.