



No. MANUU/ER-I (B) /F.208/2020-21/939

06th January, 2021

NOTIFICATION

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

**Ref: Notification No. MANUU/ER-I (B)/F.208/2019-20/1415 dated:
28.11.2019.**

<<< ::: >>>

With reference to the Notification dated 28.11.2019 cited under reference wherein it was stipulated that separate Notification for CAS promotion shall be issued in respect of Directorate of Distance Education and UGC HRDC. Accordingly, applications are invited from the Teaching Staff (except Regional Directors & Assistant Regional Directors) of Directorate of Distance Education (DDE) & UGC - Human Resource Development Centre (HRDC) for consideration of promotion and upgradation to higher stage under Career Advancement Scheme (C.A.S.) of UGC 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:-

- i) Assistant Professor for 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)
- v) Professor (Academic Level - 14) to Senior Professor (Academic Level - 15)

2. The Self Assessment-cum-Performance Appraisal Formats separately framed for DDE & HRDC teaching faculty in place of teaching classes and involvement in University students related and research activities as stipulated in Table - I (Appendix - II) of the UGC Regulations - 2018 and other relevant formats as prescribed in the UGC Regulations may be downloaded from the University website.
3. Applicant faculty members are required to submit their Self Assessment Forms in the prescribed format along with supporting documents (self attested) with enclosure numbers clearly mentioning in sequence (05 sets) through proper channel to the ER-I Section **on or before 5th February, 2021.**
4. Incomplete applications will be summarily rejected.

Siddhant
Feb. 2021
REGISTRAR I/C

To

All Faculty Members of HRDC & DDE

Copy for information to:

1. The Directors, HRDC & DDE
2. VC/Registrar's Office
3. Director, CIT \Rightarrow { with a request to upload the notification along
with its enclosures on the University website. }
4. Concerned file
5. Guard 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) (04th 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, 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 candidates find 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 application fulfilling the eligibility criteria. If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of eligibility.
4. API/ Research scores will be assigned for publication based on the UGC regulations and amendments, as applicable.
5. As per UGC Regulations 2018 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 shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations (with certain exemptions as notified in the UGC Regulations 2018). This option can be exercised only within three years from the date of notification of these Regulations.



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 2018 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 - CAS shall download the soft copy of the application form and submit hard copies of the applications in FIVE 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 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.
13. GOI/MHRD/DOPT/UGC's Regulations and subsequent amendments from time to time and endorsed by UGC/MHRD will be considered for eligibility, filling up the applications, calculating API / Research scores, determining experience, etc. by staff hereafter.

* * * * *

