



OFFICE OF DIRECTOR (ACADEMIC AFFAIRS)

F.34(1)(1)/2025/DAA/1215

Dated: 05.08.2025

**Notification**

**Promotion of Professor (Academic Level 14) to Senior Professor (Academic Level 15)**  
**under Career Advancement Scheme (CAS)**

Applications are invited from eligible Professors for promotion under Career Advancement Scheme (CAS) as per UGC Regulations, 2018 and its amendments as applicable and adopted by the University.

The Professor shall offer himself/ herself for assessment for promotion, if he/she fulfills the eligibility and promotion criteria as per the UGC Regulations, 2018 and its amendments. The applicants may fill the application form "CAS 2025- Part A and Part B" as enclosed herewith. The applicants fulfilling or likely to fulfill the prescribed eligibility criteria of UGC-CAS for promotion till 31<sup>st</sup> August, 2025 shall apply to the respective Dean latest by 25<sup>th</sup> August, 2025 for scrutiny/screening at the School level.

The Professors are advised to submit hard copy of the applications in the prescribed form along with a duly signed covering letter and self-attested supporting documents to the respective Deans. The duly filled forms recommended by the Scrutiny Committee at the School Level should be submitted to the O/o Director, Academic Affairs through concerned Dean latest by 01<sup>st</sup> September, 2025. The Professors who have already applied earlier for Senior Professors (Academic Level 15) and their promotion is pending, need not apply again. All the eligible Professors applying for promotion to the Senior Professor under CAS must ensure that a soft copy of his/her enclosures pertaining to the supporting documents be made available in the O/o Director, Academic Affairs on or before 01<sup>st</sup> September, 2025.

Eligibility and other promotion criteria will be as per the prescribed UGC Regulations, 2018.

This issues with the approval of the Competent Authority.

  
Prof. C. S. Rai


Director, Academic Affairs

**Enclosures:**

1. Application Form for CAS (2025) – Part A
2. Application Form for CAS (2025) – Part B – Eligibility Criteria as per UGC Regulations 2018
3. UGC Regulation, 2018 available at the UGC Website

**Copy to:**

1. All Deans/Directors of University Schools of Studies/Centres
2. DR (Estt.-Teaching)
3. AR to VC for information to Hon'ble Vice Chancellor
4. AR to Registrar for information to Registrar
5. Head, UITS with the request to upload the notice on the University Website
6. Office Copy

  
Dr. Neeraj Pant  
SO, Academic Affairs



**APPLICATION FORM for CAS [2025]-PART A**

Application form for promotion under UGC Career Advancement Scheme in accordance with University Grants Commission Regulations on Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018, notified vide Gazette Notification No. F.1-2/2017 (EC/PS) dated 18.07.2018.

**University School/Centre:** \_\_\_\_\_

Application for Promotion from (Designation and Academic Level) to (Designation and Academic Level) \_\_\_\_\_

Assessment Period for Promotion: From \_\_\_\_\_ to \_\_\_\_\_

**1. BASIC INFORMATION**

S.no	Particulars	Details
1.	Name (in Block Letters)	
2.	Father's Name/Mother's Name	
3.	Date and Post of Joining service at University and Employee Code	
4.	Present Designation and Grade pay/Academic Level	
5.	Permanent Address with PINCODE	
6.	Address for Communication with PINCODE	
7.	Phone numbers: Office Residence Mobile Email	

**8. Academic Qualifications:**

Qualification	Subjects/ Specialization	University/ Board	Duration of Study from- to dates	Date of award	% of marks obtained
Masters Degree					
M.Phil*					
Ph.D.*					
D.Sc./D.Litt.*					
Other Qualifications (if any)					

*\*In case of M.Phil/ Ph. D/ D.Sc/ D.Litt., an attested copy of the degree & result notification for the same is to be attached.*

**9. Record of academic service prior to joining the University (please attach relevant experience certificates)**

Institution/ Organization	Designation	Essential qualifications for the post at the time of appointment	Nature appointment of (Regular/ Fixed term/ Temporary/ Ad-hoc)	Nature of Duties (Teaching/research/ Others)	Pay - Scale	Date of Joining and Date of leaving	Reasons of Leaving.

**10. Record of Service in the University**

Designation	Essential qualifications for the post at the time of appointment	Nature appointment of (Regular/ Contract/ Temporary/ Ad-hoc/ Guest)	Nature of Duties (Teaching/ Research/ Guidance of Research/ Administration)	Pay- Scale	Duration from- to dates	Total period Yr. M. Days

**11. Period of teaching Experience: P.G. Classes (in Years and months)**\_\_\_\_\_

**U.G. Classes (in Years and months)**\_\_\_\_\_

**12. Research Experience excluding years spent in**\_\_\_\_\_  
**M.Phil /Ph.D. (in Years and months)** \_\_\_\_\_

**13. Fields of Specialization under the Subject/Discipline** \_\_\_\_\_

**14. Any other relevant information:** \_\_\_\_\_  
\_\_\_\_\_



## 2. CAS Related Information

S. No.	Particulars	Details
1.	Date of Last Promotion with Post/Grade promoted to with U.O. Reference	
2.	Academic Level of promotion applied for	From _____ to _____
3.	Date of eligibility for promotion	
4.	Assessment Period for CAS promotion	From _____ to _____
5.	Whether the Application is properly catalogued with all relevant supporting documents numbered and self-authenticated (Yes/No)	
6.	Ph.D/ M.Phil / PG Degree (LL.M/ M.tech etc.) (date of award of degree)	

### 7. Details of Research Publication during the assessment period

S.No.	Title of the paper	Journal	Impact Factor	Peer reviewed/UGC listed	Date of publication	Authorship (First/Second/Third/ corresponding etc.)

### 8. Details of Research Guidance during the assessment period

Name of Scholar	Date of Registration	Duration	Date of award of Degree	Any other relevant information

### Declaration

**I certify that the information provided is correct as per records available with the University and/or documents enclosed herein with this filled in Application Form Part A to Part D.**

Place: \_\_\_\_\_

Name and Signature of applicant

Date: \_\_\_\_\_

**FOR USE BY**  
**Dean of University School/Director of University Centre**

1. Findings of the Committee with respect to eligibility parameters during the Assessment Period as per the UGC Regulations 2018:

Years of experience as Professor w.r.t. Minimum Service requirements as verified by the Committee.	
No. of Journal publications w.r.t. publication requirement as scrutinized and verified by the Committee.	
Research Guidance as verified by the Committee	
Any Other requirements, if any.	

2. Date of Eligibility recommended by the Committee: \_\_\_\_\_

3. If date of eligibility claimed are different from date of eligibility recommended; reasons thereof:
- \_\_\_\_\_

4. In case of deficiency in application or difference in dates of eligibility, or ineligibility, whether the Applicant was offered opportunity to be heard, clarify and/or remedy the application? (If yes, please maintain attendance record of such hearing)
- \_\_\_\_\_

**5. Recommendation of the Committee:**

After careful screening/scrutiny of the Application for CAS of the Applicant \_\_\_\_\_  
Employee Code \_\_\_\_\_, the Committee finds that the applicant **fulfils** ( ) / **does not fulfil** ( ) all the eligibility criteria for promotion from Stage \_\_\_\_\_ to \_\_\_\_\_, and accordingly **recommends** ( ) / **does not recommend** ( ) for promotion.

(Please tick (√) as may be applicable and (x) the alternate stipulation.

6. In case of denial of recommendation for consideration for promotion, if any, please state the reasons
- \_\_\_\_\_

7. Remarks, if any
- \_\_\_\_\_

Signature with Names and Designation of the of the Committee members, with initials on each page.

**VERIFIED AND COUNTERSIGNED**

**Place**

**Dean of University School/Director of University Centre**

**Date:**



**Application Form for CAS (2025) PART-B**

**Eligibility Criteria for Professor (Academic Level 14) to Senior Professor (Academic Level 15) as per University Grants Commission Regulations.2018**

S.No.	Eligibility Criteria	Details of Supporting Documents with Annexures, if any	Eligibility Claimed	Remarks by the Scrutiny/Screening Committee
1.	Ten years' experience as a Professor.			
2.	A minimum of ten publications in the peer-reviewed or UGC-listed journals.			
3.	Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.			