



**CENTRAL UNIVERSITY OF KARNATAKA**  
**Kalaburagi, Karnataka**

**General instructions for CAS applicants (for teachers and equivalent positions)**

1. Applications are invited from eligible faculty members for promotion under career advancement scheme (CAS) as per University Grants Commission (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, as applicable.
2. 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.
3. 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 from 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 institution.

4. Candidates 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.
5. Faculty members can apply for promotion three months before the due date if they consider themselves eligible or as and when they become eligible.
6. API/ Research scores will be assigned for publication based on the UGC regulations and amendments, as applicable.
7. 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.
8. The incumbent fulfilling the eligibility criteria of UGC-CAS shall download the soft copy of the application form and enclosures and submit hard copies of the applications in THREE sets along with the enclosures in the prescribed form to the University through the proper channel to the Registrar within 30 days from the date of this notification or submission of the soft copy, whichever is earlier.
9. The concerned Dean/HoD shall forward the application within one week of the submission by the candidate to the Registrar for processing.
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. Candidates shall offer themselves for assessment for promotion, if they fulfil the minimum API / Research scores indicated in the respective UGC's amendments / regulations by submitting an application prescribed by the University.

12. 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.
  
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.

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