

**Government of Rajasthan
Department of Technical Education**

No. F.8 (01)T.E./2015

Jaipur, Dated: 5-12-17

-:: ORDER ::-

**CAREER ADVANCEMENT SCHEME FOR THE LECTURERS,
LIBRARIANS & PHYSICAL TRAINING INSTRUCTORS OF THE
POLYTECHNIC COLLEGES (ENGINEERING) UNDER VI PAY SCALES**

In continuation of Finance Department's Notification No. F.9(3) FD(Rules)/2010 dated 01-09-2010 the Government have decided to revise the existing Scheme of Career Advancement for the Lecturers, Librarians & Physical Training Instructors of the Polytechnic Colleges (Engineering) whose services are governed by the Rajasthan Technical Education (Engineering) Service Rules, 2010.

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:-

1. Short Title, Application and commencement:

- 1.1 These regulations may be called the Career Advancement Scheme (CAS) for the Teachers and other Academic Staff in Government Polytechnic Colleges (Diploma-Engineering), 2017.
- 1.2 They shall apply to all Government Polytechnic Colleges approved by the AICTE imparting Engineering education and such other course/Programs and areas as notified by AICTE from time to time
- 1.3 They shall come into force with effect from the date 05.03.2010 as provided in AICTE Regulation for CAS dated 08.11.2012.

2. Career Advancement Scheme:

- 2.1 A teacher who wishes to be considered for promotion under CAS may submit in writing to the state Government/ College, within three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the State Government the Performance Based Appraisal System (PBAS) in a proforma as evolved by State Government duly supported by all credentials as per the Academic Performance Indicator (API) guidelines (Appendix I) set out in these Regulations.

- 2.2 Candidates who fulfil all other criteria mentioned in these regulations, as on 05th March, 2010 and till the date on which these Regulations are notified, can be considered for promotion from the date, on or after 05th March, 2010, on which they fulfil the eligibility conditions.
- 2.3 Candidates who do not fulfil the minimum score requirement under the API Scoring System proposed in the Regulations as per the Tables II (A) of Appendix I or those who obtain less than 50% in the expert assessment of the selection process will have to be re-assessed only after a minimum period of one year. The date of promotion shall be the date on which he/she is successfully re-assessed.
- 2.4 The Screening Committee specifications as delineated in Clause 2.6 are applicable to Career Advancement promotions of Lecturer to Lecturer (Senior scale) to Lecturer (Selection Grade).
- 2.5 CAS promotions from a lower grade to a higher grade of Lecturer/ Lecturer (senior scale) shall be conducted by a "Screening Committee" adhering to the criteria laid out as API score in Performance Based Appraisal System (PBAS) in the Tables of Appendix.
- 2.6 The "Screening Committee" for CAS promotion of Lecturer/ Lecturer (Senior scale) from one AGP to the higher AGP shall consist of :

(i)	Chairman of RPSC or Member nominated by him	Chairman
(ii)	ACS/ Principal Secretary to Government in Department of Technical Education	Member
(iii)	Principal Secretary/ Secretary to Government in Department of Personnel or his nominee not below the rank of Dy. Secretary to the Department of Personnel	Member
(iv)	Two Subject Experts	Member
(v)	Director of Technical Education	Member Secretary

Provided that in case any Member or Member Secretary as the case may be constituted the Committee has not been appointed to the post concerned, the officer holding charge of the post for the time being shall be the Member or Member Secretary, as the case may be of the Committee.

- 2.7 The Chairman or Member of RPSC shall preside over the Meeting of the Committee at which he is present.
- 2.8 The Screening Committee on verification / evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the Directorate of Technical Education based on AICTE Regulations 08.11.2012 and subsequently clarifications on dated 04-01-2016 and as per the minimum requirement specified in Tables II and III of Appendix I/II/III for each of the cadre, shall recommend to the State Government about the suitability for the promotion of the candidates under CAS for implementation.
- 2.9 All the selection procedures outlined above, shall be completed on the day of the Screening committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the Screening committee in the minutes.
- 2.10 CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said Post shall revert to its original cadre.
- 2.11 The incumbent teacher must be on the roll and active service of the Colleges on the date of consideration by the Screening Committee for Selection /CAS Promotion.
- 2.12 Candidates shall offer themselves for assessment for promotion if they fulfil the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date of the promotion if they consider themselves eligible. In any event, the College concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
- 2.13 In the final assessment, if the candidates do not either fulfil the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

- 2.14 If a candidate applies for promotion immediately on completion of the minimum eligibility period and is successful, the date of promotion will be made applicable from the date of completion of minimum period of eligibility.
- 2.15 If however, the candidate finds 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
- 2.16 If the candidate does not succeed in the first assessment but succeeds in the subsequent assessment his / her promotion will be deemed to be from the later date of successful assessment.

3 STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY APPOINTED LECTURER:

- 3.1 Entry level lecturer (stage 1) would be eligible for promotion under the career advancement scheme (CAS) through three successive stages (stage 2, stage 3 and stage 4), provided they are assessed to fulfil the eligibility and performance criteria as laid down in next clause.
- 3.2 In order to remedy the difficulties of collecting retrospective information and to facilitate the implementation of the scheme from 5th march, 2010 in the CAS promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PABS on the API scores of categories I and II as mentioned in the tables of Appendix I is to be implemented for one year, initially based on the existing systems in Colleges for one year only with minimum annual scores as depicted in Table II (A) for college teachers. This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2013, one year API scores for 2012-13 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2014, two year average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period

However Relaxation in API score is applicable up to the period of 03 years only (till date 07-11-2015) from the issue of AICTE Regulations 2012 in official Gazette. Thereafter, API score shall be implemented.

- 3.3 Incumbent and newly recruited lecturer, possessing Ph.D. Degree in the relevant discipline shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 6000 (stage 1) and eligible, for moving to the next higher grade of Rs. 7000 (stage 2) as lecturer (Senior Scale) after completion of four years' service as Lecturer.
- 3.4 Incumbent and newly recruited lecturer, possessing M.Phil. Degree or a Post-Graduate in professional courses approved by the relevant statutory body shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 6000 (stage 1) and eligible, for moving to the next higher grade of Rs. 7000 (stage 2) as lecturer (Senior Scale) after completion of five years' service as Lecturer.
- 3.5 Incumbent and newly recruited lecturer with B.E. / B.Tech qualification in appropriate branch / discipline either entering the teaching profession newly or Lecturers already in service in Polytechnic Institutions shall be designated as Lecturer and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 5400 and will move to AGP of Rs. 6000 on completion of Master's qualification in appropriate branch / discipline. Further, Incumbent and newly recruited lecturer who do not have Ph.D. or a Master's degree in relevant branch / discipline of a program shall be eligible, for the AGP of Rs. 7000 (stage 2) as lecturer (Senior Scale) only after completion of nine years' service as Lecturer.
- 3.6 The upward movement from the entry grade (stage 1) to the next higher grade of Rs. 7000 (stage 2) as lecturer (Senior Scale) for all Lecturers shall be subject to their satisfying the API based PBAS conditions laid down by the AICTE in the Regulations.
- 3.7 Lecturer (Senior Scale) who has completed five years of service in the grade of Rs 7000 (stage 2) shall be eligible subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade of Rs 8000 (stage 3) as Lecturer (Selection Grade) in Pay Band of Rs. 15600-39100.

3.8 Lecturer (Selection Grade, Stage 3) completing three years of service in the grade of Rs. 8000 (stage 3) shall be eligible subject to the qualifying conditions and the API based PBAS requirements prescribed by these Regulations, to move to the Pay Band of Rs. 37400-67000 with next higher grade of Rs. 9000 (stage 4) and to be re-designated as Lecturer (Selection Grade).

However, those joining Service after 5th March, 2010 shall have also earned Ph.D. in addition to above mentioned requirements to move to the stage 4 subject to the following:

- (a) Satisfying the required credit points as per API based PBAS requirements as provided in Tables of Appendix I; and
- (b) As assessment by duly constituted Screening Committee as suggested for the direct recruitment of Head of Department.

3.9 Every Librarian and PTI who is in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000, shall be eligible, for higher AGP of Rs. 7000 provided that he/she has completed:-

- (a) (i) Four years service and possessing Ph.D. Degree in relevant discipline.
- (ii) Five years service and possessing M.Phil. Degree in relevant discipline.
- (iii) Six years service, those do not possess Ph.D. or M.Phil. Degree but has master degree in relevant discipline
- (b) Minimum API score using PBAS methodology as laid in Appendix II & III (as per the UGC Regulations 2010 in category I-III for Librarians & PTI)
- (c) One orientation and one refresher course of 3-4 week duration.

3.10 Every Librarian and PTI who is in the Pay Band of Rs. 15600-39100 with AGP of Rs.7000, shall be eligible, for higher AGP of Rs. 8000 provided that he/she has completed:-

- (a) Five years of service in Senior scale subject to their fulfilling other conditions of eligibility such as Ph.D. degree etc. .

- (b) Minimum API score using PBAS methodology as laid in Appendix II & III (as per the UGC Regulations 2010 in category I-III for Librarians & PTI)
- (c) Additionally, two refresher course of 3-4 week duration to have been undergone during the assessment period.

3.11 Every Librarian and PTI, who is in the Pay Band of Rs. 15600-39100 with AGP of Rs.8000, shall be eligible, for higher AGP of Rs. 9000 in pay band of Rs. 37400-67000, after completion of three years and fulfilling criteria stipulated in Appendix II & III.

Note:-

- For promotion under CAS and to be eligible for the grant of higher AGP, as stated at S.No. 3.1 to S.No. 3.8, the employee should satisfy the API based PBAS requirements and other conditions as laid down in APPENDIX – I, [Table I, II (A), and III].
- For promotion under CAS and to be eligible for the grant of higher AGP, as stated at S.No. 3.9 to S.No. 3.11, the employee should satisfy the API based PBAS requirements and other conditions as laid down in APPENDIX – II and III [Table I, II (A), and III].
- The details of API criteria based PBAS as notified by the AICTE regulations 2012 and UGC are attached herewith at APPENDIX – I, II and III [Table I, II(A), and III]. Other Terms and Conditions not contained in this scheme, shall be in conformity with the Guidelines / Clarifications contained in AICTE Notification dated 08.11.2012 and dated 04.01.2016.

4 Workload of teachers of Diploma level courses (Three years diploma Engineering Programme)

Workload of a teacher should not be less than 40 hours a week of which teaching contact hours should be as follows:

Lecturers	: 18 hrs/week;
Lecturers (Senior Scale)	: 16 hrs/week;
Lecturers (Selection Grade)/ Heads of Department	: 14 hrs/week;
Principal	: 06 hrs/week;

5 Procedure for implementation of CAS:

- 1 A lecturer who wishes to be considered for promotion under CAS may submit in writing to the DTE/College, within three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit the Performance Based Appraisal System (PBAS) in the proforma duly supported by all credentials as per the Academic Performance Indicator (API) guidelines set out in these Regulations.
- 2 Chairman of Screening Committee shall evaluate these applications by constituting a suitable committee, which shall include technical experts and then forward the eligible cases as per the Guidelines / Clarifications contained in AICTE dated 08.11.2012 and dated 04.01.2016 to the Screening Committee for grant of CAS.

TABLE - I		APPENDIX - I
PROPOSED SCORES FOR ACADEMIC PERFORMANCE INDICATORS (APIs) IN RECRUITMENTS AND CAREER ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE TEACHERS		
CATEGORY I : TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES		
Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses, etc. The minimum API score required by teachers from this category is 75. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the screening/selection committee.		
S.no.	Nature of activity	Maximum Score
1.	Lecturers, seminars, tutorials, practical's, contact hours undertaken as percentage of lectures allocated*	50
2.	Lectures or other teaching duties in excess of the AICTE norms	10
3.	Preparation and imparting of knowledge/instruction as per curriculum; syllabus enrichment by providing additional resources to students	20
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc.	20
5.	Examination duties (Invigilation; question paper setting, evaluation /assessment of answer scripts) as per allotment.	25
	Total Score	125
	Minimum API Score Required	75
Note: Lectures and tutorials allocation to add up to the AICTE norm for particular category of teacher. State Government may prescribe minimum cut-off (net of due leave), say 80 %, for		

above, below which no scores may be assigned in these sub-categories.

CATEGORY -II CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, category II API scores are proposed for co-curricular and extension activities; and Professional development related contributions. The minimum API required by teachers for eligibility for promotion is 15. A list of items and proposed scores is given below. It will be noticed that all teachers can earn scores from a number of items, whereas some activities will be caned out only by one or a few teachers. The list of activities is broad enough for the minimum API score required (15) in this category to accrue to all teachers. As before, the self-assessment score should be based on objectively verifiable criteria and will be finalized by the screening/selection committee.

The model table below gives groups of activities and API scores. Department may detail the activities or in case institutional specificities require, adjust the weightages, without changing the minimum total API scores required under this category.

S.no.	Nature of Activity	Maximum Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counselling)	20
2.	Contribution in Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities.	15
3.	Professional Development activities (such as participation in seminars, conferences, short term training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below).	15
Total Score		50
Minimum API Score Required		15

CATEGORY- III : RESEARCH AND ACADEMIC CONTRIBUTIONS

Brief Explanation: Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API score required by teachers from this category is different for different levels of promotion in Colleges. The self-assessment score will be based on verifiable criteria and will be finalized by the screening/selection committee.

S.no.	API's	Engineering	Faculties of Languages Humanities/Social Science/ Management	Max. point for college teacher position
III A	Research papers published in:	Refereed Journals*	Refereed Journals*	15/ publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers.	Non-refereed but recognized and reputable journals and periodicals, having ISBN/ ISSN numbers.	10/Publication
		Seminar/ Conference proceedings as full papers etc. (Abstracts not to be included)	Conference proceedings as fill papers, etc. (Abstracts not to be included)	International 10/ publication National 5/publication

III (B)	Research Publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	Text or Reference Books Published by International Publishers with an established peer review system	50 /sole author; 10 /chapter in an edited book
		Subjects books by National level publishers/State and Central Govt. Publications with ISBN/ISSN numbers.	Subject Books by / national level publishers/ State and Central Govt. Publications with ISBN/ ISSN numbers	25 /sole author, and 5/ chapter in edited books
		Subject Books by Other local publishers with ISBN/ISSN numbers.	Subject Books by Other local publishers with ISBN/ISSN numbers.	15 / sole author, and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	Chapters contributed to edited knowledge based volumes published by International Publishers	10 /Chapter
		Chapters contributed to edited knowledge based volumes published by International Publishers Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and international directories	Chapters in knowledge based volumes in Indian/National level publishers with ISBN /ISSN numbers and with numbers of national and international directories	5 /Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects carried out/ ongoing	Major Projects amount mobilized with grants above Rs. 30.0 lakh	Major Project amount mobilized with grants above Rs. 5.0 lakh	20/ each project
		Major Project's amount mobilized with grants above Rs.5.0 lakh up to Rs.	Major Projects Amount mobilized With minimum of Rs 3.00 lakh up to Rs 5.00 lakh	15/ each project

		30.00 lakh		
		Minor Projects (Amount mobilized with grants above Rs 50,000 up to Rs 5.0 lakhs)	Minor Projects (Amount mobilized with grants above Rs 25,000 up to Rs. 3.0 lakh)	10/ each project
III(c) (ii)	Consultancy Projects carried out/ongoing	Amount mobilized with minimum of Rs. 3.00 lakh	Amount mobilized with minimum of Rs.1.0 lakh	10/ per every Rs. 3.0 lakh and Rs. 1.0 lakh. Respectively
III(C)(iii)	Completed projects Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project report (Accepted by funding agency)	20/ each major project 10 / each minor Project
III(C)(iv)	Projects Outcome Outputs	Major policy document of Govt. Bodies at Central and State level Patent/ Technology transfer Product/ Process	Major policy document of Govt. Bodies at Central and State level Patent/ Technology transfer Product/ Process	30 / each national level output or patent 50 /each for International level
III (D)	RESEARCH GUIDANCE			
III (D)(i)	M.Phil./ M.E./ M.Tech	Degree awarded only	Degree awarded only	3 / each candidate
III(D)(ii)	Ph.D.	Degree awarded	Degree awarded	10 /each candidate
		Thesis submitted	Thesis submitted	7/each candidate
III (E)	TRAINING COURSES AND CONFERENCE /SEMINAR / WORKSHOP PAPERS			
III (E)(i)	Attended Refresher courses, Methodology workshops, Training, Teaching Learning Evaluation Technology Programmes, Soft Skills development Programmes, Faculty Development Programmes (Max: 30 points)	Not less two weeks Duration	Not less two weeks Duration	20/each
		One week duration	One week duration	10/each
III (E)(ii)	Papers in Conferences/ Seminars/Workshops, etc**	Participation and Presentation of research papers (oral/poster) in	Participation and Presentation of research papers (oral/poster) in	
		a) International conference	a) International conference	15 / each
		b) National	b) National	10 / each
		c) Regional/State	c) Regional/State	5 / each

		level	level	
		d) Local –College level	d) Local –College level	3 / each
III (E) (iii)	Invited lectures or presentations for conferences / Symposia	(a) International	(a) International	10 / each
		(b)National level	(b)National level	5 / each
<p>* Wherever relevant to any specific discipline, the API score for papers in refereed journal would be augmented as follows: (i) indexed journals -by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.</p> <p>** If a paper presented in Conference/Seminar is published in the form of Proceedings the points would accrue for the publication (III)(a) and not under presentation (III)(e)(ii)</p> <p>Notes: 1. It is incumbent on the Coordination Committee proposed in these Regulations and the to prepare and publicize within six months subject-wise lists of journals, periodicals and publishers under categories IIIA and B. Till such time, screening/selection committees will assess and verify the categorization and scores of publications.</p> <p>2. The API for joint publications will have to be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally total score, if the number of authors are more, then the first two authors would share equally 60% of the total points and the remaining authors would share equally 40% of the points.</p>				

TABLE – II (A)				
MINIMUM APIs AS PROVIDED IN TABLE-1(Appendix – I)				
TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN POLYTECHNIC COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT				
		Lecturer (Sr. Scale):(stage 1 AGP 5400/ 6000 to stage 2 AGP 7000)	Lecturer(Sel. Grade):(stage 2 AGP 7000 to stage 3 AGP 8000)	Lecturer (Sel. Grade):(stage 3 AGP 8000 to stage 4 AGP 9000)
1	Teaching- learning Evaluation Relate Activities (Category I)	75 / Year	75 / Year	75 / Year
2	Co-Curricular Extension and Profession related activities (Category II)	15 / Year	15 / Year	15 / Year
3	Minimum total average annual Score under Categories I and II	100 / Year	100 / Year	100 / Year
4	Research and Academic Contribution (Category III)	10 / Year (40 /assessment Period)	20 / Year (100/ assessment Period)	30 / Year (90/ assessment Period)
5	Expert Assessment System	Screening Committee	Screening Committee	Screening Committee
6	Percentage Distribution of weightage Points in the Expert Assessment	No separate points. Screening committee to Verify API scores	No separate points. Screening committee to verify API scores	30% Contribution to Research, 50% Assessment of domain knowledge

(Total weightage - 100, Minimum required for promotion is 50)		and teaching practices; 20% Interview performance
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Explanatory note for Tables II(A)

1	Directorate of Technical Education will set up verifiable systems for the API related information required in these tables within THREE months of notification of this order. In order to facilitate this process, all teachers shall submit the duly filled-in Performance Based Appraisal System (PBAS) Performa to the Director annually.		
2	However, in order to remedy the difficulties of collecting retrospective information in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out.		
3	Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems as Universities / Colleges, if any, for one year only with the minimum average scores compounded depicted in Table II(A). This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre.		
4	As shown in Table II(A), the aggregate minimum API score required can be earned from any of the two broad categories, subject to the minimum prescribed in each category. This will provide for due weightage to teachers who contribute additionally through any of the components given in Categories I and II, also for the differing nature of contributions possible in different institutional settings.		
5	For Category III (research and academic contributions), maintenance of past record is done on a normal basis by teachers and hence no difficulty is envisaged in applying the API scores for this category for the entire assessment period. In this category, a aggregate minimum score is required for promotion over each stage. Alternatively, a teacher should acquire the required minimum aggregate score over two previous stages, taken together.		
6.	Candidates should offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in Tables I and II(A), by submitting an application and the required proforma. They can do so three months before the due date, if they consider themselves eligible. Candidates, who do not consider themselves eligible, can also apply at a later date.		
7.	If, however, on final assessment, candidates do not either fulfill the minimum criteria under Rows III and IV of Tables II(A) or obtain less than 50% in the expert assessment they will be reassessed only after a minimum period of one year.		
8.	a)	If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be deemed to be the minimum period of eligibility.	
	b)	If however the candidate finds that she / he fulfils the eligibility conditions at a later date and applies on that date and is successful, her / his promotion will be deemed to be from that date of application.	
	c)	If the candidate does not succeed in the first assessment, but succeeds in an eventual assessment, her/ his promotion will be deemed to be from the later date.	

TABLE - III

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN COLLEGES			
S.No.	Promotion of Teachers through CAS	Service requirement	Academic Performance Requirements and Screening/Selection Criteria
1.	Lecturer from Stage 1 to Stage 2	Lecturer in Stage 1 and completed four years of service with Ph.D. or five years of service who are	(i) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per

		with M. Phil. /PG Degree in Professional Courses such as, M.Tech, or six years of service who are without Ph.D./ M.Phil. /PG Degree in Professional Courses	<p>the norms provided in Table II (A) of Appendix I.</p> <p>(ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by AICTE / Central Govt. / State Govt./TEQIP/ CIILP/ISTE/ NITTTR / IIT/DTE / SBTE / University etc.</p> <p>(iii) Screening-cum-Verification process for recommending promotion.</p>
2.	Lecturer from Stage 2 to Stage 3	Lecturer with completed service of five years in Stage 2	<p>(i) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(A) of Appendix I</p> <p>(ii) One course/ programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills, development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by AICTE / Central Govt. / State Govt./TEQIP/ CIILP/ ISTE/ NITTTR / IIT/DTE / SBTE / University etc.</p> <p>(iii) Screening-cum-Verification process for recommending promotion.</p>
3.	Lecturer (Stage 3) to (Stage 4)	Lecturer with three years of completed service in Stage 3	<p>(i) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(A) of Appendix I</p> <p>(ii) At least three publications in the entire period as Lecturer (twelve years). However, in the ease of College teachers, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.</p> <p>(iii) One course / programme from among the categories of methodology workshops,</p>

			Training, Learning-Technology Soft Skills Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by AICTE / Central Govt. / State Govt./TEQIP/ CIILP/ISTE/ NITTTR / IIT/DTE / SBTE / University etc. (iv) A selection committee process as stipulated in these Regulation and in Tables II(A) of Appendix I.
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APPENDIX-II

TABLE- I

ACADEMIC PERFORMANCE INDICATORS (APIs) AND PROPOSED SCORES FOR ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER ADVACEMENT SCHEME (CAS) PROMOTIONS APPLICABLE TO COLLEGE LIBRARIAN

(Ref: APPENDIX- III: TABLE – VII OF UGC Regulation, 2010)

Category-1: Procurement, organization, and delivery of knowledge and information through Library services		
S.No.	Nature of Activity	Maximum Score
1	Library resources organization and maintenances of books, journals, reports. Provision of library reader-services, literature retrieval services to researchers and analysis of reports; Provision of assistances to the departments of University/College with the required inputs for preparing reports, manuals and related documents. Assistance towards updating institutional website with activity related information and for bringing out institutional Newsletters, etc.	40
2	ICT and other new technologies, application for upgradation of library services such as automation of catalogue, learning resources procurement functions, circulation operations including membership records, serial subscription system, reference and information services, library security (technology) based methods such as RFID, CCTV), development of library management tools (software). Intranet management.	30
3	Development, organization and management of e-resources including their accessibility over Intranet/internet, digitization of library resources, e- delivery of information, etc.	25
4	User awareness and instruction programmes (Orientation lectures users' training in the use of library services as e-resources, OPAC knowledge resources user promotion programmes like organizing book exhibition other interactive latest learning resources etc.	20
5	Additional services such as extending library facilities on holidays, shelf order maintenance, library user manual, building and extending institutional library facilities to outsiders through external membership norms.	10
	Total score	125

	Minimum API score required		75
Category-II: Co-curricular, extension and professional development related activities			
S.No.	Nature of Activity	Maximum Score	
1	Student related co- curricular, extension and field based activities such Cultural exchange and Library service Programmes (various level of extramural and intramural programmes) extension library-literacy work through different channels.	20	
2	Contribution to Corporate life and management of the library units and institution through participation in library and administrative committees and responsibilities	15	
3	Professional Development activities (such as participation in seminars, conferences, short- item, e- library training courses, workshops and events, talks lectures, membership of associations dissemination and general articles, not covered in Category III below)	15	
	Minimum API score required		15
Category-III: Research and academic contribution			
S. No.	APIs	Activity	Maximum Point
III A	Research Papers published in:	Refereed Journals	15/publication
		Non-refereed but recognized and reputable journals and periodicals, having ISBN/ISSN numbers	10/publication
		Conference proceedings as full papers etc. (abstracts not to be included)	10/publication
III B	Research publications (books chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system	50/ sole author; 10/ chapter in edited books
		Subjects Books by National level publishers State and Central Govt. Publication with ISBN ISSN numbers.	25/ sole author and 5/ chapter in edited books
		Subjects Books by Other local publisher with ISBN/ISSN numbers	15sole author and 3 chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International Publishers	10 Chapter
		Chapters in Knowledge based volumes Indian national level publishers with ISBN/ISSN numbers and with numbers of national and international directories	5 Chapter
III(C)			
III(C) (i)	Sponsored projects carried out/going	Major project amount mobilized with grants above 30.0 lakhs	20/each Project
		Major Projects amount mobilized with grants above 5.0 lakhs up to 30.00 lakhs	15/each Project
		Minor Projects amount mobilized with grants above Rs. 50,000 up to Rs. 5.0 lakhs)	10/each Project
III(C) (ii)	Consultancy Projects carried out/goings	Amount mobilized with minimum of Rs. 10.00 Lakhs	10 per every Rs. 10.0 lakhs and Rs, 2.0 lakhs respectively
III(C) (iii)	Completed Projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	20/each major project and

			10/ each minor project
III(C) (iv)	Projects Outcome/Outputs	Patent/ Technology transfer/ Product/Process	30/ each national level output or patent/50/each for International level
III(D)			
III(D) (i)	M.Phil.	Degree awarded only	3/each candidate
III(D) (ii)	Ph.D.	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate
III(E)			
III(E) (i)	Refresher courses, Methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes Faculty Development Programmes (Max: 30 points)	Not less than two weeks duration	20/each
		One week duration	10/each
III(E) (ii)	Papers in Conferences/ Seminars/workshops etc	Participation and Presentation of research papers (oral/poster) in-	
		(a) International Conference	10/each
		(b) National	7.5/each
		(c) Regional/State level	5/each
		Local-University College Level	3/each
III(E) (iv)	Invited lectures or presentations for conferences/ symposia	International	10/each
		National Level	5/each

*If a paper presented in Conference/ Seminar is published in the form of Proceedings, the points would accrue for the publication (III)(a) and not under presentation (III (e))

Notes: -The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/Principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40 % would be shared equally by all other authors.

TABLE II (A)

Minimum Weightage points (WP) norms of the APIs for the promotion of librarian and Weightages for Expert Assessment UNDER CAREER ADVANCEMENT SCHEME (CAS)
(Ref: APPENDIX-III TABLE-VIII(b) of UGC regulations, 2010)

		College Librarian (Stage 1) college Librarian (Senior scale) (Stage 2)	College Librarian (Senior scale) (stage-2) to college Librarian (Selection Grade (Stage3)	College Librarian (Selection grade) (stage 3 to stage 4)
I	Procurement, organization and delivery of knowledge and information throw	75/Year	75/Year	75/Year

	library service (Category I)			15/Year
II	Extension and Profession related activates (Category II)	15/Year	15/Year	15/Year
III	Minimum total average annual score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Ccontribution (Category III)- Minimum Annual Score Required to be assessed cumulatively	5/Year (40/assessment period)	10/Year (100/assessment period)	15/Year (90/assessment period)
	Expert Assessment System	Screening committee	Screening committee	Screwing committee
V	Percentage of Distribution of Weightage Point in the expert assessment (Total weighate=100 Minimum required 50)	No separate points Screening committee to verify API score	No separate points screening committee to verify API scores	As per the prevailing UGC regulation 2010

*Candidate may score 10 points from other category I or Category II to achieve the minimum score required under Category I - II

Note: For college for which Sixth PRC awards (vide Appendix 2) are applicable Stage 1, 2, 3, and 4 correspond to scale as provide with AGP of RS. 6000, 7000, 8000 and 9000 respectively.

TABLE - III			
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF LIBRARIANS IN COLLEGES			
S.No.	Promotion of Librarians through CAS	Service requirement	Minimum Academic Performance Requirements and Screening Criteria
1.	Librarian from Stage 1 to Stage 2	Librarian in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M. Phil. or six years of service who are without Ph.D./ M.Phil	(i) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II (A) of Appendix II. (ii) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by UGC (iii) Screening-cum-Verification process for recommending promotion.
2.	Librarian from Stage 2 to Stage 3	Librarian with completed service of five years in Stage 2	(i) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(A) of Appendix II (ii) One course/ programme from among the categories of refresher courses, methodology workshops, Training, Teaching-

			<p>Learning- Evaluation Technology Programmes, Soft Skills, development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by UGC/ AICTE / Central Govt. / State Govt./TEQIP/ CIILP/ ISTE/ NITTTR / IIT/DTE / SBTE / University etc.</p> <p>(iii) Screening-cum-Verification process for recommending promotion.</p>
3.	Librarian (Stage 3) to (Stage 4)	Librarian with three years of completed service in Stage 3	<p>(v) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(A) of Appendix II</p> <p>(vi) At least three publications in the entire period as Librarian (twelve years). However, in the ease of College Librarian, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.</p> <p>(vii) One course / programme from among the categories of methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by UGC/AICTE / Central Govt. / State Govt./TEQIP/ CIILP/ISTE/ NITTTR / IIT/DTE / SBTE / University etc.</p> <p>(viii) A selection committee process as stipulated in these Regulation and in Tables II(A) of Appendix II.</p>

APPENDIX -III

TABLE- I

**ACADEMIC PERFORMANCE INDICATORS (APIS) AND PROPOSED SCORES FOR
ADOPTION OF PERFORMANCE BASED APPRAISAL SYSTEM (PBAS) FOR CAREER
ADVANCEMENT SCHEME (CAS) PROMOTIONS OF COLLEGE PTI**

(As per appendix- III Table – IV of UGC Regulations, 2010)

Category I: Teaching Training coaching sports persons Development and Sport Management Activities			
S.No	Nature of Activity	Maximum Score	
1	Management of Physical Education and Sports Programme for students (Planning, executing and evaluating the policies in Physical Education and Sports) (20 Points) Lecture cum practice based athlete/ sports classes seminars undertaken as percentage of allotted hours (20 points)	40	
2	Extending Services sports facilities and training on holidays to the institutions and organizations	10	
3	Organizing and conducting sports and games competitions at the International/ National/State/ Inter University / Inter Zonal Levels (25 Points) Organizing and conducting coaching camps/ sports person development/ training programmes (15 Points)	40	
4	Up gradation of scientific and technological knowledge in Physical Education and Sports (5 Points) Identifying sports talents and mentoring sports excellence among students (10 Points)	20	
5	Development and maintenance of play fields purchase and maintenance of the other sports facilities	15	
	Total Score	125	
	Minimum API Score required	75	
Category II: Co-Curricular, Extension and Professional Development Related Activates			
S.No	Nature of Activity	Maximum Score	
1	Student related co-curricular, extension and field based activates (such Cultural exchange and Sports Programemes (Various level of extramural and intramural programmes); extension works through NSS/NCC and other channels	20	
2	Contribution to Corporate life and management of the sports units and institution through participation in sports and administrative committees and responsibilities	15	
3	Professional Development activities (such as participation in seminars conferences, short term, training course, camps and events talks lectures, membership of associations dissemination and general articles, not covered in Category III below)	15	
	Minimum API Score required	15	
Category III: Research and Academic Contributions			
S.No.	APIs	Faculties of Physical education	Max. points for college PTI
III(a)	Research Publications (Journals)	Refereed Journals *	15/Publications
		Non-referred but recognized and reputable journals and periodicals having ISBN/ISSN numbers	10/Publications
		Full papers in Conference proceedings etc*	10/Publications

III(b)	Research Publications (books, chapters in books other than refereed journal articles)	(Abstracts not to be included)	
		Text or Reference books published by International Publishers **	50/sole author 10/chapter in edited books
		Text or reference books published by National central State Government Societies**	25/sole author, 5/chapter in edited books
		Subject Books by other local publishers with ISBN/ISSN numbers**	15/sole author, 5/chapter In edited books
		Chapters in knowledge based volumes in Indian National level publishers with ISBN/ISSN numbers and with numbers of national and international directories**	5 chapter

*For Joint Research papers the First Principal author will share 60% while the rest joint authors will share the 40% of API scores.

**Scores (50.25.10.03 whatever the ease may be) to be shared equally by all authors.

**Scores (50.25.10.03 whatever the ease may be) to be shared equally by all authors.

III(C)		Research Projects	
III(C)(i)	Sponsored Projects carried out/ongoings	Major projects/events amount mobilized with grants above 5.0	20 each project
		Major Projects/Events amount mobilized with minimum of Rs. 4.00 lakhs up to Rs. 5.00 Lakhs	15 each major project
		Minor projects from central/state funding agencies with grants below 4.00 lakhs	10 each minor project
III(C)(ii)	Consultancy Projects carried out/goings	Amount mobilized with minimum of RS. 1.0 lakhs	10 per every Rs. 5.0 Lakhs 2 per every Rs. 1.00 lakh
III(C)(iii)	Completed Projects Quality Evaluation	Completed Projects report (Accepted by funding agency)	20/each major project and 10/each minor project
III(C)(iv)	Projects Outcome/ outputs	Policy documents of Govt. Bodies at Central and State level	30/each output outcome for National patents etc/50/each for International patents.
III(D)		Research Guidance	
III(D)(i)	M.Phil	Degree awarded only	3/each candidate
III(D)(ii)	Ph.D	Degree awarded	10/each candidate
		Thesis submitted	7/each candidate
III(E)		Training Course and Conference/Seminars/workshop papers	
III(E)(i)	Research methodology Training Coaching Workshop	Research methodology/ Training/ coaching programme (not less than three weeks)/workshop of not less than one week	20
III(E)(ii)	Paper in Conference/Seminars/worksh ops etc	Participation and presentation of research papers (oral/post) in;	
		(a) Intentional Conference	10 each

		(b) National	7.5 each
		(c) Regional/ Stage level	5 each
		(d) Local- University College level	3 each
III(E)	Invitation for conferences	(a) International	10 each
(iv)	seminars workshops	(b) National	7.5 each
	symposia to deliver	(c) State Level Regional	5 each
	lectures/chair session	(d) University College level	5 each
		Endowment lectures	

Table II(A)
Minimum APIs for PTI (Senior Scale)/ PTI (Selection Grade), and Weightages for Expert
Assessment in Selection Committees
 (Ref: Appendix –III Table-V (b) of UGC Regulations 2010)

S.No	Categories of Criteria	Minimum Average yearly or cumulative API score required during the assessment period of each level as evaluated under the Performance Based Appraisal System (PBAS) with weightages for Expert Assessment		
		College PTI to college PTI (Senior scale) (stage 1 to stage2)	College PTI Education senior scale to selection grade (stage2 to stage 3)	College PTI (Selection Grade) (stage 3 to stage 4)
I	Teaching-learning evolution related Activates (Category-I)	75/Year	75/Year	75/Year
II	Co-curricular extension and profession related activates (Category –II)	15/Year	15/Year	15/Year
III	Minimum Total average annual score under Categories I and II*	100/Year	100/Year	100/Year
IV	Research and Academic Contribution (Category III) - Minimum Annual Score required to assessed cumulatively	5/Year (20 assessment period)	10/Year (50/assessment period)	15/Year (45/assessment period)
	Expert Assessment system	Screening Committee	Screening Committee	Screening Committee
V	Percentage Distribution of Weightage points in the Expert Assessment (Total Weightage* 100 Minimum required 50)	No separate points Screening committee to verify API score	No separate points Screening committee to verify API score	As per the prevailing UGC regulations and in contributions of letter F 1(06) Edu-4 2010 dated 22 nd Sept. 2010


*Teachers may score 10 points from either category I or Category II to achieve the minimum score required under Category I-II

TABLE – III			
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF PTI IN COLLEGES			
S.No.	Promotion of Librarians through	Service requirement	Minimum Academic Performance Requirements and

	CAS		Screening Criteria
1.	PTI from Stage 1 to Stage 2	PTI in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M. Phil. or six years of service who are without Ph.D./ M.Phil	<p>(iv) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II (A) of Appendix III.</p> <p>(v) One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration approved or conducted by UGC</p> <p>(vi) Screening-cum-Verification process for recommending promotion.</p>
2.	PTI from Stage 2 to Stage 3	PTI with completed service of five years in Stage 2	<p>(iv) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(A) of Appendix III</p> <p>(v) One course/ programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning- Evaluation Technology Programmes, Soft Skills, development Programmes and Faculty Development Programmes of 2/3 week duration approved or conducted by UGC/ AICTE / Central Govt. / State Govt./TEQIP/ CHILP/ ISTE/ NITTTR / IIT/DTE / SBTE / University etc.</p> <p>(vi) Screening-cum-Verification process for recommending promotion.</p>
3.	PTI (Stage 3) to (Stage 4)	PTI with three years of completed service in Stage 3	<p>(ix) Minimum API scores using PBAS scoring proforma developed by the concerned State Government as per the norms provided in Table II(A) of Appendix III</p> <p>(x) At least three publications in the entire period as PTI (twelve years). However, in the ease of College PTI, an exemption of one publication will be given to M. Phil. holders and an exemption of two publications will be given to Ph. D. holders.</p> <p>(xi) One course / programme</p>


			<p>from among the categories of methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration approved or conducted by UGC/AICTE / Central Govt. / State Govt./TEQIP/ CHILP/ISTE/ NITTTR / IIT/DTE / SBTE / University etc.</p> <p>(xii) A selection committee process as stipulated in these Regulation and in Tables II(A) of Appendix III.</p>
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This order bear the concurrence of the Finance Department vide I.D. no 101706077 dated 28.11.2017.


 (M.M. Setia)
 Joint Secretary-II,
 (Technical Education)

Copy submitted/forwarded to :-

- 1 PS to Chairmen RPSC Ajmer
- 2 PS to Additional Chief Secretary, Dept. of Technical Education, GOR.
- 3 PS to Additional Chief Secretary, Dept. of Finance Deptt, GOR
- 4 Director Technical Education, Jodhpur
- 5 File.


 Joint Secretary-II,
 (Technical Education)