

FOR PROMOTION AS ASSTT. PROF. SENIOR SCALE UNDER CAS

Subject: Placement of Dr./Sh. _____ Designation _____ for promotion to the post of _____ in the pay scale of Rs. 10000-325-15200 under career advancement scheme.

Dr./Sh. _____ of the department of _____ working in the scheme _____ has applied for promotion to the post of _____ in the pay scale of Rs. 10000-325-15200 under Career Advancement Scheme.

2. Clause 6.1 of the Statutes as contained in Chapter IV-C lays down the eligibility criteria for placement of Asstt. Prof./equiv. to the post of Asstt. Prof. (Sr. Scale/equiv.) and is as under:

Clause 6.1 An Assistant Professor/equivalent shall be eligible for placement in the senior scale of Rs. 10000-325-15200, if she/he has;

(a) (i) Completed 6 years of service

OR

(ii) Completed 4 years of service having Ph.D. degree at the time of appointment as Assistant Professor/equiv.

OR

(iii) Completed 4 years of service and obtains Ph.D. degree while in service

OR

(iv) Completed 5 years of service having M.Phil. degree at the time of appointment as Assistant Professor/equiv.

(v) Completed 5 years of service and obtains M.Phil. degree while in service

(b) earned consistently satisfactory appraisal reports

(c) participated in one refresher and one orientation course/summer institute, each of approximately four weeks duration

OR

Engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the ICAR

Note: The conditions at (b) and (c) shall be mandatory requirement. The teachers shall also be required to present research paper during refresher courses. The teachers may still be placed in the senior scale even if they do not fulfil the requirement at (c). However, they will have to fulfill the same by 31.12.2000. A teacher who is unable to fulfill the above requirement by 31.12.2000 will not be allowed to earn annual increment(s) until she/he meets this requirement. The increment(s) so withheld will be released from the date of meeting the above requirement but without payment of arrears. The teacher who become eligible for senior scale after 31.12.2000 will not be placed in the senior scale unless they fulfil this condition.

3. In compliance with the conditions laid down above, it is submitted that
- (i) Dr. _____ is Ph.D. A copy of the degree is placed at chain _____ of the application
- (ii) The date of eligibility for promotion to the post of _____ in the scale of Rs. _____ is worked out as under.
- (a) Date of regular appointment
as Asstt. Professor
- (b) Eligibility period
- (c) Add period spent on deputation
in any country/fellowship as per
details at III(b) to (d) given below,
beyond 3 years
- (d) Add period for which no service/
financial benefit is to be given as
mentioned at III(e)
date of eligibility
- b) Details of deputation with GOI/any Govt./Semi Govt. organization within or outside India.
- | | | |
|------------------------------------|----------------------|----|
| <u>Name of organization</u> | <u>Period</u> | |
| | From | To |
- c) Details of service in any country an equal or higher position in Govt. or University/College/Institute on leave without pay.
- | | | | |
|------------------------------------|----------------------------------|----------------------|----|
| <u>Name of organization</u> | <u>Post and pay scale</u> | <u>Period</u> | |
| | | From | To |
- d) Period spent on trainings/fellowships/scholarships or any other academic pursuit on leave of the kind due
- | | | |
|--|----------------------|----|
| <u>Particulars of training/fellowship</u> | <u>Period</u> | |
| | From | To |

Total of III, b, c & d will count for CAS upto three years only. Regarding © above Register may please get the service verified to the satisfaction of the Vice-Chancellor whether it is on equal or higher position

- e) Details of period for which no service/financial benefit is to be given
- ii) The controlling Officer may please see if the teacher has earned consistently good appraisal reports.
- iii) The teacher has participated in refresher courses/ summer institutes as per details given below. Certificates from the organizers for attending these programmes are added at Chain _____ of application and certified that the fulfils the requirement laid down in clause 6 1©.
- iv) Certified that integrity of the teacher is good.
- v) No enquiry is pending against the teacher
- vi) No punishment has been awarded to the teacher
- vii) No court case for and against the teacher is pending

The following documents are enclosed

- 1. Five copies of the application form
- 2. Service Book

Head
Department of _____

Encl.

- 1.
- 2.

Controlling Officer

Forwarded to the Registrar. The above particulars have been verified and are correct. The SAR file of the teacher alongwith gist of relevant years duly attested is added. He fulfils the condition as laid down in clause 6.1(a) (____). The case is recommended for promotion.

Encl.

- 1.
- 2.

Controlling Officer

Registrar

FOR PROMOTION AS ASSTT. PROF. SELECTION GRADE UNDER CAS

Subject: Placement of Sh. _____ Designation _____
for promotion to the post of _____ in the pay scale of Rs.
12000-420-18300- under Career Advancement Scheme.

Sh. _____ or the Department of _____
working in the scheme _____ has applied for promotion to the post of
_____ in the pay scale of Rs. 12000-420-18300 under Career
Advancement Scheme.

2. Clause 6.2 of the Statutes as contained in Chapter IV-C lays down the eligibility criteria for placement of Asstt. Prof./equiv. to the post of Asstt. Prof. (Selection Grade) and is as under:

Clause 6.2 An Assistant Professor Senior Scale/equivalent will be placed in the selection grade of Rs. 12000-420-18300. If she/he has:

- (i) Completed 5 years of service in the senior scale, provided that the requirement of 5 years service will be relaxed if total service of the Assistant Professor/equivalent is not less than 11 years.
- (ii) made some mark in the area of scholarship and research as evidenced by self assessment, reports of referees, quality of publication, contribution to the educational renovation, design of new courses and curricula etc.
- (iii) participated in at least two refresher courses/summer institutes each of approximately four weeks duration.

OR

- Engaged in other appropriate continuing education programme of comparable quality as may be specified or approved by the ICAR, after placement in the senior scale.
- (iv) earned consistently good appraisal reports

Note 1: The conditions at (iii) and (iv) shall be a mandatory requirement. The teachers shall also be required to present research paper during refresher courses. The teacher may still be placed in the selection grade even if they do not fulfill the requirement at (iii). However they will have to fulfil the same by 31.12.2000. A

teacher who is unable to fulfill the above requirement by 31.12.2000 will not be allowed to earn annual increment(s) until she/he meets this requirement. The increment(s) so withheld will be released from the date of meeting the above requirement but without payment of arrears. The teachers who become eligible for selection grade after 31.12.2000 will not be placed in the selection grade unless they fulfil this condition.

Note2: The teacher may, however, opt to attend two seminars/conferences in his subject area and present papers or attend refresher courses.

3. The date of eligibility for promotion to the post of _____ in the scale of Rs. _____ is worked out as under

(a) Date of Promotion as Asstt. Prof. Sr. Scale/equiv.

total service as Asstt. Prof./equiv. _____

(b) Eligibility Period _____

(c) Add period spent on deputation in any country/
fellowship as per details as iii(b) to (d) beyond 3
years as per details given below

(d) Add period for which no service/financial
benefit is to be given as mentioned at iii(e) below

Date of eligibility

iii (a) He fulfils the criteria laid down under Clause 6.2(ii) & Note-2 below Clause 6.2(iv) as per details given at page ____ of his application or as mentioned below

6.2 (ii)

Note-2

(b) Details of deputation with GOI/any Govt./Semi Govt. organization within or outside India

Name of organization

Period

From To

(c) Details of service in any country at an equal or higher position in govt. or University/College/Institute on leave without pay

Name of organization

Post & Pay scale

Period

From To

(d) Period spent on trainings/fellowships/scholarships or any other academic pursuit on leave of the kind due

Particulars of training/fellowship

Period

From To

Total of iii, b, c & d will count for CAS upto three years only. Regarding © above Registrar may please get the service verified to the satisfaction of the Vice Chancellor whether it is on equal or higher position.

(e) Details of period for which no service/financial benefit is to be given

iv) The controlling officer may please see if the teacher has earned consistently good appraisal reports

v) The Teacher has participated in refresher courses/summer institutes as per details given below. Certificates from the organizers for attending these programmes are added at Chain of application and certified that he fulfills the requirement laid down in clause 6.2(iii).

vi) Certified that integrity of the teacher is good

vii) No enquiry is pending against the teacher

viii) No punishment has been awarded to the teacher

ix) No court case for and against the teacher is pending

The following documents are enclosed

1. Five copies of the application form
2. Service Book

Head,

Deptt. of -----

Encl

- 1.
- 2.

Controlling Officer

Forwarding to the Registrar. The above particulars have been verified and are correct. The SAR file of the teacher alongwith gist of relevant years duly attested is added. He fulfils the condition as laid down in Clause 6.2(i). The case is recommended for promotion.

Encl

- 1.
- 2.

Controlling Officer

Registrar

FOR PROMOTION AS ASSOC. PROFESSOR/EQUIV. UNDER CAS

Subject: Placement of Dr. _____ designation _____ for promotion to the post of _____ in the pay scale of Rs. 12000-420-18300 under career advancement scheme.

1. Dr. _____ of the department of _____ working in the Scheme _____ has applied for promotion to the post of _____ in the pay scale of Rs. 12000-420-18300 under career advancement scheme.

2. Clause 6.3 of the Statutes as contained in Chapter IV-C lays down the eligibility criteria for placement of Asstt Prof./equiv. (Sr. Scale/equiv. or Selection Grade/equiv) to the post of Assoc Prof./equiv and is as under:

Clause 6.3 An Assistant professor/equivalent in the senior scale, Assistant Professor Selection Grade/equivalent will be eligible for promotion to the post of Associate Professor/equivalent in the pay scale of Rs. 12000-420-18300. If she/he has;

- (i) obtained a Ph.D.degree
- (ii) completed 5 years service in the senior scale, provided the requirement of 5 years service will be relaxed if the total service a Assistant Professor/equivalent is not less than 9 years.
- (iii) made some mark in the area of scholarship/research/extension as evidenced by self assessment report of the referees, quality of publications, contributions to the educational renovation, design of new courses and curricula etc.
- (iv) participated in at least two refresher courses/summer institutes, each of approximately 4 weeks duration

Or

engaged in other appropriate continuing education programme of comparable quality as may be specified/approved by the ICAR after placement in the senior scale.

- (v) earned consistently good appraisal reports

Note 1: The conditions at (iv) and (v) shall be a mandatory requirement. The teachers shall also be required to present research paper during refresher courses. The teacher may still be placed for promotion as Associate Professor/equivalent even if they do not fulfill the requirement at (iv). However they will have to fulfil the same by 31.12.2000. A teacher who is unable to fulfill the above requirement by 31.12.2000 will not be allowed to earn annual increment(s) until she/he meets this requirement. The increment(s) so withheld will be released from the date of meeting the above requirement but without payment of arrears. The teachers who become eligible for promotion as Associate Professor/equivalent after 31.12.2000 will not be placed for promotion as Associate Professor/equivalent unless they fulfil this condition.

Note2: The teacher may, however, opt to attend two seminars/conferences in his subject area and present papers or attend refresher courses.

3. In compliance with the conditions laid down above, it is submitted that

i) Dr. _____ is Ph.D. A copy of the degree is place at chain _____ of the application.

ii) The date of eligibility for promotion to the post of _____ in the scale of Rs. _____ is worked as under

(a) Date of Promotion as Asstt. Prof. Sr. Scale/equiv.

Asstt Prof. Selection Grade equiv.

Total service as Asstt. Prof./equiv.

(b) Eligibility Period

(c) Add period spent on deputation in any country/

fellowship as per details as iii(b) to (d) given below beyond 3 year

(d) Add period for which no service/financial

benefit is to be given as mentioned at iii(e) below

Date of eligibility

iii(a) he fulfils the criteria laid down under Clause 6.3(iii) & Note-2 below Clause 6.3(v) as per details given at page ____ of his application or as mentioned below

6.3(iii)

Note-2

(b) Details of deputation with GOI/any Govt./Semi Govt. organization within or outside India

<u>Name of organization</u>	<u>Period</u>	
	From	To

(c) Details of service in any country at an equal or higher position in govt. or University/College/Institute on leave without pay

<u>Name of organization</u>	<u>Post & Pay scale</u>	<u>Period</u>	
		From	To

(d) Period spent on trainings/fellowships/scholarships or any other academic pursuit on leave of the kind due

<u>Particulars of training/fellowship</u>	<u>Period</u>	
	From	To

Total of iii, b, c & d will count for CAS upto three years only. Regarding © above Registrar may please get the service verified to the satisfaction of the Vice Chancellor whether it is on equal or higher position.

(e) Details of period for which no service/financial benefit is to be given

iv) The controlling officer may please see if the teacher has earned consistently good appraisal reports

v) The Teacher has participated in refresher courses/summer institutes as per details given below. Certificates from the organizers for attending these programmes are

added at Chain of application and certified that he fulfills the requirement laid down in clause 6.3(iii).

- vi) Certified that integrity of the teacher is good
- vii) No enquiry is pending against the teacher
- viii) No punishment has been awarded to the teacher
- ix) No court case for and against the teacher is pending

The following documents are enclosed

1. Nine copies of the application form
2. Service Book

Head,
Deptt. of -----

Encl

- 1.
- 2.

Controlling Officer

Forwarding to the Registrar. The above particulars have been verified and are correct. The SAR file of the teacher alongwith gist of relevant years duly attested is added. He fulfils the condition as laid down in Clause 6.3(ii). The case is recommended for promotion. List of 20 outside experts duly countersigned is also sent herewith under cover.

Encl

- 1.
- 2.

Controlling Officer

Registrar

FOR PROMOTION AS PROFESSOR/EQUIV. UNDER CAS

Subject: Placement of Dr. _____ designation _____ for promotion to the post of _____ in the pay scale of Rs. 16400-450-20000-500-22400 under career advancement scheme.

Dr. _____ Department of _____ working in the scheme _____ has applied for promotion to the post of _____ in the pay scale of Rs. 16400-22400 under Career Advancement Scheme.

2. Clause 6.4 of the Statutes as contained in Chapter IV-C lays down the eligibility criteria for placement of Associate Prof./equiv. to the post of Prof./equiv and is as under:

Clause 6.4 An Associate professor/equivalent (directly recruited as well as promoted) shall be eligible for promotion as Professor/equivalent in the pay scale of Rs. 16400-450-20900-500-22400. If she/he has;

- (i) Obtained a Ph.D.degree
- (ii) Completed 8 years service as Associate Professor (directly recruited as well as promoted).
- (iii) Made some mark in the area of scholarship/research/extension as evidenced by self assessment report of the referees, quality of publications, contributions to the educational renovation, design of new courses and curricula etc.
- (iv) earned consistently good appraisal reports
- (v) Participated in at least two refresher courses/summer institutes each of approximately 4 weeks duration;

OR

Engaged in other appropriate continuing education programme of comparable quality as may be specified/approved by the ICAR, after placement in the senior scale.

Note 1: The conditions at (iii), (iv) and (v) shall be a mandatory requirement. The teachers would be required to present research paper during refresher courses. However if the requirement of orientation courses/refresher courses remains incomplete, the grant of Selection Grade would not be held up, but these must be

completed by 31.12.2000. The increment an after 31.12.2000 will however, not be given till this requirement is fulfilled. The increments will be allowed on completion of this requirement but no arrears will be paid.

Note2: The teacher may, however, opt to attend two seminars/conferences in his subject area and present papers or attend refresher courses.

Further as per Clause 7(ii), the teacher shall inter alia submit research contribution/books/articles published and any other academic contribution. The reprints of three major publications of which one could be a book or research report shall be sent in advance to three external experts of review before selection. The teacher shall also submit the details of seminars/conferences attended; contribution to the teaching/academic environment/institutional corporate life and extension and field outreach activities which will be placed before the Assessment Committee.

3. In compliance with the conditions laid down above, it is submitted that

i) Dr. _____ is Ph.D. A copy of the degree is place at chain _____ of the application.

ii) The date of eligibility for promotion to the post of _____ in the scale of Rs. _____ is worked as under

(a) Date of regular appointment/promotion as Assoc. Prof. _____

(b) Eligibility Period _____

(c) Add period spent on deputation in any country/

Fellowship as per details as iii(b) to (d) given below beyond 3 years)

(d) Add period for which no service/financial

Benefit is to be given as mentioned at iii(e) below

Date of eligibility

iii (a) He fulfils the criteria laid down under Clause 6.4(iii) & Note-2 below Clause 6.4(v) as per details given at page ____ of his application or as mentioned below

6.4(iii)

Note-2

(b) Details of deputation with GOI/any Govt./Semi Govt. organization within or outside India

Name of organization

Period

From

To

(c) Details of service in any country at an equal or higher position in govt. or University/College/Institute on leave without pay

Name of organization

Post & Pay scale

Period

From

To

(d) Period spent on trainings/fellowships/scholarships or any other academic pursuit on leave of the kind due

Particulars of training/fellowship

Period

From

To

Total of iii, b, c & d will count for CAS upto three years only. Regarding © above Registrar may please get the service verified to the satisfaction of the Vice Chancellor whether it is on equal or higher position.

(e) Details of period for which no service/financial benefit is to be given

iv) The controlling officer may please see if the teacher has earned consistently good appraisal reports

v) The Teacher has participated in refresher courses/summer institutes as per details given below. Certificates from the organizers for attending these programmes are added at Chain _ of application and certified that he fulfills the requirement laid down in clause 6.4(v).

vi) Certified that integrity of the teacher is good

vii) No enquiry is pending against the teacher

viii) No punishment has been awarded to the teacher

ix) No court case for and against the teacher is pending

The following documents are enclosed

1. Nine copies of the application form
2. Three copies containing research contributions/books/articles published and any other academic contribution for send to the referees for review
3. Service Book

Head,

Deptt. of -----

Encl

- 1.
- 2.
- 3.
- 4.

Controlling Officer

Forwarding to the Registrar. The above particulars have been verified and are correct. The SAR file of the teacher alongwith gist of 8 relevant years duly attested is added. He fulfils the condition as laid down in Clause 6.4(ii). The case is recommended for promotion. List of 20 outside experts duly countersigned is also sent herewith under cover.

Encl

- 1.
- 2.
- 3.
- 4.

Controlling Officer

Registrar