



No. MANUU / ER-I (B) / F.208 / 2023 - 24 / 1728

28th February, 2024

NOTIFICATION

**Sub : MANUU - Establishment & Recruitment Section - I - Promotion
& Placement under Career Advancement Scheme (C.A.S.) - Reg.**

<<< :: >>>

Applications are invited from the Teaching Staff of MANUU for consideration of promotion / upgradation to higher stage under Career Advancement Scheme (C.A.S.) of UGC / AICTE in the prescribed PBAS / Self Assessment-cum-Performance Appraisal Forms proforma duly supported by all credentials as per the API & Academic Research Score set-out in the UGC Regulations on Minimum qualifications for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 and its subsequent amendments and / or UGC Regulations on Minimum qualifications for appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 and its subsequent amendments for Category - 1 & 3 and All India Council for Technical Education (Career Advancement Scheme for Teachers and Other Academic Staff in Technical Institutions) (Degree & Diploma) Regulations - 2012 and its subsequent amendments and / or AICTE Regulations on Pay Scales, Service Conditions and Minimum appointment of Teachers and Other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for Maintenance of Standards in Technical Education (Degree & Diploma) Regulations - 2019 and its subsequent amendments for Category - 1 & 2 are applicable as under:-

**Category - 1 (Teaching Staff - Departments/Centers/CTEs/Satellite Campus/UGC-MMTTC/
DDE & Other Academic Staff)**

- i) Assistant Professor from Academic Level - 10 to Academic Level - 11
- ii) Assistant Professor (Senior Scale / Academic Level - 11) to Assistant Professor (Selection Grade/Academic Level - 12)
- iii) Assistant Professor (Selection Grade/Academic Level - 12) to Associate Professor (Academic Level - 13A)
- iv) Associate Professor (Academic Level - 13A) to Professor (Academic Level - 14)

Category - 2 (Teaching Staff of Polytechnics)

- i) Lecturer from Level - 9A to Level - 10
- ii) Lecturer (Senior Scale) to (Level - 11)
- iii) Lecturer (Selection Grade - I / Level - 12)
- iv) Lecturer (Selection Grade - II / Level - 13A1)

Category - 3 (Library Staff)

- i) Assistant Librarian from Academic Level - 10 to Academic Level - 11
- ii) Assistant Librarian (Senior Scale / Academic Level - 11) to Assistant Librarian (Selection Grade/Academic Level - 12)
- iii) Assistant Librarian (Selection Grade / Academic Level - 12) to Deputy Librarian (Academic Level - 13A)
- iv) Deputy Librarian (Academic Level - 13A) to Deputy Librarian (Academic Level - 14)

2. The PBAS / Self Assessment-cum-Performance Appraisal Forms proforma as per the institutional requirement keeping in view of the requirement for Promotion / upgradation under CAS as per the UGC Regulations, 2010, 2018 and 2023 (3rd amendment) and AICTE Regulations, 2010 & 2019 may be downloaded from the University website.

3. As per UGC Regulations (3rd Amendment) - 2023, the faculty members who are already qualified or likely to be qualified, whose date of eligibility fall on or before 17.01.2019 and who had not exercised the option under Clause 6.3 of UGC Regulations - 2018, shall submit an Option Form in the prescribed format enclosed herewith to avail the same within a stipulated period of 35 days from the date of issue of this CAS notification but their date of eligibility shall be on or before **17.01.2019** only.

4. The UGC has issued the (3rd Amendment) Regulations - 2023 dated 31.07.2023. The University vide letters dated 02.01.2024 & 09.01.2024 had sought clarifications from the UGC on the said regulations. **Any decision with reference to applications covered under Clause 6.3, 6.3 VI (iii) & 6.3 VIII of 3rd Amendment Regulations - 2023 shall be subject to the reply from the UGC on the clarification sought by the University.**



5. Similarly, the University vide letters dated 27.12.2023 & 23.02.2024 has sought clarification from the AICTE on the eligibility conditions under CAS for the faculty members of Humanities and Sciences (Diploma). **Therefore, the faculty members of Humanities and Sciences (Diploma) shall apply after the receipt of the clarifications from the AICTE which shall be intimated in due course of time.**

6. Applicant faculty members and other academic staff falling under any one of the above category are required to submit **04 sets** of **Self Assessment Forms** in the prescribed format along with supporting documents (self attested) duly page numbered in sequence through proper channel to the ER-I Section **on or before 01.04.2024 (Monday).**

7. Only One (01) application due for particular Stage / Level for promotion / upgradation under CAS shall be considered.

8. **As per Ministry's Communication for integration on SAMARTH, the CAS applications shall be accepted only from those faculty members who have updated their Academic Profile (Research Articles / Books / Research Projects etc.) in the IUMS portal & University Website at the time of submission of their CAS application form.**

9. Incomplete applications will be summarily rejected.

Note: Those faculty members whose applications could not be processed / considered due to some reasons / shortfall with reference to previous CAS Notification dated 21.05.2022 shall also apply a fresh after updating their Academic Profile on IUMS portal & University website.

REGISTRAR

Copy to:

1. All Faculty Members
2. All Deans of the Schools
3. All Heads / Incharge of Departments (Teaching)
4. All the Directors of DDE / HRDC / HKSCDS / CSSEIP
5. All the Principals / Incharge of CTE's / Polytechnics / Satellite Campus / ASCW
6. All Other Academic Staff (Teaching) / Library Staff (Teaching)
7. Office of the Vice - Chancellor / Registrar / OSD - I / OSD - II
8. Director, CIT \Rightarrow { with a request to upload the notification along
with its enclosures on the University website }
9. Concerned file

GENERAL INSTRUCTIONS FOR CAS APPLICANTS

1. Applications are invited from eligible faculty members for promotions under career advancement scheme (CAS) as per University Grants Commissions (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations 2010, and subsequent amendments and/or University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, and subsequent amendments and All India Council for Technical Education (Career Advancement Scheme for Teachers and Other Academic Staff in Technical Institutions) (Degree & Diploma) Regulations - 2012 and its subsequent amendments and/or AICTE Regulations on Pay Scales, Service Conditions and Minimum appointment of Teachers and Other Academic Staff such as Library and Physical Education Personnel in Technical Institutions and Measures for Maintenance of Standards in Technical Education (Degree & Diploma) Regulations - 2019, and subsequent amendments as applicable.
2. Faculty members can apply for promotions three months before the due date if they consider themselves eligible or as and when they become eligible.
3. If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the effective date of promotion will be from that of completion of minimum period of eligibility. If, however, the candidate finds that he/she fulfils the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from the date of the applicant fulfilling the eligibility criteria. Further, as per UGC Regulations (3rd Amendment) - 2023, if the candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be effected wither from 1st January or 1st July depending on the date of eventual assessment as detailed below:
 - a) If the eventual assessment is between 1st January and 30th June of a year, the promotion shall be granted from 1st July of the year.
 - b) If the eventual assessment is between 1st July and 31st December of a year, the promotion shall be granted from 1st January of next year.
4. API / Research scores will be assigned for publication based on the UGC / AICTE Regulations and subsequent amendments, as applicable.



5. As per UGC Regulations (3rd Amendment) - 2023 notified by the UGC vide Regulation No.6.3 the criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify within six months (till 17th January, 2019) as per UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Other Measures for the Maintenance of Standards in Higher Education, 2010, a choice may be given to them either, for being considered for promotions under the 2010 or 2018 Regulations. This option can be exercised only up to 31st December, 2023 and the date of eligibility shall be retained as the date of promotion. On the date of submission of the application, the candidate should fulfill all eligibility criteria required for promotion.
6. Candidate shall give an undertaking mentioning their choice of CAS regulations as per UGC 2010 Regulations and subsequent amendments or as per UGC regulations 2018. For more details candidates are informed to refer UGC Regulations 2010, 2018 & 2023 and other related documents published by UGC.
7. For the Purpose of assessing the grading of activity, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence for his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institute.
8. The incumbent fulfilling the eligibility criteria of UGC/AICTE - CAS shall download the soft copy of the application form and submit hard copies of the applications in **FOUR sets along with enclosures** in the prescribed form to the University through the proper channel to the Establishment & Recruitment Section - I within 30 days from the date of this notification.
9. **The candidate shall submit the application to the ER-I Section on or before the stipulated date. However, they shall submit PART-B of the application to the concerned Head of the Department separately. The concerned HoD shall forward the PART - B of the application through the concerned Dean of the School in a sealed cover within 10 days from the last date of receipt of the applications to the ER-I Section.**



10. Before filling the application form the applicant faculty members are advised to read carefully all the provisions and methods of category wise calculations and assure themselves regarding all the clauses to avoid any kind of technical problem. The information is to be provided in the sequence of years proposed to be assessed; hence the applicants may add the information of all the years in a sequential manner.
11. The applicants are informed to ensure that all the prescribed conditions are fulfilled before they submit their applications. Incomplete applications and without supporting documents, in any respect, will not be processed. Documents relevant to the promotion period only should be attached to avoid unnecessary confusion and the assessment shall be strictly based on the documents enclosed, which are subject to verification.
12. Applicants are advised that the Evaluation and Assessment of API Score will be based on the quality of research work and not merely on the number of publications. Publications in predatory / dubious journals or presentation in predatory / dubious conference will not be considered. The quality of the publications will be assessed based on the UGC Public Notices issued and the available resource on the web. Applicants are advised to verify if the published article or journal article is predatory / dubious or on the UGC - CARE list on the date of submission of application. The University has the right to decide the quality of publication based on the available resource on web.
13. Applicants shall also submit the following along with the application form.
 - i) Copy of Time-Table
 - ii) Copy of Duty Leaves / Regular Leave Sanction order, Permission letter of attending Refresher Course / Orientation Course / Seminars / Workshops, etc.
 - iii) No.of Modules be mentioned for claiming score of development of e-learning delivery process materials.
14. GoI / MoE / DOPT / UGC's Regulations and subsequent amendments / Public Notices issued by the UGC from time to time will be considered for eligibility, filling up the applications, calculating API / Research scores, determining experience, etc.

* * * * *

