

• **Check List for Cases of Faculty Branch**

**Career Advancement under CAS**

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| a) | Application submitted by the teacher to the Department   |
| b) | Affidavit - to the effect that CAS regulations as per 7 <sup>th</sup> CPC, when are received shall be binding on the placement and excess amount that have been made shall be refunded by him to the university. |
| c) | Application form ( 2 copies for Stage II/III and 4 copies for Stage IV/V) duly completed as per guidelines / instructions issued from time to time with proper index.  |
| d) | 4 sets of Reprints of Major publications ( three Major publications for Stage-IV and five major publications for Stage- V)   |
| e) | Updated Service Book   |
| f) | E-gov. leave page attested by HoD  |
| g) | Updated SAR file   |
| h) | Personal File  |
| i) | List of Experts  |

**Counting of Past Service**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc. funded by State/Central Government should be counted for direct recruitment and promotion under CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix IV- Table No. II provided that:

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| 1. | The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.  |
| 2. | The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.  |
| 3. | The candidate for direct recruitment has applied through proper channel only.  |
| 4. | The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.  |
| 5. | The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/ State Government/ Central Government/ Concerned Institutions, for such appointments.  |
| 6. | The previous appointment was not as Guest Lecturer for any duration, or an ad-hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that: <ul style="list-style-type: none"> <li>a) the period of service was of more than one year duration.</li> <li>b) The incumbent was appointed on the recommendation of duly constituted Selection Committee; and</li> </ul> |

c) the incumbent was selected to the permanent post in continuation to the ad -hoc or temporary service, without any break.

**Issuance of NOC for Passport / VISA**

i. Following proforma are required for :  
No Objection Certificate – Annexure-G  
Prior Intimation – Annexure - H  
Identity Certificate – Annexure-A

ii. 3 Photos

iii. Self attested I-card Copy.

iv. Service Book

v. Passport copy for renewal

vi. Following Undertaking will be given by teacher:

- a) I will go outside the country only with the prior permission of the University
- b) I will not accept any employment in any foreign country without permission of the competent authority.
- c) I will go after sanctioning leave from competent authority.
- d) I will not overstay abroad beyond the period allowed to him.
- e) I will abide by all the rules and regulations made by Govt. of India for visit abroad.
- f) I will visit only those countries for which he will get permission from the competent authority.
- g) I will not resign from the University service while in abroad.

And the following certificates will be given by HoD:

- a) The teacher is not under bond.
- b) No criminal/departmental/vigilance enquiry is pending against the teacher.